

# BID PROPOSAL

Please return to: Westside Housing Organization  
919 W 24<sup>th</sup> Street  
Kansas City, MO 64108

Pre-bid Date:  
Property Address: 1735 Summit  
Owner Name: Westside Housing  
Phone: 816.769.6811

**Bid Due Date:**

For consideration stated below, the undersigned proposed to furnish all labor and materials necessary to complete the work as described in the attached itemized scope of work for the property listed above.

**Total Bid:** \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Please provide a detailed bid and scope attached to this proposal.

Include the following:

- Compliance with the City of Kansas City's Human Relations Department for Davis-Bacon Reporting.
- Compliance with the attached Davis-Bacon Wage Ruling.
- The attached scope of work
- A clearly stated lead time and assumed number of days needed to complete the scope
- A corporate bio including the names of your principles, project lead to be assigned to this project, years of experience with elevators, a certificate of insurance, business license, trade licenses and a W-9.

## **Westside Housing Organization**

### **PROPOSAL INSTRUCTIONS**

#### **PURPOSE**

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from qualified companies capable of providing elevator modernization & maintenance for the Posada Del Sol.

This RFP provides prospective providers with sufficient information to enable them to prepare and submit proposals for consideration by the Westside Housing Organization to satisfy the needs as outlined in the scope of work.

#### **Proposal Timeline**

Release and advertisement of RFP: 8/29/2022

Mandatory contractors walk through: 9/23/2022 1 PM

Proposal submission deadline: 10/12/2022 Noon

#### **Contractor Walk Through**

All potential contractors for this project must attend a mandatory contractor walk-through on 9/25/2022. At this walk through there will be a sign in sheet and all contractors that wish to bid on this project must sign in. If Westside Housing Organization receives a bid for this RFP from a contractor who did not attend the walk through that bid will be disregarded.

#### **PROPOSAL SUBMISSION**

All proposals must be sealed and delivered to Westside Housing Organization at 919 W 24<sup>th</sup> Street prior to 12:00 P.m., Central Standard Time, on Friday October 5th, 2022. Each proposal shall consist of one original (identified as such) and two copies of the complete proposal. It is the responsibility of the proposer to ensure that their proposal is received by Westside Housing Organization, prior to the deadline. Consultants mailing proposals should allow ample mail delivery time to ensure timely receipt of their proposals. Proposals received after the deadline for receipt of proposals will not be considered. Proposals must be clearly identified as follows: Proposals for Elevator Modernization & Maintenance and shall indicate such information on the outside of the proposal packet. Proposals will not be accepted by facsimile transmittal. It is requested that proposals be in flat bound form to facilitate filing. Please do not submit proposals in loose leaf binders.

## **TERMS AND CONDITIONS**

### **QUALIFICATIONS**

All firms must furnish satisfactory evidence to the Westside Housing that they have previously performed this type of service.

### **LAWS AND ORDINANCES, REGULATIONS, LICENSING FEES**

Firm shall conform to all rules, regulations, ordinances, laws, or directives set forth by the City of Kansas City and/or the State of Missouri.

Firm shall conform to any and all changes made to this contract/agreement as a result of any ordinance, law and/or directive issued by the City of Kansas City or the State of Missouri.

### **ASSIGNMENT OF CONTRACT**

Neither this contract, nor any portion thereof, shall be reassigned except with the formal written approval by the Westside Housing Organization.

### **WAIVER**

Westside Housing Organization reserves the right to waive any variances from the original RFP in cases where the variances are considered to be in the best interest of Westside Housing Organization.

### **TERMINATION OF CONTRACT**

Westside Housing Organization reserves the right to terminate the contract for reasons of violations by the successful operator of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party ample time to remedy the deficiencies.

### **METHOD OF AWARD / SELECTION**

The proposals will be evaluated by the Westside Housing Organization Staff. A successful candidate may be selected from these proposals or if no decision can be reached, the Management Staff may ask for finalists to prepare an oral presentation at the Westside Housing Organization.

## **INDEMNIFICATION**

The Firm shall indemnify, save, and hold harmless Westside Housing Organization, its employees, and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the operator or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from this RFP.

## **RESPONSE MATERIAL OWNERSHIP**

All proposals become the property of Westside Housing Organization upon receipt and will only be returned to the proposer at Westside Housing Organization's option. Selection or rejection of the proposal will not affect this right. Westside Housing Organization shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP. Disqualification of a proposal does not eliminate this right.

## **PROPRIETARY INFORMATION**

All material submitted in response to this RFP will become public record and will be subject to inspection after Intent to Award notice is issued. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the proposal. Such request must include justification for the request and approval by Westside Housing Organization. Neither cost or pricing information nor a total proposal will be considered proprietary.

## **REJECTION OF PROPOSALS**

Westside Housing Organization reserves the right to reject any or all bids or proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of Westside Housing Organization to do so. Failure to furnish all information or to follow the proposal format requested in this RFP may disqualify the proposal. Any exception to the Scope of Work must be identified in the proposal.

## **INCURRING COSTS**

Westside Housing Organization shall not be obligated or be liable for any cost incurred by proposers prior to issuance of a contract. All costs to prepare and submit a response to this solicitation shall be borne by the proposer.

## **SUBMISSION OF PROPOSALS AND SUPPLEMENTAL MATERIALS**

Proposals shall be submitted to Westside Housing Organization. If supplemental materials are required or requested, then they must be submitted to Westside Housing Organization as part of the proposal. Supplemental materials will not be accepted after the proposals have been opened, unless requested by Westside Housing Organization.

## **DISCRIMINATION POLICY**

Westside Housing Organization advises the public that it does not discriminate on the basis of handicapped status, race or color, national origin, religion, age, sex in employment or the provision of municipal services.

## **CONTRACT LENGTH**

The contract shall be for a period of 12 months with the option for renew for 2 more years.

## **PAYMENT**

Provider shall consolidate all charges on one bill. Westside Housing Organization reserves the right to detail payment requirements to winning Provider. Westside Housing Organization's terms are Net 30. Westside Housing Organization is tax exempt and will not pay taxes for any product or service.

## **PAYMENT TERMS AND CONDITIONS**

The proposal must contain a fee schedule that includes line items for equipment, software, professional services, warranties, project management, training, installation and monthly recurring fees.

## **INSURANCE REQUIREMENTS**

The Business/Individual shall provide verification of Auto Insurance and General Liability Insurance for the vehicles and personnel used to deliver merchandise and/or services and list Westside Housing Organization as additionally insured.

Comprehensive General Liability (minimum Requirement):

Minimum limit \$1,000,000 combined single limit for bodily injury and property damage per occurrence.

Comprehensive Automobile Liability (If applicable):

\$1,000,000 combined single limit.

**PRIMARY PROVIDER OF ALL SERVICES**

If a provider's proposal includes equipment, hardware, software, network, or services to be supplied by entities other than the proposing provider, it is mandatory for the proposing provider to act as the prime contractor for the entire procurement of all product and services proposed with the possible exceptions noted below. The provider acting as the prime contractor must be the sole point of contact with regard to contract stipulations including payment of any and all charges resulting from the purchasing of the proposed equipment, hardware, software, and/or services. The provider acting as the primary contractor must take full responsibility for the demonstration, delivery, installation, and acceptance testing of the items proposed to be supplied by its subcontractor.

## **SCOPE OF WORK**

Westside Housing Organization is seeking a qualified company to provide elevator modernization and maintenance for Posada Del Sol.

Westside Housing Organization is seeking the services of a qualified contractor to complete the modernization of two elevators located at Posada Del Sol, 1735 Summit Kansas City, Missouri. All related work will be the contractor's responsibility. The expected work will include the removal and disposal of elevator components not being used in the modernization, the supply and installation of new components, refurbishment of components, electrical work, minimum one year warranty, and all other work necessary to provide a finished, fully functional State of Missouri certified elevator.

The successful contractor will be expected to provide input on the proposed scope of work and offer value engineering opportunities. The contractor will also be required to provide a minimum one-year warranty and full maintenance, repair and inspection services for one year, with 2 additional option years.

### **Tear out, Removal and Disposal of Materials**

Elevator Contractor shall include all necessary labor, material, hoisting, rigging, and cartage for the removal of all unused and abandoned equipment both directly and indirectly related to the modernized elevators. This equipment shall be removed from the premises and become the property of the Contractor unless previously determined otherwise by the owner. All equipment, materials, oils, lubricants, and cleaning compounds shall be properly disposed of by the Contractor in accordance with all the hazardous waste regulatory requirements and environmental standards of the State of Missouri and any other agency having jurisdiction. In advance of turning in a bid, prospective bidders can contact Jon-Erick Rodgers regarding any question about improvements needed to modernize the elevator at Posada Del Sol. Both modernization and maintenance costs should be detailed separately using the attached RFP form. Additional sheets may be used if needed.

### **References:**

Proposers shall provide at least three (3) and no more than five (5) references that match the following criteria:

a. Services installed and modernization that are equal to services proposed. Provide the principle contact and telephone number, as well as the associated system type, size, and customer application for each on the attached RFP form.

**Supplemental Material:**

Please include the following items as a part of the proposal:

1. W9
2. Proof of Insurance
3. Kansas City Business License
4. Certification regarding Elevators
5. City of Kansas City Certifications IE: Section 3, Woman owned Business, Minority Owned Business, and Ect
6. Maintenance Contract
  - a. Cost of emergency call and after hour calls

Inquiries concerning the Scope of Work shall be directed to:

Jon-Erick Rodgers

Westside Housing Organization

1735 Summit

Kansas City, MO 64108

816-421-8048

Thank you for your consideration.

Jon-Erick Rodgers

Westside Housing Organization