



DATE: October 2, 2024

SUBJECT: Letter of Clarification

RE: Elevator-Escalator Maintenance and Repair Services RFP

TO: All Prospective Proposers

Houston First Corporation ("HFC") issues this Letter of Clarification regarding the referenced Elevator-Escalator Maintenance and Repair Services Request for Proposals to make the following clarifications and answer questions timely received in the manner set forth below:

CLARIFICATION

Inspections, Testing and Operator Permits. HFC has elected to expand the inspection requirements in the Scope of Services in the manner provided in Exhibit "A" attached hereto, though HFC reserves the right to engage an independent observer to witness annual tests performed by the service contractor selected as a result of this process.

QUESTIONS

Question 1: Is there more than one shift associated with this job?

Answer: HFC is aware that some service providers schedule an early daytime shift and a midday shift. While not a fixed requirement in the service agreement, HFC expects the contractor selected to ensure efficiency in scheduling as an integral part of their operational plan.

Question 2: Is there a minimum number of dedicated technicians?

Answer: No, though please be mindful of the service standards in the agreement, including response times.

Question 3: What is the schedule for the elevator technician?

Answer: Schedules will vary due to events, seasons and other variables; most maintenance work occurs weekdays during normal business hours (i.e., 9:00 a.m. – 5:00 p.m.), though some work, under the current provider, is performed beginning as early as 7:00 a.m. and ending as late as 11:00 p.m.

Question 4: Are there any obsolescence clauses in this RFP?

Answer: Currently not, but if a potential service contractor proposed an all-inclusive maintenance program as a value-added service (please see Proposal Form subsection "e" on page two of the RFP), then HFC would agree to include a special provision clarifying

that the contractor is not obligated to provide maintenance services on any Unit deemed “Obsolete” – being defined as a Unit for which it is no longer reasonably practicable to order identical or functionally equivalent and compatible spare parts.

Question 5: Are there small business/MWBE requirements?

Answer: No, though if the proposer is a certified diversity company, then such provider is asked to provide a copy of their certification with their proposal.

Question 6: Does the current contractor have a dedicated technician for HFC or do they have additional units on their route?

Answer: HFC cannot confirm the extent to which employees of the current contractor work elsewhere. While familiarity with HFC facilities has proven helpful, the provision of exclusive, dedicated staff is not a contractual requirement.

Question 7: How can we get a copy of the most recent inspection reports for the equipment?

Answer: Potential proposers may request equipment inspection reports by submitting an email to bids@houstonfirst.com prior to the Submission Deadline.

Question 8: Is there any required standby throughout the year (e.g., having technicians on standby for special events or shows)?

Answer: Standby for special events and shows is expected and can be scheduled in advance in nearly all instances. The contractor selected will be compensated based on the hourly rates provided in the pricing form.

Question 9: Which elevator/escalator units are shut down due to equipment failure at the moment?

Answer: HFC is informed that the following Units, as of the date of this letter, are pending repairs:

- Avenida Central; 590AH1/101107102448; ThyssenKrupp; Passenger Elevator (DG2)
- GRBCC: Eco 300; Kone; E4 Escalator; pending scheduling for assessment
- GRBCC: #200; Kone; N3 (Dock Freight) Freight/Hydraulic Elevator; pending parts shipment
- GRBCC: CE54146; Montgomery; B2-CP (Front Freight): Elevator (out of service)
- Partnership Tower: KHF—1399; Fujitec; Escalator (2E); pending parts shipment
- Theater District Parking Garages: S2401193; Schindler; Small Tranquility (Blue Garage); hydraulic elevator, type EB218L, 4 stop, 2500 lb. capacity
- Tundra Garage: 9300; Schindler; Escalator 9; pending scheduling for assessment

As provided in the RFP, this Letter of Letters of Clarification is part of this solicitation upon issuance and automatically supersedes any previous specifications or provisions in conflict therewith. By submitting their Proposal, Proposers shall be deemed to have reviewed this Letter of Clarification, considered all responses, as well as any revisions, and incorporated them into their Proposal.

Exhibit “A”

Article 5 of the Scope of Services portion of the Elevator-Escalator Maintenance and Repair Agreement is hereby amended and restated as follows, and shall be included in the agreement with the contractor selected as a result of this selection process:

Scope of Services, Article 5 Inspections, Testing, and Operating Permits

5.1 After each monthly inspection of a Unit, Contractor shall complete an elevator-escalator inspection report in a form satisfactory to HFC. At a minimum, each such report shall contain the findings of the inspection and recommendations, particularly those dealing with code deficiencies, hazards and safety, and substandard maintenance. A true and correct copy of the inspection report shall be provided to each General Manager. Any condition found affecting the immediate safety of the passengers or elevator/escalator equipment shall be immediately reported to HFC. Within 24 hours, a written report clearly listing the defects found, and the action recommended, shall be submitted to HFC. Contractor must submit a project schedule before it undertakes any modernization and upgrade work. Contractor shall also submit project schedule updates at regular intervals as set forth by HFC.

5.2 Contractor shall respond in writing within 10 calendar days, stipulating the corrective action or actions taken to remedy any deficiency noted during inspections. If deficiencies are caused by Contractor's failure to adequately maintain and repair the Units, as required by this Agreement, then Contractor shall make all necessary repairs and replacements until the Units are brought back to Good Operating Condition, at Contractor's sole expense. If Contractor fails to perform such services in a prompt and responsible manner, HFC may authorize the work to be performed by an outside contractor and Contractor shall pay for the cost of such work, at Contractor's sole expense.

5.3 Contractor shall schedule and ensure completion of all required annual elevator/escalator inspections, five-year load tests for elevators, and operating permits required for compliance with all applicable regulations, codes, and manufacturer's recommendations. Contractor shall furnish necessary qualified personnel to perform all tests required under applicable law in the presence of an independent, certified consultant selected by HFC. Contractor shall provide HFC with adequate documentation for the actual cost of such operating permits in its regular monthly invoices to HFC, as such costs are incurred. Contractor must furnish to HFC the name, licensing and certification of the selected company or companies for each inspection or test and a copy of the final inspection report.

5.4 HFC may have the Units independently inspected by an outside licensed contractor, as many times as deemed necessary, both during the Agreement Term and for up to six months following Agreement expiration or termination. A written report of the results of the inspection(s) and recommendations will be forwarded to the Contractor.

5.5 In addition to the regular monthly Preventative Maintenance work, Contractor shall perform an annual inspection, clean down, and detailed maintenance service on all Units covered by the

Agreement. Contractor shall pay for the required annual elevator/escalator inspections and five-year load inspection tests, to be performed by a certified ANSI inspector.

5.6 Annual Inspection of Escalators. Contractor shall perform annual Escalator Step Skirt Performance Index (“ESSPI”) tests annually on each escalator Unit. Each annual inspection for escalators shall be conducted in accordance with best industry practices, including, by way of example and not limitation, all of the following:

- (a) Remove and clean down all steps and entire Unit.
- (b) Thoroughly clean all pits and drip pans.
- (c) Replace leaking seals and perform oil change on gear box lubricant.
- (d) Inspect and replace all worn parts, including key switches and stop bells.
- (e) Inspect, adjust and replace worn drive chain links.
- (f) Inspect and replace damaged Safety or Warning signs.
- (g) Thoroughly inspect, repair and adjust braking system.
- (h) Provide a written report on each Escalator within 30 days after completion of the service work, detailing any parts or seals that were replaced on the Unit.
- (i) Inspect and repair all safety and warning signs.

5.7 Annual Inspection of Elevators. Each annual inspection for elevators shall be conducted in accordance with best industry practices, including, by way of example and not limitation, all of the following:

- (a) Inspect and repair all buttons, switches, and indicator lights;
- (b) Inspect and repair all doors, door edge guides, gibbs and door tracks;
- (c) Clean and inspect all elevator equipment rooms and switch cabinets;
- (d) Inspect and repair all seals and worn bearings in hoistways and equipment rooms;
- (e) Check slack and stretch on wire rope for traction elevators;
- (f) Check and repair all thresholds and elevator entranceways;
- (g) Check all safety switches, doors, alarms, stop bells, and light fixtures;
- (h) Clean elevator pits.

5.8 Five- Year Test (Traction Elevators). Contractor shall perform a test on each traction elevator under full capacity load at rated speeds in accordance with the manufacturer’s recommended minimum requirements and in accordance with current and future ASME standard A17.1 specifications, inclusive of applicable supplements. These tests shall be started, completed and scheduled from the time of the last five-year test.

5.9 Other Tests and Inspections. Contractor is responsible for any and all other tests required by City of Houston, State of Texas, or ASME for the equipment identified whether or not specifically identified. Contractor shall identify and ensure all tests required are performed as scheduled and that all Units are within the prescribed testing requirements, both in time and acceptability.