

Condensed Title:

Request For Approval To Award Contracts To Miami Elevator Inspection, A-1 Elevator Inspection, Inc. and Up & Down Elevator Inspection For Elevator Inspection Services Pursuant to ITB No. 33-11/12 In The Estimated Annual Amount of \$240,000; And Further Approving A Month To Month Extension Of The Current Elevator Inspection Services Contract With Miami Elevator Inspection, Dade Elevator Inspection And Consulting Services, And Vertical Assessment Associates, Expiring on April 30, 2012 (The Current Contract), With Said Extension Commencing Retroactively on May 1, 2012, And Terminating, For Convenience And Without Cause, At Such Time As A Contract With The Successful Proposer Is Executed.

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. 33-11/12 (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 March 15, 2012, with an opening date of April 16, 2012. A pre-bid meeting to provide information to the suppliers submitting a response was held on March 30, 2012.

On April 26, 2012, the Technical Review Panel convened to discuss the bidder's qualifications, experience, capability, and performance evaluations received. It was determined to be in the best interest of the City to recommend A-1 Elevator Inspection, Inc., Up & Down Elevator Inspection and Miami Elevator Inspection based on the lowest submitted price ranges.

The Administration recommends that the Mayor and City Commission accept the City Manager's recommendation to award contracts to Miami Elevator Inspection, A1-Elevator Inspection, Inc. and Up & Down Elevator Inspections for Elevator Inspection Services pursuant to ITB No. 33-11/12 in the estimated annual amount \$240,000.

The Building Department has budgeted \$242,250 for elevator inspection services for FY2012. Expenditures to date for this Fiscal Year are \$115,535. Therefore, the requested balance of FY2012 is \$126,715.

AWARD OF CONTRACT

Advisory Board Recommendation:

N/A

Financial Information:

Source of Funds:		Amount	Account
OBPI	1	\$126,715	Building Department Operating Fund - Professional Services Account No. 011-1510- 0000312
	Total		

Financial Impact Summary: N/A

City Clerk's Office Legislative Tracking:

Raul Aguila

Sign-Offs:

Department Director	Assistant City Manager	City Manager
SS <u>RA</u>	JGG <u>PDW</u>	JMG


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COMMISSION MEMORANDUM

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

FROM: Jorge M. Gonzalez, City Manager 

DATE: May 9, 2012

SUBJECT: **REQUEST FOR APPROVAL TO AWARD CONTRACTS TO THE FOLLOWING VENDORS: MIAMI ELEVATOR INSPECTION, A-1 ELEVATOR INSPECTION, INC. AND UP & DOWN ELEVATOR INSPECTION AS THE LOWEST AND BEST BIDDERS, PURSUANT TO INVITATION TO BID NO. 33-11/12, FOR ELEVATOR INSPECTION SERVICES IN THE ESTIMATED ANNUAL AMOUNT \$240,000; AND FURTHER APPROVING A MONTH TO MONTH EXTENSION OF THE CURRENT ELEVATOR INSPECTION SERVICES CONTRACT WITH MIAMI ELEVATOR INSPECTION, DADE ELEVATOR INSPECTION AND CONSULTING SERVICES, AND VERTICAL ASSESSMENT ASSOCIATES, EXPIRING ON APRIL 30, 2012 (THE CURRENT CONTRACT), WITH SAID EXTENSION COMMENCING RETROACTIVELY ON MAY 1, 2012, AND TERMINATING, FOR CONVENIENCE AND WITHOUT CAUSE, AT SUCH TIME AS A CONTRACT WITH THE SUCCESSFUL PROPOSER IS EXECUTED**

ADMINISTRATION RECOMMENDATION

Approve the award of contracts.

BID AMOUNT AND FUNDING

Funding will be provided from the following account for Fiscal Year 2011/2012 (FY12):

\$126,715	Building Department Professional Services Account No. 011-1510- 000312
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The Building Department has budgeted \$242,250 for elevator inspection services for FY2012. Expenditures to date for this Fiscal Year are \$115,535. Therefore, the requested balance of FY2012 is \$126,715.

For subsequent Fiscal Years, commencing on October 1, 2012, the estimated annual cost of \$240,000 associated with elevator inspection services will be requested as part of the Building Department operating budget.

KEY INTENDED OUTCOME SUPPORTED

Make the City more Business Friendly
Ensure Well-Maintained Facilities

ANALYSIS

The purpose of Invitation to Bid No. 33-11/12 (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 March 15, 2012, with an opening date of April 16, 2012. A pre-bid meeting to provide information to the suppliers submitting a response was held on March 30, 2012.

BidNet issued bid notices to 54 prospective bidders, and 31 additional bidders were notified by the Procurement Division via mail, e-mail, and fax transmission, which resulted in the receipt of the following six (6) bids:

1. Miami Elevator Inspection
2. Dade Elevator Inspections, Inc.
3. A-1 Elevator Inspection, Inc.
4. Up & Down Elevator Inspection, Inc.
5. Vertical Assessment Associates, LLC
6. Lerch Bates

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.

On April 26, 2012, the Technical Review Panel convened to discuss the bidder’s qualifications, experience, capability, and performance evaluations received. It was determined to be in the best interest of the City to recommend A-1 Elevator Inspection, Inc., Up & Down Elevator Inspection and Miami Elevator Inspection based on the lowest submitted price ranges.

The Building Department estimates that the yearly range for inspections services will be between 1800 to 2000 yearly inspections for all categories except for CAT 5, which is done every five (5) years. Therefore primary and secondary awards are based on said estimates. (see attached cost tabulation of all bidders)

P = Primary S = Secondary	A-1 ELEVATOR INSPECTION, INC.	UP & DOWN ELEVATOR INSPECTION	MIAMI ELEVATOR INSPECTION
I. TRACTION ELEVATOR SYSTEMS			
Bid 1: Periodic Inspections			
Per unit/inspection	P \$ 65.00	S \$ 75.00	\$ 80.00
Incomplete inspection	P \$ 50.00	S \$ 50.00	\$ 80.00
Bid 2: Witnessing of Test Cat. 1			
Per unit/test	P \$ 70.00	S \$ 75.00	\$ 85.00
Incomplete test	P \$ 50.00	S \$ 50.00	\$ 85.00
Bid 3: Witnessing of Test Cat. 5			
Per unit/test	P \$ 130.00	\$ 200.00	S \$ 175.00
Incomplete test	P \$ 100.00	S \$ 150.00	\$ 175.00
Bid 4: Combined Periodic Inspections and Witnessing of Test Cat. 1			
Per unit/both reports	P \$ 100.00	\$ 125.00	\$ 120.00
Incomplete reports	\$ 80.00	P \$ 75.00	\$ 120.00
II. HYDRAULIC ELEVATOR SYSTEMS			
Bid 5: Periodic Inspections			
Per unit/inspection	P \$ 50.00	S \$ 75.00	\$ 80.00
Incomplete inspection	P \$ 40.00	S \$ 40.00	\$ 80.00
Bid 6: Witnessing of Test Cat. 1			
Per unit/test	P \$ 50.00	S \$ 60.00	\$ 75.00
Incomplete test	P \$ 40.00	S \$ 40.00	\$ 75.00
Bid 7: Combined Periodic Inspections and Witnessing of Test Cat. 1			
Per unit/both reports	P \$ 85.00	S \$ 100.00	\$ 110.00
Incomplete reports	S \$ 70.00	P \$ 60.00	\$ 110.00
III. ELEVATOR COMPLIANCE INSPECTION			
Fee for combined Compliance Inspection Report with action AP or DN and new Periodic Inspection Report as per description above	P \$ 65.00	\$ 100.00	S \$ 75.00
Fee for each Compliance Inspection, with action AP or DN without any new violation Periodic Inspection Report as per description above	P \$ 30.00	\$ 100.00	S \$ 75.00

A-1 Elevator Inspections, Inc.

A-1 Elevator Inspection, Inc. was founded in July 2000. They have a full customer service staff available Monday thru Friday. Inspectors are nationally certified (QEI), as well as Florida Certified (CEI). None of their inspectors have ever had their QEI license revoked. A-1 inspector's are hired & insured through A-1 Elevator Inspection, Inc. Vice President, F. Charlie Slater, is an elevator industry continuing education instructor for NAESA International, a member of NAESA International's board of directors, the current president of the Florida Elevator Inspectors Association and a member of two ASME A17.1 working committees. A-1 Elevator Inspection, Inc. has a physical office located at 433 Plaza Drive, Tarpon Springs, FL 34689 staffed with four dedicated individuals.

Up & Down Elevator Inspections, Inc.

Up & Down Elevator Inspections Inc., founded in August 2004, is a full service vertical transportation inspection company, with offices in Miami and Fort Myers, Florida. President, Peter Rivero, has been in the elevator industry for over 20 years and received his inspector's license in 2002. Registered with the State of Florida's Bureau of Elevator Safety, inspectors are QEI-certified through the National Association of Elevator Safety Authorities (NAESA) or Work Preservation Fund, and are accredited by the American Society of Mechanical Engineers (ASME).

Miami Elevator Inspection

Miami Elevator Inspection is a local company that has been in business since 2007. Owner, Jorge Fernandez, has been in the elevator industry since 1992. He has worked as an inspector under contract with City of Miami Beach for the last three (3) years and with Miami-Dade County. Miami Elevator Inspection meets the minimum requirements set forth in ITB# 33-11/12 and has submitted proof of the applicable Certified Elevator Inspector Licenses required.

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, A1-Elevator Inspection, Inc. and Up & Down Elevator Inspections for Elevator Inspection Services pursuant to ITB No. 33-11/12 in the estimated annual amount of \$240,000; and further approving a month to month extension of the current contract with Miami Elevator Inspection, Dade Elevator Inspection and Consulting Services, and Vertical Assessment Associates, expiring on April 30, 2012 (the current contract), with said extension commencing retroactively on May 1, 2012, and terminating, for convenience and without cause, at such time as a contract with the successful proposer is executed.

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