Condensed Title:

Request For Approval To Award Contracts To Miami Elevator Inspection, Dade Elevator Inspection and Consulting Services, and Vertical Assessment Associates For Elevator Inspection Services Pursuant to ITB No. 13-08/09 In The Estimated Annual Amount of $ 240,000.

Key Intended Outcome Supported:

Ensure Well-maintained infrastructure; Make the City more Business Friendly

Supporting Data (Surveys, Environmental Scan, etc.):

Issue:

Shall the City Commission Approve The Award of Contract?

Item Summary/Recommendation:

The purpose of Invitation to Bid No. 13-08/09 (the "Bid") was to establish a contract, by means of sealed bids for the supply of all labor, materials, tools, and equipment necessary to provide inspection of elevators on an as needed basis, from a source(s) of supply that will provide these products in a timely manner.

The contracts shall remain in effect for one (1) year from date of contract execution by the Mayor and City Clerk, and may be renewed by mutual agreement for two (2) additional years, on a year-to-year basis.

The Bid was issued on January 26, 2009, with an opening date of March 4, 2009. A pre-bid meeting to provide information to the suppliers submitting a response was held on February 11, 2009. BidNet issued bid notices to 13 prospective bidders, BidSync (formerly known as RFP Depot) issued bid notices to 19 prospective bidders, and 18 additional bidders were notified by the Procurement Division via mail, e-mail, and fax transmission, which resulted in the receipt of ten (10) bids.

After the Administration's review of the bidder's qualifications, experience, capability, and performance evaluation received, it was determined to be in the best interest of the City to recommend Miami Elevator Inspection, Dade Elevator Inspection and Vertical Assessment Associates based on the lowest submitted price ranges.

The ITB process was structure to bid the work on a per inspection basis, allowing the opportunity to combine the annual inspections with the witnessing test inspections. The City will reserve the right to utilize either vendor for any category, should the primary awardee fail to provide the needed services or additional work is required to be performed. The outcome of this bidding process would result in a reduction of the overall expenditures for the Building Departments on Elevator Inspection Services. The annual savings from the current contracted inspection services is approximately $94,325.00.

The Administration recommends Approving the Award.

Advisory Board Recommendation:

N/A

Financial Information:

Source of Funds:		Amount	Account
	1	$ 240,000	Building Department - Professional Services Account No. 011-1510- 000312
OBPI	2		
	Total		

Financial Impact Summary: N/A

City Clerk's Office Legislative Tracking:

Gus Lopez, Director Ext # 6641

Sign-Offs:

Department Director	Assistant City Manager	City Manager
AR ___ GL ___	PDW ___	JMG ___

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MIAMIBEACH

AGENDA ITEM C2A
DATE 4-22-09

MIAMIBEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jorge M. Gonzalez, City Manager

DATE: April 22, 2009

SUBJECT: **REQUEST FOR APPROVAL TO AWARD CONTRACTS TO THE FOLLOWING VENDORS: MIAMI ELEVATOR INSPECTION, DADE ELEVATOR INSPECTION AND CONSULTING SERVICES, AND VERTICAL ASSESSMENT ASSOCIATES AS THE LOWEST AND BEST BIDDERS, PURSUANT TO INVITATION TO BID NO. 13-08/09, FOR ELEVATOR INSPECTION SERVICES IN THE ESTIMATED ANNUAL AMOUNT OF $ 240,000.**

ADMINISTRATION RECOMMENDATION

Approve the award of contracts.

BID AMOUNT AND FUNDING

Funds in the amount of up to $ 240,000 per year is available from the Building Department Professional Services Account No. 011-1510- 000312

KEY INTENDED OUTCOME SUPPORTED

Make the City more Business Friendly
Ensure Well-Maintained Facilities

ANALYSIS

The purpose of Invitation to Bid No. 13-08/09 (the "Bid") is to establish a contract, by means of sealed bids for the supply of all labor, materials, tools, and equipment necessary to provide inspection of elevators on an as needed basis, from a source(s) of supply that will provide these products in a timely manner.

The contracts shall remain in effect for one (1) year from date of contract execution by the Mayor and City Clerk, and may be renewed by mutual agreement for two (2) additional years, on a year-to-year basis.

The Bid was issued on January 26, 2009, with an opening date of March 4, 2009. A pre-bid meeting to provide information to the suppliers submitting a response was held on February 11, 2009.

BidNet issued bid notices to 13 prospective bidders, BidSync (formerly known as RFP Depot) issued bid notices to 19 prospective bidders, and 18 additional bidders were notified by the Procurement Division via mail, e-mail, and fax transmission, which resulted in the receipt of following ten (10) bids:

1. MIAMI ELEVATOR INSPECTION
2. VERTICAL TRANSPORTATION EXCELLENCE
3. LANDMARK ELEVATOR CONSULTANTS
4. DADE ELEVATOR INSPECTIONS, INC
5. GOLD COAST ELEVATOR INSPECTION SERVICES, INC
6. GLOBAL CONSULTING SOLUTIONS GROUP
7. A-1 ELEVATOR INSPECTION, INC
8. NOVA ENGINERING AND ENVIRONMENTAL
9. VERTICAL ASSESSMENT ASSOCIATES, LLC
10. NATIONAL ELEVATOR INSPECTION SERVICES, INC (NEIS)

The responsiveness test performed by the Procurement Division resulted in Nova Engineering and Environmental's bid being deemed non-responsive. Nova Engineering and Environmental provided an hourly rate instead a price per range of periodic inspection to be performed, as requested.

After the Administration's review of the bidder's qualifications, experience, capability, and performance evaluations received, it was determined to be in the best interest of the City to recommend Miami Elevator Inspection, Dade Elevator Inspection and Vertical Assessment Associates based on the lowest submitted price ranges (See Appendix "A" - Tabulated results).

The Building Department estimates that the range for inspections services will be between 300 to 500 yearly inspections per category, therefore primary and secondary awards are based on said estimates.

P = Primary
S = Secondary

	Dade Elevator Inspection & Consulting Services	Miami Elevator Inspection	Vertical Assessment Associates
I. TRACTION ELEVATOR SYSTEMS			
Bid 1: Periodic Inspections			
0 to 300	$ 95.00	$ 72.00	$ 100.00
300 to 500	S $ 85.00	P $ 65.00	$ 95.00
Over 500	$ 80.00	$ 65.00	$ 90.00
Bid 2: Witnessing of Test Cat. 1			
0 to 300	$ 95.00	$ 100.00	$ 75.00
300 to 500	$ 85.00	S $ 75.00	P $ 75.00
Over 500	$ 80.00	$ 75.00	$ 75.00
Bid 3: Witnessing of Test Cat. 5			
0 to 360	$ 285.00	P $ 150.00	S $ 175.00
Bid 4: Combined Periodic Inspections and Witnessing of Test Cat. 1			
0 to 300	$ 130.00	$ 125.00	$ 150.00
300 to 500	S $ 120.00	P $ 100.00	$ 145.00
Over 500	$ 110.00	$ 100.00	$ 140.00

P = Primary
S = Secondary

	Dade Elevator Inspection & Consulting Services	Miami Elevator Inspection	Vertical Assessment Associates
II. HYDRAULIC ELEVATOR SYSTEMS			
Bid 5: Periodic Inspections			
0 to 300	$ 75.00	$ 72.00	$ 95.00
300 to 500	P $ 65.00	S $ 65.00	$ 90.00
Over 500	$ 60.00	$ 65.00	$ 85.00
Bid 6: Witnessing of Test Cat. 1			
0 to 300	$ 75.00	$ 90.00	$ 65.00
300 to 500	P $ 65.00	$ 70.00	S $ 65.00
Over 500	$ 60.00	$ 70.00	$ 65.00
Bid 7: Combined Periodic Inspections and Witnessing of Test Cat. 1			
0 to 300	$ 120.00	$ 125.00	$ 140.00
300 to 500	S $ 110.00	P $ 100.00	$ 135.00
Over 500	$ 105.00	$ 100.00	$ 130.00

The ITB process was structured to bid the work on a per inspection basis, allowing the opportunity to combine the annual inspections with the witnessing test inspections. The City will reserve the right to utilize either vendor for any category, should the primary awardees fail to provide the needed services or additional work is required to be performed.

Dade Elevator Inspection and Consulting Services
Dade Elevator Inspection and Consulting Services is a local company that has been in business for seven (7) years. Dade Elevator Inspection and Consulting Services has performed more than 15,000 inspections in the South Florida area to clients such us Miami Dade Community College, The Graham Company, Flagler Real Estate, Aventura Columbia Hospital, or Williams Island. Dade Elevator Inspection and Consulting Services meets the minimum requirement set forth ITB# 13-08-09 and has submitted proof of the applicable Certified Elevator Inspector Licenses required.

Miami Elevator Inspection
Miami Elevator Inspection is a local company that has been in business for one year and six months under this business name however the owner has been in the elevator industry since 1992. He has worked as an inspector under contract with City of Miami Beach and Miami-Dade County. Miami Elevator Inspection was highly rated by its clients: PREEF Management Company, Catholic Housing Management, Palmetto West, CFH Group LLC, Westchester Point Plaza, and Neighborhood Properly Management. Miami Elevator Inspection meets the minimum requirement set forth ITB# 13-08-09 and has submitted proof of the applicable Certified Elevator Inspector Licenses required.

Vertical Assessment Associates, LLC
Vertical Assessment Associates, LLC is a Florida company that has been in business for eight (8) years. Vertical Assessment Associates, LLC currently employs twenty seven

Certified Elevator Inspectors and two project managers which have served clients such us Lockheed Martin, Florida State University, Shands Jacksonville Medical Center, University of South Florida, Florida Community College Jacksonville, Patrick Air Force Base, Tyndall Air Force Base, City of Tampa, Citrus County Schools, or Seminole Community College. Vertical Assessment Associates, LLC meets the minimum requirement set forth ITB# 13-08-09 and has submitted proof of the applicable Certified Elevator Inspector Licenses required.

Benefits generated from contracting to Elevator Inspection Companies

a. The contract will offer more flexible resources to ensure that we do not fall behind in the number of elevator inspections that need to be conducted on an annual basis. There are approximately 2,000 annual elevator inspection and 2,000 witnessing test inspections that need to be conducted during the year. This will improve the safety of our residents and visitors.

b. The contract will lower the costs of conducting the elevator inspections over the current contract or the option of performing the work in-house.

The City currently has various contracts for providers of inspection services, on an hourly basis, which includes elevators. The City is presently using the contract with NOVA and paying NOVA $95.00/hr. for one full time equivalent inspector to supplement City services.

The outcome of this bidding process would result in a reduction of the overall expenditures for the Building Department's Elevator Inspection Services. Based on the price results received from bidders participating on ITB#13-08-09, the following analysis illustrates the potential savings that could generate the hiring of the recommended Elevator Inspection Companies:

Under the witnessing of tests inspection (1 year), one single inspector can perform:

- Proposed: 5 inspections per day x 5 days = 25/week x 49 weeks/year = 1,225 inspections per year x $75.00 = $ 91,875.00

- Current: Under NOVA's current contract the same number of inspections would cost: 5 inspections per day = 1.6 hr/inspection @ $95.00/hr = $ 152 per inspection x 1,225 inspections = $ 186,200.00

- Savings: Under the function of witnessing of tests (1 year), the savings per inspector based on a customary annual volume will be of $ 94,325 (approximately 50% overall savings, if compared with the current provider). Additionally, we compared the current bids over the cost of performing the work in-house and the current bids results in a 25% reductions over performing the work with in–house staff.

CONCLUSION

Based on the aforementioned, the Administration recommends that the Mayor and City Commission accept the City Manager's recommendation to award contracts to Miami Elevator Inspection, Dade Elevator Inspection and Consulting Services, and Vertical Assessment Associates for Elevator Inspection Services pursuant to ITB No. 13-08/09 in the estimated annual amount of up to $ 240,000.

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Lowest Price - Primary
Second Lowest - Secondary

BID NO. 19-08/09 ELEVATOR INSPECTION SERVICES

The Building Department estimates that the range for inspections services will be between 300 to 500 inspections per year, therefore primary and secondary awards are based on said estimates.

	Dade Elevator Inspection & Consulting Services	Global Consulting Solutions Group	Landmark Elevator Consultants	Gold Coast Elevator		Miami Elevator Inspection	A-1 Elevator Inspection	Vertical Transportation Excellence, Div. of Gannet	Vertical Assesment Associates	National Elevator Inspection Services
I. TRACTION ELEVATOR SYSTEMS				Low Rise	High Rise					
Bid 1: Periodic Inspections				Under 75'	Over 75'					
0 to 300	$95.00	$85.00	$120.00	$250.00	$300.00	$72.00	$85.00	$228.00	$100.00	$84.00
300 to 500	85.00	80.00	110.00	250.00	300.00	65.00	85.00	228.00	95.00	79.00
Over 500	80.00	75.00	100.00	250.00	300.00	65.00	85.00	228.00	90.00	74.00
Bid 2: Witnessing of Test Cat. 1										
0 to 300	95.00	85.00	120.00	150.00	200.00	100.00	85.00	240.00	75.00	150.00
300 to 500	85.00	80.00	110.00	150.00	200.00	75.00	85.00	240.00	75.00	140.00
Over 500	80.00	75.00	100.00	150.00	200.00	75.00	85.00	240.00	75.00	130.00
Bid 3: Witnessing of Test Cat. 5										
0 to 360	285.00	250.00	300.00	250.00	300.00	150.00	240.00	418.00	175.00	265.00
Bid 4: Combined Periodic Inspections and Witntessing of Test Cat. 1										
0 to 300	130.00	165.00	190.00	250.00	300.00	125.00	170.00	299.00	150.00	174.00
300 to 500	120.00	145.00	170.00	250.00	300.00	100.00	170.00	299.00	145.00	154.00
Over 500	110.00	125.00	150.00	250.00	300.00	100.00	170.00	299.00	140.00	149.00
II. HYDRAULIC ELEVATOR SYSTEMS										
Bid 5: Periodic Inspections										
0 to 300	75.00	75.00	95.00			72.00	75.00	210.00	95.00	75.00
300 to 500	65.00	70.00	85.00			65.00	75.00	210.00	90.00	70.00
Over 500	60.00	65.00	75.00			65.00	75.00	210.00	85.00	70.00
Bid 6: Witnessing of Test Cat. 1										
0 to 300	75.00	75.00	95.00			90.00	75.00	180.00	65.00	135.00
300 to 500	65.00	70.00	85.00			70.00	75.00	180.00	65.00	125.00
Over 500	60.00	65.00	75.00			70.00	75.00	180.00	65.00	125.00
Bid 7: Combined Periodic Inspections and Witnessing of Test Cat. 1										
0 to 300	120.00	150.00	165.00			125.00	140.00	299.00	140.00	160.00
300 to 500	110.00	125.00	145.00			100.00	140.00	299.00	135.00	140.00
Over 500	105.00	100.00	125.00			100.00	140.00	299.00	130.00	140.00

APPENDIX "A"

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