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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 4, 2018**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**VERTICAL TRANSPORTATION SYSTEMS MAINTENANCE SERVICES FOR ELEVATORS,
ESCALATORS, DUMBWAITERS AND WHEEL CHAIR LIFTS
PARKWAY ELEVATORS, INC.
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES
DISTRICT WIDE
(RENEWAL OPTION)
(RATIFICATION)**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel of the legal form of such agreements, to enter into an renewal agreement with Parkway Elevators, Inc. to perform elevator, escalator, dumbwaiter, and wheel chair lift maintenance services for the period commencing no sooner than September 5, 2018 through September 4, 2020, at cost of \$962,820 for preventative maintenance and \$100,000 annually for parts and material not included in the monthly maintenance for a total cost not to exceed \$1,262,820 for the contract term.

VENDOR: Parkway Elevators, Inc.
1001 West Grand Avenue
Chicago, Illinois 60642

USER: District Wide

ORIGINAL TERM:

The term of the agreement shall commence no sooner than September 5, 2015 and will continue through September 4, 2018 with an option to renew for one (1) additional two-year period.

RENEWAL TERM:

The renewal term of the agreement shall commence no sooner than September 5, 2018 and will continue through September 4, 2020.

SCOPE OF SERVICES:

Parkway Elevators, Inc. shall furnish all labor, labor supervision, tools, materials, equipment, and lubricants necessary to provide full maintenance repairs, adjustment, replacement, and repair

service for the vertical transportation systems noted in Users above for Passenger, Passenger/Service, and Freight Elevators, Dumbwaiters, Escalators and Wheel Chair Lifts.

The vendor agrees, on a monthly basis, to examine, clean, lubricate, adjust the vertical transportation equipment and provide emergency call back service, and as conditions warrant, repair or replace all portions of the vertical transportation equipment included under this contract.

Keys to the selection process were the vendor's experience and statement of qualifications, their implementation plan and their project execution plan. Another key requirement is the provision of a mechanized tracking system to assist CCC in the management and control and oversight of the maintenance activities District wide.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The full preventive maintenance program will provide a consistent methodology for the repair and maintenance of elevators, dumbwaiters, escalators and wheel chair lifts throughout the District. This will ensure the operational use of the equipment for daily student and staff use.

VENDOR SELECTION CRITERIA:

Request for Proposal (RFP) TF1503 was advertised on June 4, 2015, posted on CCC's website and emailed to 12 firms. A pre-proposal meeting was conducted on June 9, 2015, by CCC Procurement Staff. Six (6) firms responded to the RFP on July 6, 2015: 1) Mid-American Elevator, Inc.; 2) Anderson Elevator; 3) KONE Inc.; 4) Smart Elevators Company; 5) 1st Priority Elevator Co.; and 6) Parkway Elevators, Inc.

The evaluation committee which included staff from Administrative Services, College Chief Engineers and Contract Compliance reviewed, evaluated and ranked the submitted proposals in accordance with evaluation criteria outlined in the RFP, which included:

1. Qualification and experience of firm and maintenance staff
2. Implementation plan of action and prior experience with similar projects
3. Proposer's implementation plan for the execution of the requested services
4. Past experience with similar services and similar scope for educational institutions or comparable organizations
5. Fees in relation to the Scope of Services
6. MBE/WBE Compliance Plan

Based upon the evaluation team review of the proposal responses, the highest ranking three firms were required to present their qualifications and respond to questions via an oral presentation held on July 16, 2015. The evaluation committee reviewed the responses and based on the composite scores from the written and oral presentations recommends Parkway Elevators, Inc. to provide full preventive maintenance services for elevators, dumbwaiters, escalators and wheel chair lifts district wide.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the proposed renewal agreement and has determined the Vendor has complied with the Board Approved Participation Plan:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Professional Elevator 1808 S. State St. Chicago, IL 60616	MBE	25	Direct	City of Chicago
Evergreen Supply 312 N. May St., Unit 104, Chicago, IL 60607	WBE	7	Indirect	City of Chicago

GENERAL CONDITIONS:

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL

Total: \$1,262,820

Charge to: Office of Administrative and Procurement Services, The Colleges

Source of Funds: Operations and Maintenance Fund

FY19: 530000-05501-XX70700-70000

Respectfully submitted,

Juan Salgado
Chancellor

October 4, 2018 - Office of Administrative and Procurement Services