

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
BIDS AND PROPOSALS

TO: President and Village Board of Trustees
FROM: David A. Hulseberg, Village Manager
DATE: May 29, 2012 Agenda Date: June 7, 2012
TITLE: Bid Opening For: Elevator Plan Review & Inspection Services

SUBMITTED BY: William Heniff, Community Development Director 

RESULTS:

Date Bids Published: April 18, 2012 Date Bidding Closed: May 4, 2012

Total Number of Bids Received 4

Total Number of Bidders Meeting Specifications 4

Bid Security Required..... Yes No

Performance Bond Required Yes No

Were Any Bids Withdrawn Yes No

Waiver of Bids Requested? Yes No

Award Recommended to Lowest Responsible Bidder Yes No

If no, explain: Lowest bid was offered by two firms, with the recommendation to proceed with the current vendor based upon references and past performance.

FISCAL IMPACT:

The fees are based upon the work requested and/or the need for service. Fees are charged to the requestor for services.

BACKGROUND/RECOMMENDATION:

Staff recommends the award of the contract to Thomson Elevator as provided for in the attached Resolution and Agreement.

Has Recommended Bidder Worked for Village Previously Yes No

 If yes, was quality of work acceptable Yes No

Was item bid in accordance with Public Act 85-1295? Yes No

Waiver of bids - Public Act 85-1295 does not apply Yes No

REVIEW (as needed):

Village Attorney XX _____ Date _____

Finance Director XX _____ Date _____

Village Manager XX _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.



MEMORANDUM

TO: David A. Hulseberg, Village Manager

FROM: William Heniff, AICP, Director of Community Development *WH*

DATE: June 7, 2012

SUBJECT: **Bid Proposal – Elevator Plan Review and Inspection Activities**

To ensure that the Village is receiving the best possible rates and services for elevator plan review and inspection activities for all elevators and related lift devices in the community, the Village undertook a request for proposals (RFP) process this Spring. The bid process sought the hourly service rate for the various types of inspections and plan review activities within the RFP. Attached for Village Board consideration is an award authorizing the signature of the Village President and Clerk on an Elevator Plan Review and Inspection Services Agreement.

All of the bidders are approved to be third party inspectors in the Chicago area. Two companies offered an equal lowest overall price for all services. To determine the recommended vendor, staff sought the references included within their submittal. Thompson Elevator Inspection Services, Inc., our current vendor, provided a full list of municipal references and staff called the references on the Thompson list that are similar municipalities to Lombard. All spoke of Thompson in a favorable way. The other company was Northern Illinois Elevator Inspection Service. However, they had no municipal references on their reference list other than they are approved to do third party inspections in Chicago.

Based on the lack of relevant references provided by Northern and the complete list of municipally favorable references provided by Thompson, Village staff recommends awarding the contract to Thompson. The agreement will be effective until December 31, 2013, with the ability to extend the agreement annually for up to three additional years, by mutual consent.

While the contract will be awarded to an existing vendor, it will be at a significant savings to our current rates. Should this agreement be approved, staff will be able to review the existing rates we charge for such inspections to business and property owners and possibly reduce the rates accordingly.

RECOMMENDATION:

Staff recommends that the Village Board of Trustees award a bid for Elevator Plan Review and Inspection Activities to Thompson Elevator Inspection Services, Inc.

VILLAGE OF LOMBARD

CONTRACT DOCUMENT NUMBER CD12B-01

This agreement is made this ____ day of _____, 2012 between and shall be binding upon the Village of Lombard, an Illinois Municipal Corporation hereinafter referred to as (the "Village") and (Thompson Elevator Inspection Service, Inc.) hereinafter to as (the "Contractor") and its successors.

Witnessed, that in consideration of the mutual promises of the parties delineated in the contract documents, the Contractor agrees to perform the services and the Village agrees to pay for the following services as set forth in the contract documents:

ITEM	SERVICE	FEE	ADDITIONAL INFORMATION
A	Bi-Annual Safety Code Inspection on Existing Elevators / Escalators / Conveyances	\$28.00 per unit	<ul style="list-style-type: none"> • TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to municipality
B	Bi-Annual Safety Code Re-Inspection on Existing Elevators / Escalators / Conveyances	\$28.00 per unit per inspection	<ul style="list-style-type: none"> • TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to municipality
C	New Elevator Plan Reviews Final Elevator Shop Drawings (New or MOD Construction)	\$38.00 per unit per submittal	<ul style="list-style-type: none"> • Completed review returned to municipality • No additional fees based on number of floors
D	New Construction (NC) Elevator Inspections or Mod New Construction (Mod NC) Inspections for repair/modification to existing elevators	\$38.00 per unit	<ul style="list-style-type: none"> • TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to municipality
E	New Construction (NC) Elevator Ri-Inspections or Mod New Construction (Mod NC) Ri-Inspections for repair/modification to existing elevators	\$38.00 per unit per inspection	<ul style="list-style-type: none"> • TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to municipality

1. This contract shall embrace and include all of the applicable contract documents listed below as if attached hereto or repeated herein:
 - a. Specification and contract document No. **CD12B-01**

for **Elevator Plan Review and Inspection Activities**, consisting of the following:

- i) Cover Sheet
 - ii) Table of Contents
 - iii) Invitation to Bid on Contract Document
No. **CD12B-01**- Legal Notice
 - iv) General Terms, Conditions and Instructions
 - v) Specific Terms, Conditions and Instructions and Blue Prints
 - vi) Bid Proposal Form
 - vii) Plans and Specifications and Specification Deviation Form
- b. The Contractor's Bid Proposal Dated **April 27, 2012**
 - c. Required Performance and Payment Bonds and Certificate of Insurance
2. The Village agrees to pay, and the Contractor agrees to accept as full payment for the items and services set forth within the bid proposal for Elevator Plan Review and Inspection Services, which are the subject matter of this contract the total sums as set forth within the proposal and herein, paid in accordance with the provisions of the Local Government Prompt Payment Act.
 3. The Contractor represents and warrants that it will comply will all applicable Federal, State and local laws concerning prevailing wage rates and all Federal, State and local laws concerning equal employment opportunities.
 4. The Contractor shall commence work under this Contract upon award of the contract from the Village.
 5. In executing this Contract, Contractor agrees that it has examined the site of the work and the conditions existing therein, has examined the Contract Documents and taken and compared field measurements and conditions with those Documents.
 8. This Contract represents the entire Agreement between the parties and may not be modified without the written approval of both parties.

IN WITNESS WHEREOF, the Village of Lombard, Illinois by William J. Mueller, Village President, and the Contractor have hereunto set their hands this ____ day of _____, 2012.

If an individual or partnership, all individual names of each partner shall be signed or if a corporation, an officer duly authorized shall sign here:

Accepted this ___ day of _____, 2012.

Individual or Partnership _____ Corporation _____

By Position/Title

By Position/Title

Print Company Name

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this ___ day of _____, 2012.

William J. Mueller
Village President

Attest:

Brigitte O'Brien
Village Clerk

Approved for issuance:

Jamie Cunningham Date
Assistant Finance Director

Approved contents of contractual documents:

Thomas P. Bayer Date
Village Attorney