



***HARRIS COUNTY  
APPRAISAL DISTRICT  
Harris County  
Houston, Texas***

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**Request for Quote**

**BID NUMBER 2020-04**

**Issued: *September 30, 2020***

***Elevator Preventative Maintenance***

**FOR THE  
HARRIS COUNTY APPRAISAL DISTRICT  
HEADQUARTERS BUILDING  
13013 NORTHWEST FREEWAY  
HOUSTON, TEXAS 77040**

**RFQ2020-04**  
**Elevator Maintenance Services**  
**INVITATION TO BID**  
**Issued: September 23, 2020, 2020**

**Bidding Firm Name** \_\_\_\_\_

**Bid for 2021 PM PROGRAM** \$ \_\_\_\_\_

**Request for Quote**

Bids will be received in the Purchasing department of the Harris County Appraisal District, Second Floor, 13013 Northwest Freeway, Houston, Texas until 10:00 A.M., Thursday, October 15, 2020 or by emailing to [targento@hcad.org](mailto:targento@hcad.org).

**Buyer If you have any questions or comments regarding this bid package, contact Tammy Argento, Purchasing Manager, at (713) 957-7401 or [targento@hcad.org](mailto:targento@hcad.org). Letters of clarification will be posted on HCAD's website, [www.hcad.org](http://www.hcad.org), under the ABOUT menu in the PROCUREMENT section. Proposal Requirements**

1. All bids must include the forms provided in this invitation. Pencil quotations will not be considered. Bids must be manually signed in ink. Submit an original only, no copies are required. The statement "**RFQ2020-04 ENCLOSED**" must be indicated on all bid packages and vendor produced documents. If you submit by email, please make the subject line read "**RFQ2020-04**".
2. TIME AND DATE: Bids must physically be in the Purchasing Manager's office, 13013 Northwest Freeway, Second Floor, by 10:00 A.M. on the date bids are due; an early postmark will not suffice. Be sure you have allowed ample time for postal delivery.
3. WITHDRAWAL OF BID: A bidder may withdraw his proposal before the expiration of the time during which a proposal may be submitted by submitting a written request for its withdrawal to the officer who holds it.
4. NO CHANGE IN PRICE will be considered after bids have been opened.
5. This proposal must not be altered. Any erasure or alteration of figures may invalidate the bid on the item on which the erasure or alteration is made.
6. All bids are for delivery not later than the time as stated in the information above, F.O.B., Destination, and Full Freight Allowed to the point of delivery stated above.
7. All bids must show the FULL NAME of firm bidding, with the name typewritten or printed in ink on page 2.
8. Bidders having delinquent PROPERTY TAXES will not be considered for award.
9. Chapter 2270.002 of the Government Code provides that any government entity may not enter into contract with a company for goods or services unless the contract contains a written verification from the company that it:
  1. Does not boycott Israel; and
  2. Will not boycott Israel during the term of the contract.This proposal, if signed by the Bidder, serves as an agreement with the above two statements that the company is not affiliated with Sudan, Iran, or foreign terrorist organizations.
10. Chapter 2252.152 of the Government Code provides that any governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153. Therefore, if this proposal is signed by the Bidder, this serves as an agreement with the statement.
11. CONFLICT OF INTEREST FORM attached to this request must be submitted by the bidder.
12. W-9 2020 Form must be completed and submitted by the bidder with the RFP.
13. Property Taxes for Harris County must be current for all bidder's accounts.

**Taxes**

The Harris County Appraisal District is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax.

**Termination for Default**

The contract will remain in force for the full period specified and until the District determines that all requirements and conditions have been satisfactorily met and the District has accepted the Work, and thereafter until the Contractor has met all requirements and conditions relating to the Work under the Contract Documents following the Initial Contract Term and all subsequent Contract Terms, including warranty and guarantee periods. However, the District will have the right to terminate this Contract sooner if the Contractor has failed to perform satisfactorily the Work required as determined by the County in its discretion.

**Patents**

The contractor agrees to indemnify and save harmless the District, the purchasing agent, and his assistants from all suits and actions of every nature and description brought against them of any of them, for on account of the use of patented appliances, products or processes and he shall pay royalties and charges which are legal and equitable.

## SECTION A

### OFFICIAL BID FORM



**RFQ 2020-04**

### **Elevator Maintenance Services**

The undersigned Bidder hereby offers to contract with the Harris County Appraisal District (HCAD) upon the terms and conditions stated in the document entitled "Invitation to Bid" for the items and services specified, along with all schedules and exhibits incorporated herein by reference. This offer is made at the following prices. When issued, Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the Bidder to ensure that the Bidder has obtained all such letters. By submitting a bid on this project, Bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid.

HCAD may accept this bid offer by issuance of a purchase order or execution of a contract covering award of said bid to this Bidder at any time on or before the 60<sup>th</sup> day following the deadline. This offer shall be irrevocable for 60 days but shall expire on the 61<sup>st</sup> day unless the parties mutually agree to an extension of time in writing. This contract is not subject to annual appropriation by the Board of Directors of the Harris County Appraisal District.

If HCAD accepts the foregoing offer, this Bidder promises to deliver to the Purchasing Manager of HCAD, proof of insurance (certificate of coverage) for the duration of the project as outlined below on or before the 10<sup>th</sup> day after notification of award of the Contract. The Harris County Appraisal District shall be named as an additional insured on all coverages except Workers' Compensation and Employers' Liability.

1. Workers' Compensation Coverage required by Section 406.096, Texas Labor Code for the Contractor and Subcontractors;
2. General liability with limits of not less than \$1,000,000 for each occurrence, with an aggregate limit of \$2,000,000 for bodily injury, personal injury, property damage, and products/completed operations;
3. Automobile liability with a limit of not less than \$1,000,000 for any auto, hired autos, and non-owned autos;
4. Excess/Umbrella liability with a limit of not less than \$1,000,000.

**SECTION A – OFFICIAL BID FORM – PAGE 2**

Bid will be awarded based upon the best value to HCAD. The right is reserved to accept or reject, in whole or in part, any or all bids received as it is deemed in the best interest of HCAD.

**Representations.** The undersigned bidder:

1. Has examined the Invitation to Bid.
2. Fully understands all factors and conditions affecting or that may affect the work, including the following:
  - a) Extent, scope, and character of the work to be performed;
  - b) Location, arrangement, and requirements for the proposed work;
  - c) Availability and accessibility of utilities;
  - d) Anticipated labor supply and costs;
  - e) Availability and cost of equipment, materials, and tools; and
  - f) Issues like the above factors and conditions.
3. Understands that HCAD may reject any or all Bids.

**Scope of Work**

**Elevator Maintenance Services**

**1. SCOPE & INTENT**

- a. It is the intent of this specification to secure a contract(s) for providing maintenance to the elevator equipment described below at the HCAD. A comprehensive maintenance program will be designed to protect the District’s equipment and maximize the performance, safety and life span of the elevator equipment to be maintained.

Building	Location	Manufacturer	Type of Unit	Unit ID	# of Stops
HCAD	13013 NW Fwy Houston	TKE	Geared	BT4095	7
HCAD	13013 NW Fwy Houston	TKE	Geared	BT4094	7
HCAD	13013 NW Fwy Houston	TKE	Geared	BT4093	7
HCAD	13013 NW Fwy Houston	TKE	Geared	BT4092	7
HCAD	13013 NW Fwy Houston	TKE	Hydraulic	ET4096	2

- b. Preventative Maintenance Program  
The vendor will provide service to the five (5) elevators described in section a. Quarterly visits will be made to perform maintenance during regular business hours. All other hours will be paid at the stated overtime rate on page 4 of the official bid form.  
Please propose your detailed recommendations in an added document.

## SECTION A – OFFICIAL BID FORM – PAGE 3

- c. Full Coverage Parts Repair and Replacement  
The vendor will provide full coverage of parts for repair or replacement for all components worn due to normal wear, unless specifically excluded in the "Items Not Covered" or "Other Conditions" provisions listed on page 4 of the official bid form. All replacement parts used in the service and repair must be new or "certified" refurbished meaning the part meets the standards of the manufacturer. Parts should be available for replacement within 24 hours.
- d. Maintenance Control Program MCP  
The vendor will perform service in accordance with the Handbook on Safety Code for Elevators and Escalators, A17.1/CSA B44. Section 8.6 of the code requires the owner of the equipment, the District, to have a Maintenance Control Program (MCP). The MCP includes tasks, records documentation of which shall be used to record all maintenance, repairs, replacements and tests performed on the equipment and is provided with each unit as required by code. The vendor will provide, per Section 8.6 of the code, a maintenance, tasks and procedures manual with each unit.
- e. Service Requests  
Normal Working Days and Hours  
Service requests can be made during the day to the vendor's specified contact and phone number. A list of authorized requestors will be given once the contract is signed. Service requests include minor adjustments and response to emergency entrapments that can be accomplished in two hours or less (excluding travel time) and does not include scheduled maintenance visits. If the requests are made during the day and are less than two hours, the calls will be at no charge. If the service time goes over two hours; the labor costs will be billed at standard labor rates listed on page 8.  
Overtime Hours  
Overtime service requests will be performed before or after normal business working days and hours. On all overtime service requests, the District will be responsible for all labor costs including travel time, travel expenses, and time spent on the job. Such costs will be invoiced at standard overtime rates listed on page 8.

### 2. **TIME FRAME**

- a. The term of agreement shall commence on December 9, 2020 and will end on December 31, 2021. Then three successive one-year renewal options will be offered if service is satisfactory. The renewals will start on January 1 of each year.
- b. This agreement is subject to annual renewed fiscal funding. If the District fails to appropriate funds to provide for annual renewal the District may cancel without termination charge, provided that the successful bidder receives written notice at least 30 days prior to the effective date stating the lack of funds as the reason for termination.

### 3. **ATTACHMENTS**

**BIDDER'S ATTACHMENTS:** Detail below are all attachments, which are submitted with your Bid Form. This list will be used by the Purchasing Manager to verify contents of your bid submission. Labeling your bid attachments with the same titles as shown below will facilitate this process. (NOTE: This listing should also include separate attachments, which are too large, or for some other reason cannot be placed into your sealed envelope containing the bid documents. These separate attachments should be placed in an envelope and should include a label clearly identifying the bidder's name and the HCAD bid number and title, as well as the bid-opening date.)

**SECTION A – OFFICIAL BID FORM – PAGE 4**

- Bidder’s Application
- Certificate of Insurance
- Conflict of Interest Form
- W-9 Form
- Detailed Quote on Bidder’s Letterhead

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(If additional space is needed, please attach a separate space to continue the list.)

**4. PRICE**

	2021	2022	2023	2024
Annual Cost for Quarterly PM				
Standard Labor Rate				
Overtime Labor Rate				
Travel Time Per Hour				

**5. ITEMS NOT COVERED OR OTHER CONDITIONS**

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**SECTION A – OFFICIAL BID FORM – PAGE 5**

**BIDDER'S QUALIFICATIONS**

This list is submitted in connection with the attached proposal, submission or bid of \_\_\_\_\_ ("the firm"), whose business mailing address is \_\_\_\_\_.

The firm is organized as a (check one as applicable):

Sole proprietorship whose proprietor is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(include the business mailing address of the proprietor or note "same" if it is the same as above).

A partnership, each of whose partners having an equity interest of ten percent or more are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_include the business mailing address of each person or note "same" if it is the same as above).

A corporation, each of whose officers, each of whose directors and each of whose holders of ten percent or more of the outstanding shares of stock are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Include the business mailing address of each person or note "same" if it is the same as above).

I certify that I am duly authorized to submit this list on behalf of the firm, that I am associated with the firm in the capacity noted below and that I have personal knowledge of the accuracy of the information provided herein.

Preparer Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

NOTE: This list constitutes a government record, as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.



**SECTION A – OFFICIAL BID FORM – PAGE 6**

The undersigned hereby offers to furnish and deliver the goods and/or services as specified at the prices and terms herein stated and in accordance with the Invitation to Bid, Clarification Letters, and General Conditions of Bidding, all of which are made a part of this offer. All pages of the HCAD form, including but not limited to the conditions of bidding and page one of this bid invitation are incorporated into this bid for all purposes.

Respectfully submitted,

Bidder: \_\_\_\_\_  
(Print or type name of Bidder-Company Name)

Federal ID Number: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Authorized Officer or Agent)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Address (Street or P. O. Box)

\_\_\_\_\_  
City-State-Zip Code

Email: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_