REQUEST FOR PROPOSALS
ELEVATOR SERVICES

SUBJECT: JOINT SCHOOL DISTRICT ELEVATOR SERVICES RFP for
PALISADES, PENNRIDGE, QUAKERTOWN COMMUNITY, UPPER
PERKIOMEN SCHOOL DISTRICTS and UPPER BUCKS COUNTY
TECHNICAL SCHOOL

SUBMITTAL DEADLINE: May 26, 2020 @ 1:30 P.M. Local prevailing time

DESTINATION FOR DELIVERY OF PROPOSALS:

UPPER PERKIOMEN SCHOOL DISTRICT
EDUCATION CENTER
SUITE 2
2229 E BUCK RD, PENNSBURG, PA. 18073

DOCUMENT AVAILABILITY:

The Request for Proposals can be obtained at no charge from each of the participating School
District’s Web Sites. Specific school district questions should be directed to the respective
Facilities Manager/Director:

Palisades S.D.: www.palisadessd.org – Mr. Alan Crouthamel, Director of Facilities - (610)
847-5131 x2450 – Facilities Office, 35 Church Hill Road, Kintnersville, PA 18930.

Pennridge S.D.: www.pennridge.org – Mr. Kelly Harper, Director of Operations - (215) 257-
5047 – Operations Center, 1303 North Fifth Street, Perkasie, PA 18944.

Quakertown Community S.D.: www.qcsd.org – Mr. Robert Christine, Director of Facilities -
(215) 529-2008 - Facilities Service Center, 311 South Ninth Street, Quakertown, PA 18951.

Upper Perkiomen S.D.: www.upsd.org – Mr. Douglas Kenwood, Director of Facilities &
Operations - (215) 541-2444 - Education Center, 2229 East Buck Road, Suite 2, Pennsburg, PA
18073.

Upper Bucks County Technical School: www.ubtech.org – Mr. William Gerhard - Supervisor
of Buildings & Grounds – (215) 795-2911 - 3115 Ridge Road Perkasie, PA 18944
The Palisades, Pennridge, Quakertown Community, Upper Perkiomen School Districts, and Upper Bucks County Technical School hereafter known as the “school districts,” will receive a combined proposal for providing Elevator Services on May 26, 2020 until 1:30 p.m. prevailing time at Upper Perkiomen School District, Education Center, 2229 E Buck Rd, Suite 2, Pennsburg, PA. 18073. All proposals shall be submitted in a sealed envelope marked “Joint School District Elevator Services Proposal”. Proposals received after the time established above will not be considered.

The school districts each reserve the right to accept or reject any or their entire portion of the proposal which in their judgment, is in the best interest of their School District. The school districts further reserve the right to waive irregularities in the proposal documents or submitted proposals where such waiver is, in the school districts judgement, in its best interests.

Palisades School District  
Pennridge School District  
Quakertown Community School District  
Upper Perkiomen School District  
Upper Bucks County Technical School
JOINT SCHOOL DISTRICT ELEVATOR SERVICES

NAME OF COMPANY (Vendor): ___________________________________

COMPANY REPRESENTATIVE
(PLEASE PRINT NAME :)
___________________________________

ADDRESS: ______________________________________

TELEPHONE NUMBER: ___________________________________

FAX NUMBER: _____________________________________

EMAIL: _______________________________________

The above-mentioned proposer hereby declares and certifies:

FIRST: That we have carefully examined all of the proposal documents, including but not limited to the Joint School District Elevator Services Request for Proposals (RFP) Terms and Conditions, Joint School District Elevator Services RFP Information Sheet, and Joint School District RFP Proposal Form and Non-Collusion Affidavit, and in accordance with the same, submit this proposal to provide the specified services for the unit prices indicated on the proposal form completed, executed, and submitted herewith.

SECOND: That this proposal is subject to all terms of these RFP documents and specifications and we hereby agree to enter into a written agreement to furnish and deliver the specified services and materials as required in these RFP documents and specifications.

THIRD: The prices quoted herein are exclusive of Federal Excise Tax and Pennsylvania State Sales Tax.

FOURTH: Enclosed with this proposal is a list of three (3) business references the proposer has provided service to in the past three (3) years. Also, enclosed with this proposal is: (a) A company profile detailing years in business, incorporation, if incorporated, number of employees and the background and experience of the principal members of the company or organization, and (b) a representation and/or explanation as to whether or not the proposer has ever defaulted on a contract.

FIFTH: All proposals shall include (typewritten or in ink) the following completed and signed; Joint School District Elevator Services Request for Proposals (RFP) Terms and Conditions, Joint School District Elevator Services RFP Information Sheet, and Joint School District RFP Proposal Form and Non-Collusion Affidavit, and any other information required or requested as part of the proposal.
SIXTH: The proposer shall furnish services in accordance with all the terms, conditions, and provisions of these documents and specifications under the supervision and to the satisfaction and approval of the individual school districts. Either the school districts or accepted proposer shall have the right to terminate all or part of the services provided in this proposal with thirty (30) days’ written notice. The notice of termination must be provided to the other party in writing to the address indicated on the Terms and Conditions or to the respective school districts Facilities Office. Furthermore, the school districts are hereby authorized, in addition to and without in any way limiting any and all other remedies it may have against the proposer or any other party under contract documents or the law, to retain another supplier to fulfill the contract.

SEVENTH: As based upon the RFP documents and specifications, the submitted unit prices of the proposer awarded the contract shall remain firm and in effect for the period beginning July 1, 2020 through June 30, 2023. The prices submitted shall include all incidental costs. Surcharges of any type in excess of the prices indicated are not permitted.

EIGHTH: Human Relations Act: The provisions of the Pennsylvania Human Relations Act. Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951, et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability by employers, employment agencies, labor organizations, contractors and others. The proposer shall agree to comply with the provisions of this Act as amended that is made part of this specification. Your attention is directed to the language of the Commonwealth’s nondiscrimination clause in 16 PA. Code 49.101.

NINTH: The school districts are authorized to speak with all persons and references identified herein as well as other representatives of businesses, agencies or school districts with which the proposer has been involved. All such persons and references are authorized to speak freely to the school districts relative to any such references, matters or other projects, the proposer is hereby releasing all persons, firms and corporations whether named herein or not from any and all liability, actions, suits, claims or demands arising out of the release, exchange or communication of all such information.

TENTH: Insurance: The successful proposer shall have insurance coverage meeting the following criteria: All insurance companies shall have an A.M. Best’s Financial Strength Rating of A++, A+, A, A-. The limits of liability for the insurance required shall provide coverage for not less than the following amounts or greater where required by laws or regulations:
<table>
<thead>
<tr>
<th>Type of Coverage</th>
<th>Minimum Limits</th>
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<tbody>
<tr>
<td>Worker’s Compensation</td>
<td>Statutory</td>
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<tr>
<td>Employer’s Liability</td>
<td></td>
</tr>
<tr>
<td>Each accident</td>
<td>$100,000</td>
</tr>
<tr>
<td>Disease, each employee</td>
<td>$100,000</td>
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<tr>
<td>Disease, aggregate</td>
<td>$500,000</td>
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<tr>
<td>Comprehensive General Liability</td>
<td>$1,000,000</td>
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<tr>
<td>XCU coverage covering explosion,</td>
<td></td>
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<tr>
<td>collapse, underground damage.</td>
<td></td>
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<tr>
<td>Contractual Liability insuring</td>
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<tr>
<td>hold harmless and indemnification</td>
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<tr>
<td>provisions.</td>
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<tr>
<td>Personal Injury Aggregate.</td>
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<tr>
<td>Bodily Injury and property</td>
<td></td>
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<tr>
<td>damage.</td>
<td></td>
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<tr>
<td>Automobile/truck - Bodily injury</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>and property damage</td>
<td></td>
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</tbody>
</table>

If the successful proposer has lower underlying coverage than required above, additional coverage to $1,000,000 may be provided by excess umbrella form. A certificate of insurance must be supplied to the school district by the successful proposer. The school districts shall be named on the certificate of insurance as additional insured.

**ELEVENTH:** Security Clearances: The successful proposer may be required to submit to the school districts for review and approval; the following security clearances before the successful proposer’s employees will be permitted on the school districts property: PA. Act 34 of 1958 (State Police check), PA. Act 151 of 1994 (Child Abuse Act), and PA. Act 114 of 2006 (Federal Criminal History Record). The school districts reserve the right to reject any employee that has clearances that are unacceptable.

**TWELFTH:** By submission of their proposal, the proposer agrees to a 30-45 day payment period by the school districts depending upon the timing of invoice submission. Each of the participating school districts will make individual billing arrangements with the successful proposer.

**THIRTEENTH:** Proposal prices are listed as firm and will remain valid for a period of sixty (60) days after the date established for receiving proposals.

**FOURTEENTH:** The initial term of the RFP is for a one (1) year period beginning on July 1, 2020 and ending on June 30, 2021. The
agreement will begin on July 1, 2020. With the consent of the Vendor, the school districts reserve the option to renew the Agreement for two (2) additional one-year terms at the proposed prices. Prior to the end of the current term, the school districts will notify the Vendor in writing if school districts would like to renew the Agreement. Upon receipt of the Vendor’s written acceptance to renew the Agreement, the Agreement shall then renew for an additional one (1) year from the prior expiration date. Such acceptance shall be automatically incorporated in the Agreement Documents. The school districts reserves the right to extend the current term of the Agreement period for up to three (3) months to prevent a lapse of coverage and only for the time necessary to issue and award a new Request for Proposals.

FIFTEENTH: Any addenda to the request for proposals will be posted on each school district’s respective website no later than five (5) days prior to the date of receiving proposals. Receipt of all addenda must be acknowledged on the proposal form.

SIXTEENTH: The proposer must provide the school districts with proposals for approval prior to performing any work not specifically included in the RFP. All proposals for additional work must itemize labor and materials costs separately.

SEVENTEENTH: Proposers are hereby notified that the use of tobacco or tobacco products is not permitted on any of the school districts property by Pennsylvania State Law: (35 Pa.C.S.A. Sec. 1223.5) of 2000.

EIGHTEENTH: The successful proposer must follow all current federal, state, and local environmental regulations, and Occupational Safety and Health Act (OSHA) regulations. The school districts are in no way responsible for the safety or direction of the accepted proposer’s service operations.

NINETEENTH: The successful proposer is entirely responsible for any damage caused to the school districts or employee property in the performance of the services included in this proposal. The successful proposer and any subcontractors agrees to indemnify, defend (include attorney’s fees and costs) and hold harmless the school districts, their Board of School Directors, and their employees without limitation, from any legal action or environmental cleanup costs resulting from their failure to perform the services or breach of any conditions included in this request for proposal.

TWENTIETH: All maintenance, repairs, and other elevator modifications shall be performed in accordance with all local, State and Federal elevator regulations in As based upon the RFP documents and specifications, the submitted unit prices of the proposer awarded the contract shall remain firm and in effect for the effect at that time.
By submitting a proposal for this request for proposal, we agree to the above terms and conditions, signed:

Title: 

______________________   per: ___________________________

(Signature)  

Title: ____________________________

Witnessed by:

______________________   By: _________________________

(Signature)      (Firm Name)