



**Office of
General Services**

Pre-Bid Conference

**Solicitation 22913PRB – Elevator, Escalator & Miscellaneous
Lift Equipment Preventive and Corrective Maintenance**

October 27th, 2016- The webinar will begin shortly

General Information

Housekeeping

- If you have not done so already, please make sure that your phone is on mute.
- Please hold all questions until the end of the pre-bid conference.

OGS Representatives

Name	Title
Tammy Althiser	Contract Management Specialist 1
Todd Kayser	Contract Management Specialist 2
Todd Gardner	Contract Management Specialist 3
Jill McCabe	Assistant Director



OGS Representatives

Name	Title
Clinton Rickards	Associate Attorney
Kenneth Schultz	Senior Attorney
Anuola Surgick	Minority Business Specialist



Today's Question and Answer Policy

- **Today's verbal answers are not binding.** Only the written responses published after today's conference will be the official, binding responses of the state.
- Any questions asked today must be submitted in accordance with Section 2.6, *Inquiries* of the Solicitation using Attachment 3 – *Inquiries Template*.
- In the event of an inconsistency between this PowerPoint and the solicitation (including accompanying attachments), the solicitation and the accompanying attachments posted to the OGS Procurement Services website shall supersede information in this presentation.



Webinar Schedule

Activity	Time(s)
Introduction – General Information	10:00-10:10 AM
Procurement Lobbying Law	10:10-10:15 AM
Solicitation Overview	10:15-10:30 AM
Proposal Format	10:30-10:45 AM
Insurance Requirements	10:45-11:00 AM
Questions	11:00-11:30 AM



Key Event Calendar

Event	Date	Time
Closing Date for Inquiries and MWBE Interest	11/02/2016	5:00 PM ET
Responses to Inquiries and MWBE Interest (Estimated)	11/09/2016	NA
Submission of Solicitation and Bid Opening	11/22/2016	11:00 AM ET

Changes may occur. The most recent version of the calendar will be available on our website at: <http://www.ogs.ny.gov/purchase/biddocument/22913Bid.asp>

Procurement Lobbying Law & What You Need to Know

Restricted Period

Remember: We are in a restricted period.

State Finance Law sections 139-j and k regulate communications between bidders and OGS during the procurement process. A bidder is restricted from making contacts from the earliest notice of intent to solicit bids through final award and approval of the procurement contract by OGS, to other than designated staff, unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a).



Who is a Designated Contact?

PRIMARY CONTACT

Tammy Althiser, Contract Management Specialist 1
Phone: (518) 474-3382 | tammy.althiser@ogs.ny.gov

Clinton Rickards
Associate Attorney

SECONDARY CONTACT

Todd Kayser, Contract Management Specialist 2
Phone: (518) 473-6469 | todd.kayser@ogs.ny.gov

Kenneth Schultz
Senior Attorney



Who is a Designated Contact?

TERTIARY CONTACTS

Todd Gardner, Contract Management Specialist 3
Telephone: (518) 474-3540 | todd.gardner@ogs.ny.gov

Jill McCabe, Assistant Director
Telephone: (518) 474-4543 | jill.mccabe@ogs.ny.gov



Designated Contacts for MWBE Inquiries Only

PRIMARY CONTACT

Anuola Surgick

Telephone: (518) 486-9284 | anuola.surgick@ogs.ny.gov

SECONDARY CONTACT

Tryphina Ramsey

Telephone: (518) 473-7083 | tryphina.ramsey@ogs.ny.gov

TERTIARY CONTACT

William Hill

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What if a Bidder wants more information?

- Visit <http://www.ogs.ny.gov/ACPL/> to view Guidance from the Advisory Council on Procurement Lobbying, including FAQs
- OGS Legal Services at 518-474-5607



Solicitation Overview

Overview

- This solicitation is issued by the New York State Office of General Services Procurement Services (OGS) for the purposes of awarding multiple contracts to establish regional, lot coverage for elevator, escalator & miscellaneous lift equipment preventive and corrective maintenance. The contracts awarded as a result of this solicitation will be coterminous with the existing contract on April 19, 2021.
- Vendors awarded a contract are prequalified to bid on specific projects let by authorized users at a later date through a mini-bid process.

Overview

- Mini-bids are issued by authorized users and distributed to each vendor holding a centralized contract for the lot(s) and region that is applicable to the mini-bid.
- A contractor awarded a mini-bid will be issued a mini-bid agreement number, and all sales that occur through this contract must be reported to OGS.

Who Can Use Our Contracts?

Awarded contract may be utilized by all New York State agencies and other authorized users as authorized by §163(1)(k) of the State Finance Law, including but not limited to, local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations.



Bidder Minimum Qualifications

Minimum qualifications are listed in Section 3.1 of the Solicitation “Qualifications of Prospective Bidders/Minimum Qualifications”

Organizational Requirements (3.1.1):

- Continuous operation for a minimum of three years
- Regional service facility requirement



Bidder Minimum Qualifications

- Bidder must provide proof of the ability to provide service in the region they bid on to OGS by satisfying one of the following:
 - Service Facility located in the region being bid on, or
 - Service Facility in a county adjacent to the region being bid on. Please note that counties located outside of NYS may be used to meet the requirements of the Solicitation provided such county is adjacent to the region being bid on, or



Bidder Minimum Qualifications

- If Bidder does not have a Service Facility located either in the region being bid on or in a county adjacent to the region being bid on
 - Bidder must provide OGS with acceptable documentation proving that it has provided service in the region being bid on within the past twelve (12) months
 - Acceptable documentation will be determined in the sole discretion of OGS, and may include: account references, contracts with other entities, or purchase orders for the region
 - OGS reserves the right to request additional documentation to determine Bidder's ability to service the region being bid on.



Bidder Minimum Qualifications

Experience Requirements (3.1.2):

- Experience providing maintenance for the type(s) of lift equipment being bid on in facilities such as schools, colleges, correctional facilities, hospitals, office buildings or other large commercial accounts for three years.

Portfolio Requirement (3.1.3):

- Maintenance responsibility for a minimum number of lift equipment, as listed in 3.1.3 Lift Equipment Portfolio Requirements.



MWBE Participation Goals

- OGS has established a goal of 5% for minority-owned business enterprises (MBE) participation and 5% for women-owned business enterprises (WBE) participation (collectively referred to as MWBE) for a total contract MWBE goal of 10%.
- The requirements are included in Section 8.19 of the solicitation.

MWBE Utilization and Staffing Plans

- Bidders are required to submit a completed utilization plan on Form MWBE 100 with their bid.
- Bidders are required to submit a completed equal employment opportunity staffing plan on Form EEO 100 with their bid.

OGS strongly encourages bidders to begin working with the OGS Office of Minority and Women-Owned Business Enterprises to complete these requirements.

Forms are available at: <http://www.ogs.ny.gov/MWBE/Forms.asp>.



How This Contract Will Be Awarded



Method of Award

- Solicitation 22913PRB will be awarded based on the responses received.
- It will be awarded by region and lot to each bidder who meets the minimum qualifications and offers reasonableness of price.
 - Administrative Proposal evaluation will be pass/fail
 - Technical Proposal evaluation will be pass/fail
 - Cost Proposal evaluation will be based on reasonableness of price analysis.



Method of Award/Cost Evaluation (6.3.3)

Step 1: For each region and lot, the Bidder's proposed fees and markup percentages will be combined via the formula below to establish an estimated total monthly price.

Estimated Total Monthly Price = (MMF) + (FSTF) + (MCM)

Where:

MMF = Monthly Maintenance Fee
 FSTF = Fire Service Testing Fee. If not included in lot, then FSTF is equated to zero.
 MCM = Estimated Monthly Cost of Major Corrective Maintenance
 = (Labor Costs) + (Material Costs)
 = (H)/12 x [(1 + LMR/100) x ((PWR, Team) + (SB, Team))] + (M)/12 x (1 + MMR/100)
 = (30 hours)/12 x [(1 + LMR/100) x ((PWR, Team) + (SB, Team))] + (\$3300)/12 x (1 + MMR/100)

Where:

H = The assumed number of hours of Major Corrective Maintenance for one elevator in one year = 30 hours
 PWR, Team = The prevailing wage rate for a team of two mechanics (one journeyman and one helper)
 LMR = Labor Markup Rate (%)
 SB = Supplemental Benefit for a team of two mechanics (one journeyman and one helper)
 M = The assumed material costs for Major Corrective Maintenance for one elevator in one year = \$3300
 MMR = Materials Markup Rate (%)



Method of Award/Cost Evaluation (6.3.3)

Step 2: For each region and lot, the 'Bidder's Estimated Total Monthly Price' for each bid received under periodic recruitment will be averaged with the current Contractors' Estimated Total Monthly Price to create an "Average Estimated Monthly Price". For the purposes of this analysis the currently awarded Contractors' Estimated Total Monthly Price will be calculated using the above formula and the currently awarded MMF, FSTF, LMR and MMR rates for the applicable Lot and Region.

Step 3: Each Bidder's Total Estimated Monthly Price will be compared to the Average Estimated Monthly Price for the lot/region. If a Bidder's Estimated Total Monthly Price is greater than 150% of the Average Estimated Monthly Price, the bid will be considered a "Fail" and will not be evaluated further.



Method of Award

- This Periodic Recruitment is open to either new Contractors or Contractors who already hold a Centralized Contract and wish to bid on regions or services not awarded.
- No bids will be accepted from current Contractors who submit a bid for a currently awarded Lot and Region.



Method of Award

- An unsuccessful Bidder may submit a new bid under the Periodic Recruitment of Contractors, however the new proposal may not contain prices exceeding those previously proposed for the same regions or items unless the Bidder provides documented evidence that the prior amount(s) bid were erroneous or market fluctuations have necessitated increases as would be allowed in the Price Adjustment Clause section 8.20.
- Once the proposal is evaluated, contracts shall be awarded to all Contractors who are deemed qualified. After award, only those Contractors who hold a Contract from this Solicitation for a particular region and lot shall be allowed to bid specific Mini-bid Project Definitions for that region and lot.



Method of Award

- Bidders may provide a bid for any or all lots within a region.
- Bidders do not have to bid on every lot within a region.
- Within a lot the bidder is required to provide a bid for all fees and markup rates listed on the price page for that lot.
- The centralized contract pricing is a maximum, not to exceed price.



Method of Award for Mini-Bids

- Authorized users of the resulting centralized contract must perform a mini-bid to award contract holders the mini-bid contract.
- Authorized users prepare a mini-bid project definitions using the mini-bid project definition template.
- Contractors must bid competitive pricing and mark-up rates not to exceed the pricing awarded on the Centralized contract.



Method of Award of Mini-Bid

- Contractors must hold a centralized contract for the lot and region applicable to the mini-bid solicitation in order to participate.
- Mini-bids are awarded based on best value.
- Mini-bid awards may be awarded for up to a five year term however the five year term cannot surpass the termination date of the centralized contract term by more than three years.



Regional Structure

The solicitation uses a regional structure (see Section 1.3):

- Region 1 – Long Island
- Region 2 – New York
- Region 3 – Lower Hudson Valley
- Region 4 – Hudson Valley
- Region 5 – Capital Region
- Region 6 – North Country
- Region 7 – Mohawk Valley/North Country
- Region 8 – Central New York
- Region 9 – Southern Tier
- Region 10 – Finger Lakes
- Region 11 – Western New York



Lot & Pricing Structure

There are four (4) lots:

- Lot 1 – Traction Elevator Equipment (Geared and Gearless)
- Lot 2 – Hydraulic Elevator Equipment
- Lot 3 – Escalator Equipment
- Lot 4 – Miscellaneous Lift Equipment (Dumbwaiters, Wheelchair Lifts and Stage Lift Elevators)



Pricing Structure

- Lots 1 & 2 pricing includes:
 - Monthly maintenance fee
 - Fire service testing fee
 - Labor markup rate
 - Material markup rate
- Lots 3 & 4 pricing includes:
 - Monthly maintenance fee
 - Labor markup rate
 - Material markup rate



Summary of Services and Fees

Monthly Maintenance Fee

- Includes preventive maintenance, minor corrective maintenance, and all other services listed in Section 7.1, Table 1 under ‘Monthly Maintenance Fee’

Fire Service Testing Fee

- Includes fire service testing (Lots 1 and 2)

Labor and Material Markup Rates

- Includes major corrective maintenance and pre-maintenance repairs



Corrective Maintenance (Section 7.4)

Corrective maintenance is separated into two categories: Minor and Major Corrective Maintenance

- Minor Corrective Maintenance has a total cost (labor and materials) less than or equal to the thresholds listed in Section 7.4, Table 2 *Corrective Maintenance Thresholds* and is included in the price bid for the Monthly Maintenance Fee.
- Major Corrective Maintenance has a total cost (labor and materials) greater than the thresholds listed in Section 7.4, Table 2 *Corrective Maintenance Thresholds* and is paid for using the Labor and Material Markup Rates.



Solicitation Format

- Bidders must submit three separate proposals:
 1. Administrative
 2. Technical
 3. Cost
- The materials required for each proposal are detailed in Section 3 'Proposal Requirements'.
- Should any amendments be issued, please make sure that the latest documents are submitted with your proposal along with the Purchasing Memo issued for the amendment.



Solicitation Submission

All bids must have a label on the outside of the box or package itemizing the following information:

1. SOLICITATION ENCLOSED (preferably bold, large print, all capital letters)
2. Group Number 71004
3. SOLICITATION #22913PRB
4. Bid Opening date and time (November 22, 2016 11:00 AM)
5. The number of boxes or packages (i.e., 1 of 2, 2 of 2)



Solicitation Submission

All bids shall be delivered to the following address on or before 11:00 AM ET on or before the bid opening date:

**State of New York Executive Department
Office of General Services
Procurement Services
Corning Tower - 38th Floor Reception Desk
Empire State Plaza
Albany, NY 12242**



**Office of
General Services**

Format and Content of Solicitation Submittal

Administrative Proposal:

Bidder shall submit one bound and one electronic version of each of the following:

- Pages 1 and 2 of the solicitation with original ink signatures;
- Completed MWBE Utilization Plan (Form MWBE 100) with original ink signatures;
- Completed Equal Employment Opportunity Staffing Plan (Form EEO 100) with original ink signatures;
- Completed Attachment 02 – General Questions, with original ink signatures;
- Completed Attachment 04 – New York State Required Certifications with original ink signatures;



Format and Content of Solicitation Submittal

- All necessary proof of insurance (see Attachment 05 – Insurance Requirements for detailed requirements);
- Completed Attachment 06 - Encouraging Use of NYS Businesses;
- Completed Attachment 08 – Use of Service-Disabled Veteran Owned Business Enterprises in Contract Performance;
- Completed Form ST-220-CA, Contractor Certification notarized with original ink signatures;
- Completed, signed and notarized paper copy of Vendor Responsibility Questionnaire For-Profit Business Entity if online Questionnaire has not been completed.



Format and Content of Solicitation Submittal

Technical Proposal:

A complete bid consists of one bound and one electronic version of each of the following:

- Portable electronic media containing the completed Attachment 07 – Technical Proposal Submission Form.

Cost Proposal:

A complete bid consists of one bound and one electronic version of each of the following:

- Completed Attachment 01 Price Pages (to be submitted in Microsoft Excel)

New York State Contract Reporter

- You must register with the New York State Contract Reporter (NYSCR) at <https://www.nyscr.ny.gov> in order to receive notifications about this solicitation.
- Navigate to the “I want to find contracts to bid on” page to register for your free account.
- You must choose the option “send me notification updates on this,” located in the lower right hand corner of the particular ad.
- The question and answer document will be available through the NYSCR.
- Any updates to solicitation documents will also be available through the NYSCR.
- If you do not opt-in to receive notification updates regarding a particular ad, you will not receive e-mail notifications regarding updates.
- **Be advised that submission of responses to the solicitation that do not reflect and take into account updated information may result in your bid being deemed non-responsive to the solicitation.**



Insurance Requirements

See Attachment 05 of the solicitation for complete requirements including limits of liability required as well as acceptable forms of proof of insurance.

Note: Specific endorsements are required for the CGL and Auto policies:

Waiver of Subrogation and Additional Insured

- All endorsement forms must refer to the same policy number as the Certificate of Insurance.
- The state will accept blanket endorsements if they provide the requisite coverage.



Insurance Requirements

Additional Insured – CGL and Auto:

- The solicitation requires that the following be named as additional insureds:
 - “The People of the State of New York, The New York State Office of General Services, any entity authorized by law or regulation to use any Contract resulting from this solicitation and their officers, agents, and employees.”
- CGL Policies - CG 20 10 11 85 or an equivalent – Additional Insured – Owner, Lessees or Contractors (Form B) which provides coverage for ongoing and completed operations must be provided.
- Umbrella/Excess policies overlaying either policies must provide the same additional insured coverage as that of the underlying policy.



Insurance Requirements

Required Documentation:

- With bid submission:
 - Proof of Workers' Compensation and Disability Insurance
- Within 10 business days of tentative award:
 - Proof of Commercial General Liability and Comprehensive Business Automobile Liability Certificate(s) of Insurance
 - Endorsements
 - Additional Insured (CGL, Auto)
- OGS has requested vendors not to submit copies of entire insurance policies.



Reminders

- We are in a restricted period.
- Here's how to contact us:
 - ✓ Reach out to the Designated Contacts listed
- Where to find the solicitation documents:
 - ✓ <http://www.ogs.ny.gov/purchase/biddocument/22913Bid.asp>
- When the solicitation is due:
 - ✓ November 22, 2016 at 11:00 AM ET



Questions?



**Office of
General Services**