

RFP REGISTRATION

You **MUST** register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Purchasing Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

RFP Number and Title: 10-015-CJC, Elevator Modernization

Description: Provide all material, equipment, labor, and supervision necessary to complete modernization of seven (7) passenger elevators at the Polk County Courthouse

Receiving Period: Prior to 2:00p.m., Wednesday, November 4, 2009

Bid Opening: Wednesday, November 4, 2009 at 2:00 p.m. or as soon as possible thereafter.

This form is for bid registration only. Please scroll down for additional information.

Special Instructions: A **MANDATORY** Pre-Proposal Conference will be held on Friday, October 9, 2009 at 9:00 a.m. at the Purchasing Division, 2470 Clower Lane, Bartow, Florida. A **MANDATORY** site visit will immediately follow.

RFP REGISTRATION
FAX THIS FORM BACK IMMEDIATELY
FAX: (863) 534-0055

Carefully complete this form and mail or fax it to the Purchasing Division. You must submit one form for each bid that you are registering for.

Company Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail: _____

Cut along the outer border and affix this label to your sealed envelope to identify it as a "Sealed RFP". Be sure to include the name of the company submitting the RFP where requested.

SEALED RFP • DO NOT OPEN

SEALED RFP NO.: 10-015-CJC

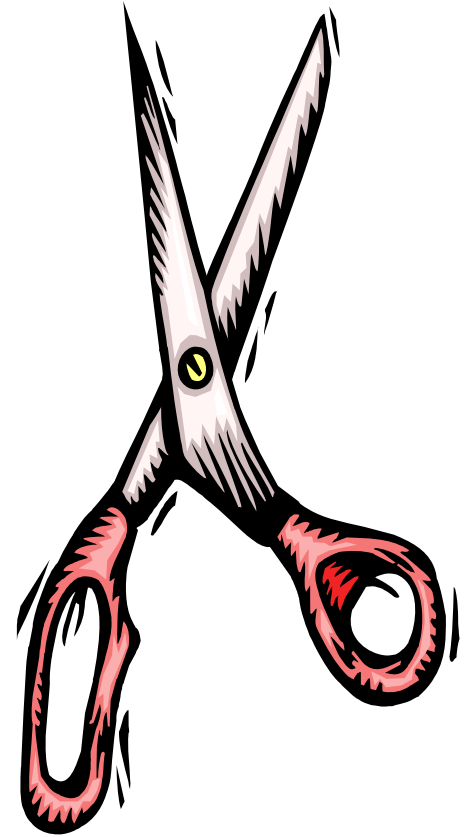
RFP TITLE: Elevator Modernization

DUE DATE/TIME November 4, 2009 prior to 2:00 p.m

SUBMITTED BY: _____

(Name of Company)

DELIVER TO: PURCHASING DIVISION
2470 Clower Lane
Bartow, Florida 33830



POLK COUNTY BOARD OF COUNTY COMMISSIONERS

Purchasing Division
Audry Aroney Reeves
Interim Purchasing Director

REQUEST FOR PROPOSAL 10-015-CJC ELEVATOR MODERNIZATION

Sealed proposals will be received in the Purchasing Division, **November 4, 2009 prior to 2:00p.m.**

Attached are important instructions and specifications regarding responses to this Request for Proposal. Failure to follow these instructions could result in Proposer disqualification.

This document is issued by Polk County and as such shall be the sole distributor of all addendums and/or changes to these documents. It is the responsibility of the proposer to determine issuance of documents directly with the Purchasing Division. The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the proposer should not rely on such sources for information regarding the solicitation

A **MANDATORY** Pre-Proposal Conference will be held on Friday, October 9, 2009 at 9:00 a.m. at the Purchasing Division, 2470 Clower Lane, Bartow, Florida. A **MANDATORY** site visit will immediately follow.

Questions regarding this proposal must be in writing and must be sent to Carolyn Cusano, Contract Specialist, email: carolyncusano@polk-county.net; fax (863) 534-0055. All questions must be received by October 27, 2009.

Prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the Board of County Commissioners, any employee of Polk County other than the Purchasing Director or as directed in the cover page of the Request for Proposal. This prohibition begins with the issuance of the Request for Proposal and ends upon execution of the final contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

Proposals may be mailed, express mailed or hand delivered to:

Purchasing Division
2470 Clower Lane
Bartow, Florida 33830

INTRODUCTION

Polk County, a political subdivision of the State of Florida, is soliciting proposals from qualified firms for complete modernization of seven (7) passenger elevators including new Solid-State Direct Motor Drive or Voltage Variable Frequency Elevator Control System, whichever produces the most energy efficient product, door operators, microprocessor, and ancillary equipment.

GENERAL REQUIREMENTS

Work Include

All engineering, equipment, labor, related building work or permits required to satisfactorily complete elevator modernization complete turn key operation. Contractor shall supply trained, qualified, and technically skilled journeyman directly employed and supervised by Contractor.

Code

The elevator equipment shall be furnished and installed in accordance with the applicable version of the ASME/ANSI A17.1 – 2007 Safety Code for Elevators and Escalators, An American National Standard, including the latest Supplement, and the American with Disabilities Act. The National Electrical Code, NFPA-70 2008 edition insofar as this does not conflict with the building codes. All State and Local code governing the installation of Elevator and Escalator Electrical Equipment.

Documents and Site Verification

In order to discover and resolve conflicts or lack of definition which might create problems, Contractor must review Documents and site conditions for compatibility with its product prior to submittal of proposal. Contractor shall review existing structure, electrical, and mechanical provisions for compatibility with their products. Polk County will not pay for change to structural, mechanical, electrical, or other systems required to accommodate Contractor's equipment.

Site Condition Inspection

Prior to beginning installation of equipment, Contractor shall examine hoistway and machine room areas, and verify that no irregularities will affect execution of work specified.

Scheduled Elevator Work

Polk County reserves the right to schedule the sequence of elevator work, no one more than one elevator from each bank of elevators can be scheduled for modernization at a time.

SCOPE OF SERVICES

General Conditions

1. The Contractor shall be responsible for providing all signed and sealed engineer drawings, permits, licenses, or certificates necessary for the performance of the Work.

2. The Contractor shall adhere to all State, Local and National codes and bylaws.
3. The Contractor is to read and fully understand all RFP documents. No price adjustments will be made.
4. Contractor must submit proposed product and equipment data with their submittal.
5. Polk County has right of first refusal to retain salvage rights to all existing equipment and materials. The Contractor will be responsible for disposal of any equipment and materials not salvaged by the County.

Location for the work

1. Polk County Courthouse, 255 North Broadway Ave Bartow, Florida 33830.
2. The Polk County Courthouse is an 11 story high-rise building built in 1987.

Work Included

1. Complete modernization of seven (7) passenger elevators including new Solid-State Direct Motor Drive or Voltage Variable Frequency Elevator Control System, whichever produces the most energy efficient product, door operators, microprocessor, and ancillary equipment. The work shall include all materials, labor, permits, fees, testing and inspections to complete the modernization.
2. The Contractor shall review the scope of work in its entirety and provide skilled technicians, material, plant equipment and all other services required by the contract to complete the upgrade of the seven (7) existing elevators at the Polk County Courthouse.

Hours of Work

1. Hours of work will be between the hours of 7:00 a.m. to 5:00 p.m. Monday to Friday. Work on weekends, nights, and holidays must be scheduled in advance with a Facilities Management representative. Polk County shall be responsible to ensure that the Contractor has access to work areas. Entry shall be thru the South door of the Courthouse for the duration of this project. Any other means of access into the Courthouse must be pre-approved by Facilities Management.
2. The Contractor shall be responsible for providing a detailed schedule of work based upon the criteria noted above.

Project Site Conditions

1. The Contractor will be responsible for confirming all existing dimensions, specifications, equipment, materials, and conditions on site prior to submittal. Contractors shall be granted access at the pre-proposal site visit.

Delivery / Storage / Handling

1. On-site delivery, storage and handling of materials and equipment are the responsibility of the Contractor and must be coordinated through Facilities Management. No deliveries will be accepted on Mondays.

2. All materials or equipment removed and not salvaged by the County become the property of the Contractor and must be disposed of in accordance with State, Local, and Federal requirements.

Safety Measures

1. Safety of the occupants and the public is of prime concern at all times. Storage of materials and equipment shall meet all State, Local, and Federal standards during the term of the contract.
2. Contractor's shall observe and enforce all construction safety measures in accordance with State, Local, and Federal requirements, including the regulations for staging and scaffolding.
3. At the end of each day, or whenever work is suspended, the area is to be left in a safe and clean condition.

Alternate Product Proposal

1. The Contractor may submit an alternate proposal to use items of equipment and/or materials other than those specified in their proposal.
2. Any use of alternate equipment and material by the successful Contractor must be pre-approved by Facilities Management in advance.

Protection

1. The Contractor shall adequately protect all Polk County Courthouse property, including grounds, and structures from damage including occupant property.
2. The Contractor shall be responsible for and shall make good any damages whatsoever to Polk County property and occupant property resulting from any act or omission of their Contractor, their agents or employees, in the performance of this work.
3. The Contractor shall adequately protect all work areas from damage.

Inspection

1. During the course of modernization, Facilities Management personnel or their approved inspector will conduct inspections as deemed necessary to confirm compliance with specifications, State, Local, and Federal regulations.
2. Upon completion of the work, the Contractor is responsible for scheduling any local and State inspections, to include all regulatory agency inspections, prior to contacting Facilities Management for the final inspection of the work. The Contractor must submit a complete report describing the results of the tests by the regulatory agencies.

Quality Assurance

1. Work shall be performed in a professional manner in accordance with good trade practices and acceptable to Polk County representative, State, and Local representatives.

Clean-up

1. The Contractor must clean up construction debris and rubbish from the work area on a daily basis. The Contractor is responsible for removal and disposal of all construction debris. The use of the existing waste receptacle on site by the Contractor is not permitted.

Project Commissioning Requirements/Guarantees

1. Unless otherwise specified, upon completion of the contract, the Contractor shall provide a one year written guarantee covering labor and materials as well as inspection on a monthly basis.
2. The Contractor shall perform all State, Local and ANSI A17.1 required testing. Only those codes that are in force on the Commencement date of this agreement are applicable. The Contractor will give the Facilities Management representative at least a one day notice prior to any testing being performed.
3. The Contractor shall furnish 4 copies of Operations and Maintenance manuals (O&M), diagrams and manuals to include as-built shop drawings, dimensions, etc.

Company Profile

1. The Contractor is to provide Facilities Management representative with references of ten (10) customers/clients with contracts of comparable size and scope in the past five (5) years. Must provide contact phone numbers, address, and email address.
2. The Contractor's employees must have and pass a State and Federal criminal background check.
3. The Contractor shall provide a resume and years of experience for all managers, technicians and supervisors that provide services under this scope of work.
4. The Contractor is to provide a proposed schedule of work with their submittal in Gant Chart form.

Project Completion Time Line

1. The Contractor must complete project within 48 weeks after notice to proceed.

QUALIFICATIONS

1. All work performed under this proposal shall be performed under certification of a State of Florida license.
2. The vendor shall be licensed in the State of Florida and have a Polk County Business Tax Receipt. Proof of said license shall be submitted with the response. The vendor shall have a record of not less than five (5) years experience in work similar in scope and magnitude to this project. Proof of said experience shall be submitted with the response. The vendor shall submit a list of successfully completed projects and references for verification.
3. In order to assure that the County elevator project is handled in a safe and skillful manner, the elevator mechanics to be assigned on this project must possess journeyman and master level skills. These skills must not rely only on experience

but also on completion of a training program. The elevator vendor must submit a letter along with their responses confirming that a training program is in place and that installers have completed this program.

4. The Mandatory Site visit is required for each Contractor, before submitting a response, to check for measurements and thoroughly familiarize a company representative with all existing conditions likely to be encountered. All Contractors furnishing materials and equipment for this contract shall obtain exact dimensions at the site. Any technical errors or omissions in the technical specifications should be reported to the County representative.

TECHNICAL SPECIFICATIONS

Section I: Operation

Drive System

To provide Polk County with a new energy efficient and updated computerized Solid-State Direct Motor Drive or Variable Voltage Variable Frequency Elevator Control System.

Operation

Change the present control system to a Microprocessor control.

Controller

A microcomputer-base control system shall be provided to perform all of the functions of the elevator motion and elevator door control. This shall include all of the hardware required to connect, transfer and interrupt power; and protect the motor against overloading. This system shall also perform car operational control.

Each control cabinet containing memory equipment shall be properly shielded from line interference. The microcomputer system shall be designed to accept reprogramming with minimal interruption.

Operation-Group Control Elevators (1, 2, 3, 4, 5, and 6)

The group supervisory operation will be embedded within selected car controllers. The microprocessor shall constantly scan the system for hall calls. When hall calls are registered, the control system shall instantly calculate the estimated time of arrival, number of floors to travel from current position; the time it takes to travel one floor at top speed calls assigned to cars and reversal time to respond to a call in the opposite direction of travel. An internal constant shall be set, requiring a maximum time for a car to respond to a call. When a car's status changes or additional hall calls are registered, the estimated time of arrival shall be recalculated and calls reassigned if necessary. The microprocessor shall provide flexibility to meet well define patterns of traffic, including peak, down peak, and heavy inter floor demands, and adjust accordingly for the variations in these patterns that occur. Fuzzy logic shall be an integral part of the group system software. The enhanced fuzzy logic will optimize the inter floor traffic performance. Inputs for the fuzzy logic shall include accurate passenger load from an electronic load calculation system, probable car calls generated from hall calls, type of observed traffic patterns. Cars will be provided a predetermined

park location when no calls are registered. If for any reason the doors are prevented from closing and the car is unable to respond to a call, the call shall be transferred to another car. When the Independent Service switch in the car is actuated, the elevator shall be disconnected from the hall buttons and operated independently from the buttons only.

Early Car Announcement

In responding to a hall call, the microcomputer will determine which elevator car is to respond. In concert with the assignment, the system will provide notification to the person of which elevator will be responding to their request by illuminating the corresponding directional hall lamp and sounding the assignment tone. The present system flashes and sounds a tone upon its arrival, white light for up, red for the down call.

Peak Operating Times

When incoming up-peak traffic at the lobby increases, when two or more cars leave the lobby the cars will change operation to pick up on the increased loads and operation.

Power Supply

The building power is 480 volts, 3 phase, 60 hertz, alternating current; new equipment must utilize this power configuration.

Duty

The present capacity and speed of the elevators shall be retained.

- 6 Main elevators at a 3500 pound capacity, with 500 feet per minute speed.
- 1 Judges Elevator at a 3500 pound capacity, with 350 feet per minute speed.

Travel

The present car travel shall be retained.

- 5 elevator cars from floor to floor 1 to 9 rise per floor approximately 100 feet.
- 2 elevator cars from floor to floor 1 to 11 rise per floor approximately 115 feet.

Stops and Openings

All present car stops and openings shall be retained.

- 5 elevator cars number of stops 9 number of openings 9.
- 2 elevator cars number of stops 11 number of openings 11.

Section II: Machine Room Equipment

Direct Drive

A new Solid State Direct Drive Motor Drive System, or Variable Voltage Variable Frequency, whichever is the most cost effective and energy saving shall be provided.

Power Successive Starting

When all power converters in a group are shut down due to lack of demand, only a single converter shall be allowed to start up at one time.

Retained Machine

The existing machine shall be retained.

Retained Governor

The present speed governor shall be retained and calibrated for the proper tripping speed.

Section III: System Operating Features

Automatic Self-Leveling

The elevator shall be provided with automatic self-leveling that shall typically bring the elevator car level with the floor landings +/- 1/4" regardless of load or direction of travel. The automatic self-leveling shall correct for over travel or under travel and rope stretch.

Moderate Up and Moderate Down Traffic Program

When incoming traffic at the lobby floor increases, as indicated by two cars leaving the lobby in the "UP" direction and filled nearly to capacity within a predetermined adjustable time period, cars assigned to upper zones shall be called to the lobby without waiting for a lobby hall call.

Cars shall be dispatched automatically from the lobby when they become loaded nearly to capacity or, if not loaded to capacity, shall be dispatched within a predetermined time after the previous car has been dispatched. The cars shall continue to operate in this manner until the lobby traffic has been reduced to a predetermined level.

When "DOWN" calls above the lobby increase to a predetermined level, assignment of a car to the lobby ceases and the lobby car shall travel up to assist the other cars. Cars arriving at the lobby after discharging passengers shall be dispatched upward. The cars shall continue to operate in this manner until the down traffic has been reduced to a predetermined level.

Clock Down Peak

To prepare the system for heavy outgoing traffic, operation shall be such that upon the arrival at the lobby of any car loaded more than a predetermined capacity during a preset clock period, assignment of a car to the lobby ceases and the lobby car shall travel up to assist the other cars. Cars arriving at the lobby after discharging passengers shall be dispatched upward. The cars shall continue to operate in this manner until the end of the clock period.

Up Hall-Call Bypass

During clock-down peak operation, any car traveling down with a non-stop load will cause other cars to bypass up hall calls. The number of cars operating in this bypass mode is adjustable as a function of building traffic. This operation remains in effect for an adjustable period of time after the last bypass operation.

Clock Up Peak

To maintain sufficient lobby car capacity to handle anticipated heavy incoming traffic, the operation shall be such that when incoming traffic at the lobby floor increases, as indicated by a car leaving the lobby in the "UP" direction filled to a predetermined capacity during a preset clock period, all cars shall be returned to the lobby without waiting for a lobby hall call.

Cars shall be dispatched automatically from the lobby when they become loaded nearly to capacity or, if not loaded to capacity, on a variable time interval calculated on the basis of the number of cars at the lobby and other data representative of traffic in the system. The cars shall continue to operate in this manner until the end of the clock period.

Car-To-Lobby Operation

A keyswitch shall be provided for each elevator at the main floor. Its actuation shall cause the corresponding elevator to make a trip to the lobby as soon as the car is available for response to the special call.

Special Emergency Service

Special Emergency Service operation shall be provided in compliance with the latest applicable revision of the ASME/ANSI A17.1 Code.

Special Emergency Service Phase I to return the elevator(s) non-stop to a designated floor shall be initiated by an elevator smoke detector system or a keyswitch provided in a lobby fixture.

The smoke detector system, if required, is to be furnished by others. The elevator contractor shall provide contacts on the elevator controller to receive signals from the smoke detector system.

A keyswitch in the car shall be provided for in-car control of each elevator when on Phase II of Special Emergency Service.

If an elevator is on independent service when the elevators are recalled on Phase I operation, a buzzer shall sound in the car and a jewel shall be illuminated, subject to applicable codes.

Inspection Operation

For inspection purposes, an enabling keyswitch shall be provided in the car operating panel to permit operation of the elevator from on top of the car and to make car and hall buttons inoperative.

An operating fixture shall be provided on top of the car containing continuous pressure "UP" and "DOWN" buttons, an emergency stop button, and a toggle switch. This toggle switch makes the fixture operable and, at the same time, makes the door operator and car and hall buttons inoperable.

Anti-Nuisance

An anti- nuisance feature shall be provided, which will reset car buttons and require re-registration if an excessive number of calls are registered for the measured load.

Expanded Lobby Zone Arrangement

The group supervisory control system shall be arranged to include designated floors above the main floor as part of the lowest zone. Upon completion of travel within the expanded lobby zone, the car assigned to that zone shall return to a predesignated floor.

Express Priority Service

A keyswitch and signal light shall be provided at designated landings to permit an available elevator to be called to that landing, canceling all car calls and bypassing all hall calls along the way. When the car arrives, it shall remain with doors open for a predetermined time to permit the car to be placed on Emergency Hospital Services. If not placed on this service, the doors shall close and the car shall automatically return to normal operation.

The signal lights shall be illuminated while a car is responding to a priority call and will be extinguished when the car has been placed on Emergency Hospital Service or has returned to normal operation.

If there is no car available for this priority service, the signal lights shall remain illuminated until a car becomes available to receive a priority service call.

Another priority call cannot be initiated until the signal lights are extinguished.

Hoistway Access Switch

An enabling keyswitch shall be provided in the car operating panel to render all car and hall buttons inoperative and permit operation of the elevator by means of an access keyswitch adjacent to the hoistway entrance at the access landing. The movement of the car away from the access landing, other than the lower terminal, by means of the access keyswitch at the landing shall be lighted in travel and direction to that as specified for the upper landing in the latest applicable revision of the ASME/ANSI A17.1 Code. Retain existing keyswitches.

Remove Elevator Monitoring Maintenance

A microprocessor system that continuously monitors the Unit(s) on a 24-hour per day, year-round basis will be provided. The system will notify a dispatching center that the elevator is inoperative by sending a message via telephone line. This makes it possible to have a mechanic dispatched rapidly in response to such a message.

The monitoring system will collect data on the equipment condition whether the operation of a Unit has been interrupted.

Standby Power Operation

Upon loss of normal power, generator standby power will be supplied via building electrical feeders to start and run one car at contract speed and capacity.

Generator standby power will automatically return one car at a time to the main floor open the doors for a timed setting and then close the doors and park the car. The two center elevator cars will remain operational on standby power. A manual key selector switch will be located in Building Superintendent main office.

Card/Proximity Reader Security System

Retain card/proximity reader on the Judges Elevator car.

Section IV: Door Equipment

Door Operator

Replace existing Door Operator to provide solid-state door control with closed loop circuitry to constantly monitor and automatically adjust door operation base upon velocity, position, and motor current. Maintain consistent, smooth and quiet door operation at all floors, regardless of door weight or varying air pressure.

Door Control Device

Retain existing infrared reopening device if possible on Judges Elevator car (new Lambda 3 D Otis unit). Replace all other Infrared Reopening Devices.

Nudging Operation

After beams of door control device are obstructed for a predetermined time interval, a warning signal shall sound attempt to close with a maximum of 2.5 foot pounds kinetic energy. Activation of the door open button shall override nudging operation and reopen doors.

Retain Car Door Hanger

Retain existing car door hanger; this shall be inspected.

Retain Hoistway Entrance

Retain existing hoistway entrances; this shall be inspected.

Retain Hoistway Door Hangers

Retain existing door hoistway hangers; this will be inspected.

Retain Door Panels, Sight Guards, Sills, Sill Supports, Frames

Retain all of the door panels, sight guards, sills, sill supports, and frames; inspect for wear and damage and replace as necessary.

Section V: Hoistway Equipment

Hoistway Operating Devices

Supply new terminal stopping devices to slow down or automatically stop the car at terminal landing.

Car Frame and Safety

Retain existing car safety devices that are designed to stop the car if it attains a descending speed in excess of preset speed.

Ropes

Retain existing hoist ropes; this shall be inspected.

Sound-Isolated Platform

Retain existing sound-isolated frame.

Platform

Retain existing car platform.

Car Enclosure

Retain present car enclosure.

Flooring

Retain existing flooring.

Pit Switch

Retain existing pit stop switches.

Buffers

Retain existing buffers.

Section VI: Fixtures

Car Fixtures

Car Operating Panel

New car operating control panel(s) shall be installed. The panel(s) shall contain mechanical illuminated buttons marked to correspond with the landings served, an emergency call button, emergency stop button, door open and door close buttons, and a light switch. The call button shall be connected to a bell that serves as an emergency signal. A new fan switch shall be installed on the new control panel(s). The panel shall match existing finishes.

Second Car Operating Panel

A new second floor operating panel shall be furnished. The new panel shall contain mechanical illuminated buttons marked to correspond to the landings served, emergency call button, emergency stop button, door open and door close buttons.

Emergency Car Lighting

Re-use existing emergency car lighting, if possible.

Communication System

Re-use existing Push to Call two-way communication instrument, if possible.

Audible Voice Signal

Replace existing electronic device with easily reprogrammable message and approved female voice to announce car direction, floor, emergency exiting instructions.

Hall Fixtures

Hall Control Stations

Replace existing hall call buttons stations with antique flush mounted faceplates. Re-use existing fixture boxes, size fixture faceplate to cover existing wall openings. Include buttons for each direction of travel which illuminate to indicate call registration.

Second Hall Control Station

A second hall call button station shall be provided.

Lobby Panel

The lobby panel shall be provided with key-operated switches fire recall each elevator and recall priority switch.

SUBMITTAL

Submittals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. The responses shall be in the same order as the selection and evaluation procedures. Proposals are to be printed double-sided. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the proposer's lack of cost consciousness. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired, unless specifically requested. The proposal responses shall be contained within a three (3) ring binder

Each proposal shall contain:

- Transmittal letter – include a transmittal letter showing the company name, name of person who can bind the company, address, telephone number, and email address.
- Firm's experience and organization – listing in-house, full service capabilities.
- Resumes, not exceeding one page, of all managers, technicians, or supervisors that provide services under this scope of work, detailing past experience as it relates to elevator projects.
- List ten (10) projects of comparable size and scope during the past five (5) years to indicate proficiency in similar work. The list of references corresponding to the projects shall include current contact person, telephone number, and email address.
- Vendors must possess either a Polk County Local Business Tax Receipt (f/k/a Business License) or Occupational License from any other government entity located within the state of Florida in order to do business with the Polk County Board of County Commissioners. A copy of such license must be submitted with your bid submittal.

- Vendor shall provide a detailed proposed schedule of work with their submittal in Gant Chart form.
- Vendor shall submit proposed product and equipment data.

EVALUATION OF PROPOSALS

A Selection Committee will review proposals that are received. Proposals that are non-responsive to the above requirements shall not be included for evaluation for possible short-listing.

The specific criteria established for this Request for Proposal is as follows:

Criteria	Points
• Experience and expertise	25
• Technical & personnel resources	15
• Proficiency in similar projects	25
• References	25
• Price	10

Using the above criteria, the Selection Committee will perform a written evaluation and will either select a firm or elevate firms for further consideration. The specific number of firms to be elevated will be determined at the first meeting of the selection committee.

The County reserves the following rights:

- Conduct pre-award discussion with any or all, responsive and responsible proposers who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all proposers prior to selection. (Selection Committee)
- Request that proposer(s) modify their proposal to more fully meet the needs of the County or to furnish additional information as the County may reasonably require. (Selection Committee)
- Accord fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. Such revisions may be permitted after submission of proposals and prior to award. (Selection Committee)
- Process the selection of the successful proposer without further discussion. (Selection Committee)
- Accept or reject qualifications or proposals in part or in whole. (Selection Committee)
- Request additional qualification information. (Selection Committee)
- Limit and/or determine the actual contract services to be included in a contract, if applicable. (User Division)
- Obtain information for use in evaluating submittals from any source. (Contract Specialist)
- Waive any irregularity in any proposal, or reject any or all submittals, should it be deemed in the best interest of Polk County to do so. (Purchasing Director)

- The County shall be the sole judge of proposers' qualifications. (Selection Committee, Purchasing Director, or Board of County Commissioners as may be applicable)

SUBMITTAL OF PROPOSALS

Interested parties are invited to submit one (1) original marked **ORIGINAL** and seven (7) copies marked **COPY** of their proposal in a sealed envelope to the Purchasing Division. The envelope should be labeled "**RFP 10-015-CJC, Elevator Modernization**" and marked with the respondents name and address. The Proposals may be mailed or delivered to:

**Polk County Purchasing Division
2470 Clower Lane
Bartow, FL 33830**

The submittal shall be received by the County only at the above address prior to **2:00 p.m., Wednesday, November 4, 2009.**

The delivery of the submittal on the above date and prior to the specified time is solely the responsibility of the respondent.

The submittal may be withdrawn either by written notice to the Purchasing Director or in person, if properly identified, at any time prior to the above submittal deadline.

GENERAL CONDITIONS

CONTACT

After the issuance of any Request for Proposal, prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the Board of County Commissioners or any employee of Polk County other than the Purchasing Director or as directed in the cover page of the Request for Proposal. This prohibition begins with the issuance of any Request for Proposal and ends upon execution of the final contract. Such communications initiated by a proposer **shall** be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

INSURANCE REQUIREMENTS

The selected firm, if any, shall maintain, at all times, the following minimum levels of insurance and; shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverage's and amounts of coverage not less than those set forth below. Provide to the County original Certificates of Insurance satisfactory to the County to evidence such coverage before any work commences. The County, a political subdivision of the State of Florida, must be named as an additional insured with respect to general and automobile liability arising from the work described in RFP 10-015-CJC. A waiver of subrogation in favor of Polk County is required for workers' compensation and general liability. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The firm's self-insured retention or deductible per line of coverage shall not exceed \$25,000 without the permission of the County. The County requires 30 days written notice of cancellation and 10 days written notice of non-payment. In the event of any failure by the firm to comply with the provisions; the County may, at its option, on notice to the firm suspend the project for cause until there is full compliance. Alternatively, the County may purchase such insurance at the firm's expense, provided that the County shall have no obligation to do so and if the County shall do so, the firm shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.

Workers' Compensation and Employer's Liability Insurance providing statutory benefits, including those that may be required by any applicable federal statute:

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

Premises and Operations:

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverages;
Independent Contractors;

Independent Contractors:

Delete Exclusion relative to Collapse, Explosion and Underground Property Damage Hazards; and Cross Liability Endorsement.

Comprehensive Automobile Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including all owned, hired and non-owned vehicles.

INDEMNIFICATION

The firm shall, in addition to any other obligation to indemnify the County and to the fullest extent permitted by law, protect, defend (by counsel reasonably acceptable to County) indemnify and hold harmless the County, their agents, elected officials and employees from and against all claims, actions, liabilities, losses, costs, (including attorney's fees) including, but not limited to, any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of or resulting from or claims to have resulted in whole or in part from any actual or alleged act or omission of the consultant, any subcontractor, anyone directly or indirectly employed by any of them, of anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule, regulation or infringement of patent rights by the firm in the performance of the work; or liens, claims or actions made by the firm or any subcontractor or other party performing the work.

PUBLIC ENTITY CRIMES STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid/proposal on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submitting this proposal, the proposer hereby certifies that they have complied with said statute.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The County is an equal opportunity/affirmative action employer. The County is committed to equal opportunity employment effort; and expects firms that do business with the County to have a vigorous affirmative action program.

WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH

The County hereby notifies all Proposers that W/MBE's are to be afforded a full opportunity to participate in any request for proposal by the County and will not be subject to discrimination on the basis of race, color, sex or national origin.

AFFIRMATION

By submitting his/her proposal, the Proposer affirms that the proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham proposal; the Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a proposal; and the Proposer has not sought by collusion to obtain for him/herself any advantage over other persons or over the County.

DEVELOPMENT COSTS

Neither the County nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

ADDENDA

The County may record its responses to inquiries and any supplemental instructions in the form of written addenda. The addenda will be posted on the County's website at www.polk-county.net "Purchasing & Bids." It is the sole responsibility of the proposers to check the website to ensure that all available information has been received prior to submitting a proposal.

CODE OF ETHICS

If any proposer violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this proposal, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from bidding on any future proposals for work, goods, or services for the County.

DRUG FREE WORKPLACE

Preference shall be given to businesses with Drug Free Workplace (DFW) programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the County for the procurement of commodities or contractual services, a proposal received from a business that has provided a statement that it is a DFW shall be given preference in the award process.

APPLICABLE LAWS AND COURTS

This RFP and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, State of Florida or the Middle District of Florida, Hillsborough County, Florida. The proposer shall comply with all applicable federal, state and local laws and regulations.

CONTRACT

All contracts are subject to final approval of the Polk County Board of County Commissioners. Persons or firms which incur expenses or change position in anticipation of a contract prior to the Board's approval do so at their own risk.

PROPOSAL ACCEPTANCE PERIOD

A proposal shall be binding upon the offeror and irrevocable by it for ninety (90) calendar days following the proposal opening date. Any proposal in which offeror shortens the acceptance period may be rejected.

ADDITION/DELETION

The County reserves the right to add to or delete any item from this proposal or resulting agreements when deemed to be in the best interest of the County.

PROPRIETARY INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are **required** to **identify specifically** any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, **citing specifically the applicable exempting law.**

All proposals received from proposers in response to this Request for Proposal will become the property of the County and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the County.

REVIEW OF PROPOSAL FILES

In accordance with Chapter 119.07 of the Florida Statutes, the responses received for this request for proposal may be reviewed ten (10) days after the proposal opening date. The proposal files may be examined during normal working hours by appointment.

UNAUTHORIZED ALIEN(S)

The vendor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful firm will complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

Employers may avail themselves of a program by the U.S. Immigration and Customs Enforcement called E-Verify. E-Verify is an Internet-based system operated by U.S. Citizenship and Immigration Services (USCIS), part of the Department of Homeland Security (DHS), in partnership with the Social Security Administration (SSA). E-Verify is currently free to employers. E-Verify provides an automated link to Federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers.

If your company wishes to avail themselves of this program, you can register online for E-Verify at <https://www.vis-dhs.com/EmployerRegistration>, which provides instructions for completing the registration process. At the end of the registration process, you will be required to sign a Memorandum of Understanding (MOU) that provides the terms of agreement between you as the employer, the SSA, and DHS. An employee who has signatory authority for the employer can sign the MOU. Employers can use their discretion in identifying the best method by which to sign up their locations for E-Verify. To find out more about E-Verify, please visit www.dhs.gov/e-verify or contact USCIS at **1-888-464-4218**.

LIMITATIONS

The County reserves the right to revise, amend or withdraw this proposal at any time to protect its interest. Proposers will not be compensated by the County for costs incurred in preparation of responses to this RFP.

VENDOR APPLICATION (SUBMITTAL PAGE)

<i>Please type or print</i>	
Date:	Federal Employer ID#/Social Security #
Company Name:	
Pay to Address:	Business Tax Receipt #
City: _____ State: _____ Zip: _____	
Phone: ()	Fax: ()
Professional License # (If Applicable)	
Physical Address:	
City: _____ State: _____ Zip: _____	Contractor's License # (If Applicable)
Phone: ()	Fax: ()
Organization: (check one) _____ Individual _____ Partnership _____ Corporation (Incorporated under the laws of the state of _____)	COMPANY CLASSIFICATION MUST CHECK ONE
Person to contact for Quotes or Bids:	<input type="checkbox"/> Caucasian
E-Mail Address (must be completed in order to receive bid/quote solicitations):	<input type="checkbox"/> African American
Contacts Phone #:	<input type="checkbox"/> Hispanic American
Type of Business:	<input type="checkbox"/> Asian-Pacific American
<i>List the commodity code number(s) for your business - A complete list of codes can be found at http://www.polk-county.net, Purchasing & Bids, Vendor Registration</i>	<input type="checkbox"/> Native American
_____	<input type="checkbox"/> Asian-Indian American
_____	If one of the above is checked please indicate whether _____ Female _____ Male
_____	<input type="checkbox"/> Publicly Traded Corporation
_____	<input type="checkbox"/> Employee Owned Company
_____	Companies that are not classified will NOT be added to the County's Vendor Database

I have previously completed an application and there have been no changes

Signature

Date

You will be registered for the following commodity code(s).

<u>Code</u>	<u>Description</u>
910.13	Elevator Maintenance and Repair

To be solicited for other types of work, go to the Purchasing website at www.polk-county.net, Purchasing & Bids, Vendor Registration. Review the commodity codes listed and email any additional codes to purchasing@polk-county.net along with your company name and contact information.

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

SOLICITATION NO.: _____ PROJECT NAME: _____

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature Title Date

STATE OF: _____
COUNTY OF: _____

The foregoing instrument was signed and acknowledged before me this ____ day of _____, 20____, by
_____ who has produced

(Print or Type Name)

_____ as identification.
(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration