



**Office of
General Services**

Pre-Bid Conference

**Solicitation 23271 – Elevator, Escalator & Miscellaneous Lift
Equipment Maintenance (Statewide)**

January 12, 2023 - The webinar will begin shortly

General Information

OGS Representatives

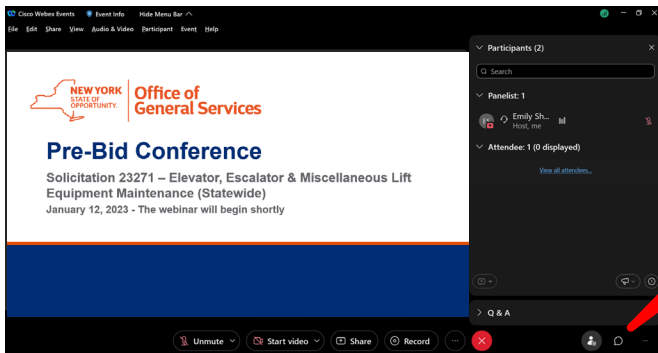
Name	Title
Terri Allen	Contract Management Specialist
William Edson	Contract Management Specialist
Emily Shusas	Contract Management Specialist

Housekeeping

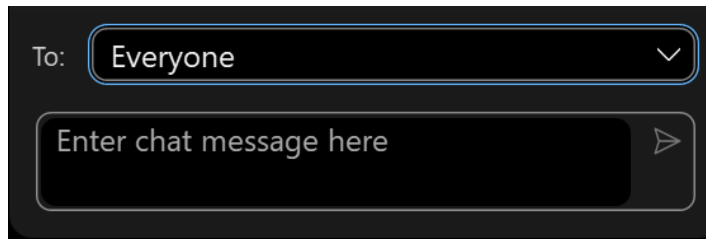
- If you have not done so already, please make sure that your computer is on mute.
- Please hold all questions until the end of the Pre-Bid Conference. Questions can be asked using the Chat feature.

Webex Chat Feature

- Enable the chat feature



- Make sure “Everyone” is selected in the “To:” bar



Click on the talk bubble icon



Icon turns white/blue circle appears when enabled, and the chat window pops up

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 1.7, *Bidder Questions*, of the Solicitation using Attachment 7 – *Bidder Questions Form*.
- 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.

Location of Bid Documents

The most recent version of the Solicitation and all other Bid documents can be found at the OGS Bid Calendar at: <https://ogs.ny.gov/procurement/bid-opportunities>.

OGS will issue Bid Solicitation Updates and revised Bid documents as needed throughout the Bid process. These can be found on the OGS Bid Calendar for this Solicitation. Updates will be announced in the NYS Contract Reporter for this Solicitation.

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 ad for this Solicitation.
- Any updates to Solicitation documents will be announced in 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.**



Key Event Calendar

Event	Date	Time
Deadline for Submission of Intent to Bid	1/20/2023	5:00 PM ET
Closing Date for Bidder Questions	1/20/2023	5:00 PM ET
MWBE & SDVOB Interest in Partnering with Bidders	1/20/2023	N/A
Response to Bidder Questions (Tentative)	2/3/2023	N/A
Submission of Solicitation and Bid Opening	2/15/2023	11:00 AM ET



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.



MWBE & SDVOB Participation Goals

- OGS has determined that the Contract does not offer sufficient opportunities to set goals for participation by minority-owned business enterprises (MBE) and women-owned business enterprises (WBE), collectively referred to as MWBEs.
- OGS has determined that the Contract does not offer sufficient opportunities to set goals for participation by Service-Disabled Veteran-Owned Businesses (SDVOBs).



Procurement Lobbying Law & What You Need to Know

Restricted Period

Remember: We are in a restricted period.

State Finance Law Sections 139-j and 139-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 and the Office of the State Comptroller, 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?

Email Address: <u>OGS.sm.PS ElevatorLiftEquipment@ogs.ny.gov</u>		
William Edson Contract Management Specialist Telephone No. (518) 473-9746	Tyler Ahlborn Team Leader Telephone No. (518) 486-6820	Terri L. Allen Contract Management Specialist Telephone No. (518) 474-7795

Further information about procurement lobbying can be found on the OGS website at: <http://www.ogs.ny.gov/ACPL/>

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 five (5) year contracts to establish regional coverage for elevator, escalator & miscellaneous lift equipment maintenance services. Construction and modernization is not included in the Solicitation.
- Vendors awarded a Contract are prequalified to competitively bid on specific projects let by Authorized Users at a later date through a Mini-Bid Project Definition process.
- Mini-Bids are issued by Authorized Users and distributed to each vendor holding a Centralized Contract for the Region that is applicable to the Mini-Bid.
- Authorized Users shall award a Mini-Bid Agreement to a single Contractor from a Mini-Bid Project Definition.



Lift Equipment

There are four types of Lift Equipment covered under this Solicitation:

1. Traction Elevators (Geared and Gearless)
2. Hydraulic Elevators
3. Escalators
4. Miscellaneous Lift Equipment (Stage Lift Elevators, Wheelchair Lifts, and Dumbwaiters)



Regional Structure

The Solicitation uses a regional structure (see Section 1.2):

- 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



Prevailing Wage Rates

This Solicitation and any Contracts resulting from it are subject to the Prevailing Wage Rate provisions of New York State Labor Law.

Bidders are reminded that the rates provided in response to this Solicitation are maximum not-to-exceed rates. The actual bill rates for each Authorized User engagement will be established in response to a particular Authorized User's Mini-Bid Project Definition and based upon the Prevailing Wage Rate Case Number (PRC #) obtained by each requesting Authorized User.



Maintenance Plans (Section 3)

Two different types of maintenance plans shall be offered by all Contractors for the different types of Lift Equipment:

1. Basic Maintenance
2. Full-Service Warranty Maintenance



Maintenance Plans

	Basic Maintenance		Full-Service Warranty Maintenance	
	Monthly Maintenance Rate	Exception Details	Monthly Maintenance Rate	Exception Details
Preventive Maintenance and Required ASME Inspections/Tests	Included	N/A	Included	N/A
Callback Service (Including On-site response and Troubleshooting)	Included	Required repairs reimbursed under Time and Material (T&M) provision if repair work is required.	Included	See as explained herein where Time and Material (T&M) would apply
Repairs/Replacements	Not Included	Time and Material (T&M) only	Included	See as explained herein where Time and Material (T&M) would apply
Fireman's Recall Test	Not Included	Separate fee	Not Included	Separate fee



Preventive Maintenance

Preventive Maintenance services are the process of inspection, routine examination, lubrication, cleaning and adjustment of parts, components, and/or subsystems for the purpose of ensuring acceptable performance in accordance with the specifications herein, the applicable ASME Code requirements and the manufacturer's specifications. Contractors shall perform the Preventive Maintenance tasks in accordance with the appendices listed below.

Appendix D – Preventive Maintenance Specifications for Hydraulic Elevators

Appendix E – Preventive Maintenance Specifications for Traction Elevators

Appendix F – Preventive Maintenance Specifications for Escalators

Appendix G – Preventive Maintenance for Miscellaneous Lift Equipment



Time and Material (T&M)

Repair/replacement materials and labor that are not covered by the Basic Maintenance or Full-Service Warranty Maintenance plans will require the completion of the Time and Material (T&M) Proposal Form (Appendix I) (“T&M Proposal”). The T&M Proposal will be a “Not to Exceed” cost for Repair, including labor and material for the Authorized User’s approval.



Bidder Qualifications

Bidder Qualifications

Minimum Qualifications are listed in Section 2, *Bidder Qualifications*, of the Solicitation.

1. The Bidder shall provide evidence that it has maintained an organization capable of performing the work described in the Solicitation, in continuous operation for a minimum of three (3) years prior to the Bid opening date.
2. The Bidder shall hold an active New York State Elevator Contractor License issued by the New York State Department of Labor at the time of the Bid Opening (<https://dol.ny.gov/elevator-licensing-information>). The license shall be in the name of the Bidder.



Bidder Qualifications

3. The Bidder shall be able to provide service in the Region being bid on. Bidder must provide proof of this ability to OGS by satisfying one of the following:
 - a. Bidder shall have a Service Facility located in the region being bid on. Bidder must provide the address of its Service Facility in Attachment 5 - *Bidder Information Questionnaire*; or
 - b. Bidder shall have a Service Facility in a county physically adjacent to the Region being bid on. Please note that counties (or functional equivalent) located outside of New York State may be used to meet the requirements of the Solicitation provided such county is adjacent to the Region being bid on. Bidder must provide the address of its Service Facility in Attachment 5 - *Bidder Information Questionnaire*; or
 - c. If Bidder does not have a Service Facility located either in the Region being bid on or in a county physically adjacent to the Region being bid on, Bidder shall indicate this in Attachment 5 - *Bidder Information Questionnaire* and 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.



Bidder Qualifications

4. The Bidder must demonstrate through a maximum of ten (10) account references submitted on Attachment 10 - *Minimum Qualifications Account References* that it currently has Preventive Maintenance and Repair/replacement responsibility for the minimum number of Lift Equipment listed below in facilities such as schools, colleges, correctional facilities, hospitals, office buildings or other large municipal or commercial accounts:
 - Traction Elevators – No less than 10 geared or gearless traction elevators
 - Hydraulic Elevators – No less than 10 hydraulic elevators
 - Escalators – No less than 3 escalators
 - Miscellaneous Lift Equipment – No less than either 10 traction elevators, 10 hydraulic elevators or 10 pieces of Miscellaneous Lift Equipment.



How This Contract Will Be Awarded

Method of Award

Bidders may provide a Bid for any or all Regions it is qualified to service in accordance with Section 2, *Bidder Qualifications*, of the Solicitation. Award shall be made by each Region to those responsive and responsible Bidders who meet the minimum qualifications and offer reasonable prices as determined by OGS.



Method of Award

- Within a Region, the Bidder shall bid on all maintenance plans including all fees and markup percentages listed on Attachment 1 – *Pricing* for that Region.
- The Centralized Contract Rates are maximum not-to-exceed pricing.



Reasonableness of Pricing

In accordance with State Finance Law, the pricing will be evaluated to determine the reasonableness of the maximum not-to-exceed rates and markups offered for the Centralized Contract. The reasonableness of the maximum not-to-exceed rates and markups shall be assessed in the following manner:

Step 1:

For all Bids, each maximum not-to-exceed rate and markups will be averaged to create an *average* not-to-exceed rate and markup for each category of service within each Region.

Step 2:

Each Bidder's maximum not-to-exceed rates within a Region will be compared to the average not-to-exceed rates for that Region. If a Bidder's maximum not-to-exceed rate is at or less than 150% of the *average* not-to-exceed rate for the Region, the Bid offer shall be deemed reasonable. If a Bidder's maximum not-to-exceed markup is at or less than 15% of the *average* not-to-exceed markup for the Region, the Bid offer shall be deemed reasonable.



Reasonableness of Pricing

Example #1

Region 2 / Full-Service Warranty Monthly Maintenance Rate for Traction Elevators

Bidder Name	Not-to-Exceed Monthly Maintenance Rate
Bidder A	\$1,500.00
Bidder B	\$1,900.00
Bidder C	\$2,600.00

Calculation:

$$\$1,500.00 + \$1,900.00 + \$2,600.00 = \$6,000$$

$$\$6,000.00 \div 3 = \$2,000.00 \text{ Average Not-to-Exceed Rate}$$

$$\$2,000.00 \times 150\% = \$3,000.00$$

Based on the calculations above, any maximum not-to-exceed Monthly Maintenance Rate for Full-Service Warranty Maintenance for Traction Elevators within Region 2 at or below \$3,000.00 would be reasonable.



Reasonableness of Pricing

Example #2

Region 2: Time and Material (T&M) Material Markup

Bidder Name	Not-to-Exceed Material Markup
Bidder A	10%
Bidder B	20%
Bidder C	40%

Calculation:

$$10\% + 20\% + 40\% = 70\%$$

$$70\% \div 3 = 23.33\% \text{ Average Not-to-Exceed Material Markup}$$

$$23.33\% + 15\% = 38.33\%$$

Based on the calculations above, any maximum not-to-exceed Material Markup within Region 2 at or below 38.33% would be reasonable. Bidder C's Material Markup bid of 40% would not be reasonable.



Method of Award for Mini-Bids

- Contractors must hold a Centralized Contract for the Region applicable to the Mini-Bid Project Definition in order to participate.
- Mini-Bids are awarded based on total lowest cost.
- Mini-Bids may be awarded for up to a five-year term however the five-year term cannot surpass the expiration date of the Centralized Contract term by more than three years.



Method of Award for Mini-Bids

- Authorized Users shall prepare a Mini-Bid Project Definition using the Mini-Bid Project Definition Template (Appendix H).
- Contractors shall bid competitive pricing and mark-up rates not-to-exceed the pricing awarded on the Centralized Contract.



Pricing



Monthly Maintenance Rates

Bidders shall provide a not-to-exceed maximum Monthly Maintenance Rate for each maintenance plan for each type of Lift Equipment listed below within a Region on Attachment 1 - *Pricing*:

1. Basic Maintenance for Traction Elevators
2. Basic Maintenance for Hydraulic Elevators
3. Basic Maintenance for Escalators
4. Basic Maintenance for Miscellaneous Lift Equipment
5. Full-Service Warranty Maintenance for Traction Elevators
6. Full-Service Warranty Maintenance for Hydraulic Elevators
7. Full-Service Warranty Maintenance for Escalators
8. Full-Service Warranty Maintenance for Miscellaneous Lift Equipment



Monthly Maintenance Rates

Authorized Users may require an On-site Elevator Mechanic be stationed at the facility for a specified amount of time each workday. These requirements shall be specified in the Authorized User's Mini-Bid Project Definition. All costs for the On-site Elevator Mechanic shall be included in the Monthly Maintenance Rate bid, and no additional reimbursement will be made for the On-site Elevator Mechanic.



Fireman's Recall Testing Fee

The Contractor shall provide a not-to-exceed maximum Fireman's Recall Testing Fee for the performance of the monthly "manual test" of the Phase I and Phase II Fire Service Testing in accordance with Section 3.7, *Fireman's Recall Test*. This fee shall be on a per month basis per elevator and shall include all costs associated with performance of the tests.



Hourly Labor Rates

For each Region bid, the Contractor shall provide the following maximum not-to-exceed hourly labor rates to perform Time and Material (T&M) Repairs and replacements (Section 3.8):

1. Elevator Mechanic Straight Time Hourly Rate
2. Elevator Mechanic Overtime Hourly Rate
3. Elevator Apprentice Straight Time Hourly Rate
4. Elevator Apprentice Overtime Hourly Rate

Straight time is defined as an eight (8) hour day Monday through Friday. Overtime includes all other times such as NYS Holidays and weekends except hours/days indicated as Straight Time.



Hourly Labor Rates

Since the hourly labor rates are subject to Prevailing Wage Rate requirements, Attachment 1 – *Pricing* requires Bidders to provide not-to-exceed straight time and Overtime hourly labor rates for the Elevator Mechanic and Elevator Apprentice that are at least 100% higher than the total of the Prevailing Wage Rate plus Supplemental Benefits for straight time labor and 200% higher than the total of the Prevailing Wage Rate plus Supplemental Benefits for Overtime labor.

Contractors may bid lower on any Authorized User Mini-Bids.



Material Markup

For each Region bid, the Bidder shall provide a percent markup over the actual cost of the materials used for Time and Material (T&M) Repairs (Section 3.8) and replacements. The Material Markup shall include all costs such as freight, overhead, profit, etc. and no additional compensation will be allowed in addition to the Material Markup bid.



Attachment 1 - Pricing

Insurance Requirements

Insurance Requirements

See Attachment 4 – *Insurance Requirements* of the Solicitation for complete requirements including limits of liability required as well as acceptable forms of proof of insurance.

The following proof of insurance shall be submitted with the Bid:

1. Commercial General Liability
2. Business Automobile Liability Insurance
3. Pollution Legal Liability Insurance
4. NYS Workers' Compensation Insurance
5. NYS Disability Benefits Coverage Insurance



Bid Submission

Format of Bid Submission

- The complete Bid package must be received by OGS Procurement Services by the date and time of the Bid opening.
- Should any Bid Solicitation Updates be issued, please make sure that the latest documents are submitted with your proposal.



Content of Bid (1 of 3)

A complete Bid consists of submission of the following completed documents:

1. Pages 1 and 2 of the Solicitation (PDF);
2. Attachment 1 – *Pricing* (Excel);
3. Attachment 2 – *NYS Required Certifications* (PDF);
4. Attachment 3 – *Encouraging Use of NYS Businesses* (PDF);
5. Proof of compliance with Attachment 4 – *Insurance Requirements* (PDF);
6. Attachment 5 – *Bidder Information Questionnaire* (Excel);
7. Attachment 6 – *Bidder Submission Checklist* (Excel);
8. Attachment 9 – *Certification Under Executive Order No.16* (PDF);
9. Attachment 10 – *Minimum Qualifications Account References* (Excel);
10. Appendix C – *Federal Funding Agency Mandatory Terms and Conditions*, with Section 10 completed (PDF)



Content of Bid (2 of 3)

11. EEO 100, *Equal Employment Opportunity Staffing Plan* (PDF), available at <https://ogs.ny.gov/mwbe/forms>;
12. Vendor Responsibility Questionnaire (completed online), available at <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system>;
13. ST-220-CA, *Contractor Certification to Covered Agency* (PDF), available at https://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf;
14. Evidence that Bidder has maintained an organization capable of performing the work herein described, in continuous operation for a minimum of three (3) years prior to the Bid Opening Date in accordance with Section 2, *Bidder Qualifications*; and
15. All Bid Solicitation Updates with signatures (PDF) (if applicable).



Content of Bid (3 of 3)

- All documents must be completed in accordance with the instructions for the individual document, which may include an original signature or an original notarized signature. At this time, OGS cannot accept an eSignature that has been generated by software.
- Electronic copies of documents must be submitted on two (2) USB flash drives, with each USB flash drive containing a complete set of the submitted documents. When submitting electronic documents, include a printed copy of page 1 of the Solicitation with the Bid.
- Electronic copies of documents provided in PDF format should be saved as an Adobe Acrobat PDF, AND THEN converted to allow for Optical Character Recognition (OCR) (see <https://www.adobe.com/acrobat/how-to/ocr-software-convert-pdf-to-text.html>).



Bid Envelopes and Packages

All Bids should have a label on the envelope or package itemizing the following information:

1. BID ENCLOSED (preferably bold, large print, all capital letters)
2. SOLICITATION #23271
3. Bid Opening date and time (February 15, 2023 11:00 AM)
4. The number of boxes or packages (i.e., 1 of 2, 2 of 2)

All Bids should include a **PRINTED** copy of **Page 1** of the **Solicitation**, completed with the Bidder's information. This printed copy of page 1 should be placed in the envelope with the USB flash drives.



Bid Delivery

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**



Reminders



Reminders

- We are in a restricted period.
- Reach out to the Designated Contacts listed at:
OGS.sm.PS_ElevatorLiftEquipment@ogs.ny.gov
- Solicitation documents can be found at:
<https://ogs.ny.gov/procurement/bid-opportunities>
- Written Questions are due by **January 20, 2023 at 5:00 PM**
- Bids are due by **February 15, 2023 at 11:00 AM ET**



Questions?



**Office of
General Services**