

ELEVATOR-ESCALATOR MAINTENANCE AND REPAIR SERVICES REQUEST FOR PROPOSALS (“RFP”)

ISSUE DATE: September 13, 2024

DUE DATE: **1:00 p.m.** on **October 8, 2024** (the “Submission Deadline”)

INSTRUCTIONS: Proposers are asked to submit five (5) paper copies of their proposal and one (1) electronic copy of the proposal on a flash drive. Submittals must be delivered in a sealed envelope in person, via mail or courier. Please write “**Elevator-Escalator RFP**” clearly on the outside of the sealed envelope. Submittals received by email, fax, or after the Submission Deadline will be rejected without further review or consideration.

SUBMIT TO: Houston First Corporation, Attn: Mitch Miszkowski, 701 Avenida de las Americas, Suite 200, Houston, TX 77010.

CONTACT INFO: Any questions concerning the content or subject matter of this RFP must be sent by email to bids@houstonfirst.com no later than **9:00 a.m.** on **October 1, 2024**. Questions will be answered collectively, in the form of a Letter of Clarification, and may be combined or edited for clarity or length at the discretion of HFC.

OVERVIEW

Houston First Corporation (“HFC”) hereby requests proposals responsive to the requirements set forth herein (each a “Proposal”) from experienced and highly-qualified contractors (each a “Proposer”) to provide elevator-escalator maintenance and repair services throughout HFC facilities. The Proposer selected is to furnish all materials, labor, supervision, tools, supplies, and other goods and services necessary to provide comprehensive preventative maintenance and complete prompt repairs of every description, including inspections, adjustments, and replacement of parts for all equipment covered under this RFP.

BACKGROUND

HFC is a local government corporation created by the City of Houston to facilitate economic growth through the promotion of the greater Houston area and the business of conventions, meetings, tourism, and the arts. The entity is responsible for the operation of the George R. Brown Convention Center, Avenida Houston, Partnership Tower, Wortham Theater Center, Jones Hall for the Performing Arts, Miller Outdoor Theatre, an array of outdoor venues/properties, and parking facilities that can accommodate nearly 10,000 vehicles.

PRE-PROPOSAL FACILITY TOUR

A pre-proposal facility tour will be held for the benefit of all prospective Proposers at **10:00 a.m.** on **September 25, 2024** at the George R. Brown Convention Center, 1001 Avenida de las Americas, Houston, TX 77010. The tour group will assemble and depart from the Starbucks on Mezzanine Level 2, across from the Hilton-Americas Houston Hotel skybridge. Although participation is not mandatory, all Prospective proposers are encouraged to attend.

PROPOSAL FORMAT

Although HFC prefers substance over form, to be considered responsive, Proposers are asked to review the following criteria/information requests and respond, in order, to the best of their ability:

- a. **Submittal Form:** Proposers are required to complete all fields of the Submittal Form provided below. The completed form must be signed by a person authorized to make representations on behalf of Proposer. Any Proposal received that does not include a completed Submittal Form shall be deemed non-responsive.

- b. **Experience:** Provide a brief profile of the Proposer, including its structure, services, and experience. Be sure to note any prior company names by which the Proposer has been known, the number of years the Proposer has been in business under its current management structure, and the location of the office from which the majority of services would be performed. Provide three current references for elevator-escalator maintenance services at comparable facilities, such as airports, shopping malls, office buildings, convention centers, and theaters. Please include a contact name, phone number, and email address for each such reference. (Neither HFC or the City of Houston may be used as a reference.)
- c. **Operational Plan:** Describe the Proposer's approach to the Services. Provide a maintenance schedule specific to HFC and staffing plan to efficiently meet the slow/busy cycle presented by variable event needs (including estimated labor hours, tasks workers would perform, and a title and brief description of each position). Explain Proposer's procedures for dispatching service calls and emergency service needs.
- d. **Pricing:** Provide Proposer's best hourly pricing for Services for a Lead Mechanic, Mechanic, Apprentice, and any other position proposed by Proposer under its Operational Plan using the Pricing Form available online at www.houstonfirst.com/do-business. Pricing stated must be inclusive of any and all costs to HFC for the provision of Services, including fringe benefits, other benefits, payroll tax, as well as profit to Proposer – excluding Reimbursable Expenses only.
- e. **Value-Added Services:** Proposers are asked to detail any additional or unique services provided by Proposer, above and beyond the services sought within this RFP. Costs to HFC for such additional services – if any – must be defined clearly. Proposers may, for example, propose alternative pricing for maintenance services by Facility, provided that the cost of all labor and materials/parts for repairs, renewals and replacements are included in such pricing – excepting only work required to repair major damage caused by Force Majeure or vandalism that the parties reasonably agree cannot be repaired or corrected by two mechanics within eight hours.

All information provided by Proposers should be organized, clear and concise. Proposers are asked to avoid excessive graphics, title pages, or other extraneous information in their proposal other than requested by HFC in the foregoing Proposal Format section.

EVALUATION

HFC will review and rank every proposal received in response to this RFP based on the following weighted criteria: Submittal Form, including acceptance of the Elevator-Escalator Maintenance and Repair Services Agreement (10 points); Experience (20 points); Operational Plan (25 points); Pricing (30 points); and Value-Added Services (15 points).

HFC reserves the right to interview the top-ranked Proposers, not to exceed five, prior to selection. If interviews are scheduled, then such top-ranked Proposers will be evaluated based on their engagement and responsiveness during the interview and awarded 1-25 points. Interview scores will not be combined with proposal-evaluation scores.

HFC intends to award the contract to the Proposer who offers the best value to HFC, as measured by HFC utilizing the foregoing evaluation criteria, including the right to award the contract by criteria other than the lowest price proposed. HFC reserves the right to select or reject all or part of any proposal, waive minor technicalities, and select proposals in the manner and to the extent that they serve the best interests of HFC. This RFP does not commit HFC to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a proposal in response to this RFP. HFC reserves the right to request proposal clarifications/additional information from some or all proposers.

LETTERS OF CLARIFICATION

Responses to all material questions timely submitted by potential Proposers, as well as revisions

incorporated into this RFP by HFC, if any, will be confirmed collectively, rather than individually, in a letter posted online at <http://www.houstonfirst.com/do-business> ("Letter of Clarification"). When issued, Letters of Clarification become part of this RFP and automatically supersede any previous specifications or provisions in conflict therewith. By submitting their Proposal, Proposers shall be deemed to have reviewed all Letters of Clarification on the website and incorporated them into their Proposal. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein. It is the responsibility of Proposers to monitor the foregoing link and ensure they receive any such Letters of Clarification and incorporate them in their Proposal.

FORM OF AGREEMENT

By submitting a Proposal in response to this RFP, Proposer agrees, if selected, to promptly enter into the Elevator-Escalator Maintenance and Repair Services Agreement, a true and correct copy of which is available online at www.houstonfirst.com/do-business. Proposers are advised that alternative terms, pre-printed forms, or other objections to the form of agreement submitted by a Proposer shall be disregarded and result in a Proposal being deemed non-responsive.

RESTRICTIONS ON COMMUNICATIONS

Throughout the selection process, commencing with the Issue Date, respondents are directed not to communicate with any HFC employee, officer or director regarding their Proposal or any matter relating to this RFP, other than through bids@houstonfirst.com, during the Pre-Submittal Meeting, or in response to a direct inquiry from the HFC General Counsel Department. Proposers who disregard this Restrictions on Communications provision do so at their peril, as **HFC shall have the right to reject any Proposal received due to violation of this provision.**

CONFLICTS OF INTEREST

Proposers are advised that they have an affirmative obligation to disclose any affiliation or business relationship with any HFC employee, officer, or director creating a conflict of interest (or appearing to a reasonable person to potentially exist). Those who need the disclosure form may find it online at <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>. By submitting their proposal, the Proposer represents to HFC that Proposer has complied with the requirements of Chapter 176 of the Texas Local Government Code.

PROTEST PROCEDURES

Any protest relating to the form, terms and conditions, selection criteria, specifications, exhibits, or any other material RFP content must be filed by the actual or potential respondent with the Purchasing Agent no later than five business days prior to the Submission Deadline. If the protest consists of a dispute regarding the respondent recommended by the selection committee, or otherwise relates to the alleged misapplication of selection criteria, then the Purchasing Agent must receive the protest from an actual respondent after the Submission Deadline, but at least three business days prior to consideration of a contract resulting from this RFP by HFC. All protests must be made in writing and delivered to Houston First Corporation, Attn: Purchasing Agent, 701 Avenida de las Americas, Ste. 200, Houston, TX 77010. To be considered by HFC, protests must be timely received and include, at a minimum, all of the following information: (a) The name, address and contact information of the respondent, with sufficient information to establish that a bona fide respondent is the person or entity filing the protest; (b) The full title of the RFP; (c) Material grounds for the protest, including the provisions of the RFP and the applicable law or regulation that serves as the basis for the protest; (d) A statement of the specific relief requested by the respondent; (e) Reference to and attachment of any pertinent documents or sources relied upon by the respondent that such party seeks to have HFC consider; and (f) An affidavit attached to support any factual allegations stated in the submission.

PUBLIC INFORMATION

HFC is subject to the Texas Public Information Act ("TPIA"). Information submitted by Proposer is subject to release under the provisions of the TPIA set forth in Chapter 552 of the Texas Government Code. Each page where confidential or proprietary information appears must be labeled as such clearly and unambiguously. Proposer will be advised of any request for public information that implicates their materials and will have the opportunity to raise objections to disclosure with the Texas Attorney General at their expense.

RFP PACKETS

A complete copy of this RFP, including exhibits, necessary forms and other relevant information, is available online at www.houstonfirst.com/do-business. This RFP provides the information necessary to prepare and submit a proposal for consideration and ranking by HFC.

WITHDRAWAL; ERROR

Proposals may be withdrawn due to errors or for any other reason by a written request received by bids@houstonfirst.com prior to the Submission Deadline.

ELEVATOR-ESCALATOR MAINTENANCE AND REPAIR SERVICES

SUBMITTAL FORM

Proposers responding to the foregoing Elevator-Escalator Maintenance and Repair Services Request for Proposals ("RFP") are required to complete each field of this Submittal Form and include it as the first substantive page of their Proposal.

1. Contact Information

- a. Company Name (the "Proposer"): _____
- b. Address: _____
- c. Contact Name/Title: _____
- d. Phone: _____ e. Email: _____
- f. Is the Proposer a diversity entity recognized under the [HFC Diversity Program](#)? _____

2. Terms and Conditions

By completing this form and submitting a Proposal, the Proposer represents all of the following to Houston First Corporation:

- a. Proposer has the necessary experience, knowledge, abilities, skills, and resources to perform all services required in connection with this RFP.
- b. Proposer accepts the evaluation process set forth in the RFP, including the weighted criteria, and acknowledges that some subjective judgments must necessarily be made during the effectuation of such process.
- c. Proposer accepts the terms and conditions of the Elevator-Escalator Maintenance and Repair Services Agreement and agrees, if selected, to promptly enter into such agreement.
- d. Proposer acknowledges that terms used herein, but not defined herein, shall have the meaning provided in the Elevator-Escalator Maintenance and Repair Services Agreement.
- e. Proposer acknowledges and agrees the HFC cannot and shall not guarantee any minimum number of positions or service hours, as requirements will fluctuate due to events, seasons, and a host of other variable, known and unknown.
- f. Proposer has not, within the past five years, been party to a service contract terminated for cause, or received material, adverse findings from any governmental authority having regulatory oversight of services similar to those required under this RFP.

3. Acknowledgment

By signing below, Proposer represents and warrants that all of the foregoing is true, correct and may be relied upon by Houston First Corporation without exception:

By: _____ ("Proposer")

Signature: _____

Date: _____

Name: _____

Title: _____