Request for Proposal RFP SB 16-13
"AUB Elevators Maintenance Services"
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1 INTRODUCTION

1.1 BACKGROUND

The American University of Beirut (hereinafter referred to as “AUB”) (http://www.aub.edu.lb) is an educational not-for-profit corporation established under the laws of the State of New York, U.S.A., including a Campus and a Medical Center, in Beirut, Lebanon, and an office in the U.S.A., in New York (NY), U.S.A.

AUB serves over 12000+ users. It consists of more than 4,500 faculty and staff, and has an enrolment of approximately 8,000 students, more than 1,200 of whom reside on Campus.

AUB is requesting offers from qualified suppliers for the provision of Elevator Maintenance Services as specified under Section 2.1.
2 OVERVIEW

2.1 PURPOSE AND OBJECTIVE

The American University of Beirut is seeking maintenance services from qualified suppliers who are solution providers for engineering, building and installation of moving systems which include elevators, designed to meet the needs of its staff, faculty members, students and visitors in line with the scope of services mentioned in article 2.2 as well as the terms and conditions specified hereunder.

Accordingly, AUB shall select the supplier(s) whose proposal and scope of services demonstrate the clear capability to best fulfill the purposes of this RFP. The successful bidder(s) will enter into a non-exclusive contract with AUB to provide these services.

2.2 SCOPE OF SERVICES

The American University of Beirut anticipates service providers to provide elevator maintenance services to the elevators within AUB campus that are listed in Appendix A, ensuring the following:

- The service provider shall maintain all elevator equipment in substantially new condition and properly adjusted to secure its use and to provide trouble-free service. The elevator equipment will be maintained by trained technicians directly employed and supervised by the provider.
- The service provider shall provide maintenance, or breakdown services of machines, rotating electrical equipment, controller parts, integrated circuits, printed circuit boards, brake coils, brake linings, door operating equipment, elevator intercommunication system, and all other mechanical and electrical parts required for the operation of the equipment.
- The service provider shall provide lubricants and all the bulbs for the equipment.
- The service provider shall perform routine maintenance examinations as often as it judges necessary for all installed elevators mentioned in Appendix A during official working hours from 8:00 a.m. to 5:00 p.m.
- The service provider shall register and maintain the dates and the nature of the changes performed on the apparatus in files. The said files shall also contain the dates and results of the previous visits, description of all failures that happened and all important matters concerning it. These files can be examined by AUB upon request.
- The service provider's technicians shall discuss with the representative of AUB the operation of the equipment and take the appropriate action to promptly resolve the problems that might occur. Should a problem be of a nature that cannot be resolved during the maintenance visits, the technician of the provider will report to AUB's representative and set an early date to fix the problem.
• The service provider shall respond to calls placed by AUB’s representative, except in case of emergencies in which it will respond to all calls and in such cases the time from when the call is placed until the arrival of a maintenance person at the site shall not exceed 120 minutes.

• The service provider shall not assume control or possession of any part of the equipment and that such control and possession remains exclusively and at any time that of AUB’s.

• The service provider shall use genuine manufacturer’s parts ad will have them available at its warehouse.

• The service provider shall provide AUB campus a number of free of charge outside business hours visits per year for all elevators mentioned in the Appendix A.

• The service provider shall offer AUB staff a technical training on rescue procedure whenever needed to enhance their knowledge and expertise along with a training certificate.

• The service provider shall provide the below detailed maintenance checks:

**Monthly/Bi-weekly Checks:**
1. The functioning of the door operator
2. Door protective devices
3. General operation
4. Levelling operation
5. Door operator
6. Emergency stop switch
7. Alarm bell
8. Communication devices
9. Door open button
10. Door closing pressure
11. Car door clutch assembly
12. Position indicators and signal lamps
13. Roller guides
14. Operation of hoist way doors

**Semi-Annual Checks:**
1. Machine
2. Car door rollers and eccentrics
3. Rotating electrical equipment
4. Governor tension sheaves
5. Buffers and oil buffers
6. Emergency lighting
7. Safety mechanism
8. Sheaves and shafts
9. Emergency terminal slow down device
10. Door interlocks, guides, hanger wheels and door closer cables
11. Emergency power operation
12. Security system operation
13. Intercommunication system operation
14. Doors open time pause
Annual Checks:
1. Cleaning of rotating electrical equipment
2. Rotating electrical equipment connections
3. Cleaning of commutators and controllers
4. Governor
5. Traveling cables
6. Fire service operation
7. Tachometer mechanical drive linkage
8. Load weighing devices
9. Main motor contactors
10. Car operating station
11. Guide rails
12. Rope hitches and tension
13. Safety test

Small Supply:
1. Oil and grease for normal lubrication
2. Oil for gearbox (excluded the oil for hydraulic elevators)
3. Standard bulb or standard neon lamp for cabin lighting
4. Standard bulb for push buttons (excluded LED P.C.B.)
5. Standard protection fuses for the safety circuit in the controller (excluded special protection fuse for inverter).

*The service provider shall at all times during the term of the agreement signed with AUB carry and maintain in force at its own expense insurance policies providing the following type of coverage:
1. Workers’ compensation insurance as prescribed by the Lebanese Law.
2. Public liability insurance policy in an amount not less than USD 75,000 per claim and in the aggregate covering bodily injury an material damage to third parties including the risk of lightning.
3 PRE BID MEETING AND SITE VISIT

A pre-bid meeting will take place on Thursday April 21, 2016 at 11:00am at the Procurement and Contract Administration Conference Room and a site visit for interested bidders for the AUB Elevators Maintenance Services will be held during the week of April 25, 2016, time and location will be communicated separately by email.
4 REQUIREMENTS PROCESS

4.1 PARTICIPATION TO RFP
Suppliers willing to submit their offers should confirm by sending an Intent to Respond through an email to Mr. Souren Balian (Email sb81@aub.edu.lb) within 2 business days of receiving the RFP.

4.2 APOLOGY
In case the requested services are not available, or you do not want to participate in this bid, you are kindly requested to respond by submitting a written apology to bidadmin@aub.edu.lb indicating the reason and the bid reference number.

4.3 INQUIRIES
All inquiries related to this bid shall be addressed to Mr. Souren Balian (Email sb81@aub.edu.lb).

4.4 PRICING
Please use Appendix A (Bill of Quantity and Price Form) for submitting your financial offers. Bidder may quote partially (per elevator). Prices are to be quoted excluding VAT.

4.5 SUBMISSION DATE AND TIME
Offers must be submitted on or before: Monday 9 May 2016, 01:00 PM Lebanon Time

4.6 SUBMISSION ADDRESS
Offers must be submitted to the following address:

Bid Administrator
American University of Beirut
Office of Financial Planning
College Hall, 2nd floor, Room 218
Bliss Street - Beirut – Lebanon

Offers submitted by hand or via post mail shall be enclosed in a sealed envelope clearly marked: RFP SB-16-13 “ AUB Elevators Maintenance Services”.

Moreover, the offers should be sent including the following:

- Two copies of the Financial Offer
- CD/USB that contains a soft copy of the Financial offer.
- Filled and signed copy of Appendix B (Bidder Contact Information and Proposal Checklist)

Alternatively, offers may be submitted by email to bidadmin@aub.edu.lb only, however the confidentiality of electronic submissions through emails cannot be guaranteed by the University.

In the event that AUB offices are officially closed on the date the proposals are due, the deadline for submission shall be automatically extended until the next business day.

4.7 CONFIDENTIALITY

All information included in this RFP are confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party. AUB may require bidders to execute a Non-Disclosure Agreement before being provided with some or all of the information included in the tenders.

4.8 INSUFFICIENT DATA

It is the responsibility of the person submitting the proposal to ensure the completeness of the information submitted. Failure to do so may result in the elimination of the proposal from consideration.

4.9 RFP AWARD & EXECUTION

AUB reserves the right to cancel the RFP without giving the reasons, at any stage prior to the execution of the contract whether before or after the selection of the successful Supplier. AUB reserves the right to reject any proposal without giving the reasons for such rejection. Unless otherwise stipulated, the RFP and proposal of the selected bidder will become part of any contract initiated by AUB. The contract form will be provided by AUB upon selection of the successful bidder. AUB will not incur any liability to any bidder as a result of using its rights hereunder or any other right provided for by law.

4.10 VALIDITY

Proposals submitted shall be valid for one year from the date of submission. Proposals will be treated as final and binding offers and may not be amended or withdrawn without the written permission of the University.
4.11 PROPOSAL OWNERSHIP

All materials submitted in response to this RFP shall become the property of AUB. Selection or rejection of a proposal does not affect such right.

4.12 COSTS

The University will not be liable for any costs incurred by Suppliers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Suppliers in responding to this RFP are entirely the responsibility of the Supplier, and shall not be reimbursed in any manner by AUB.

4.13 PAYMENT

Maintenance payments will be processed 3 months in advance (quarterly). Repair payments are 100% after complete provision of services.

4.14 DISCLOSURE

Supplier represents and certifies that the offer has not been knowingly disclosed directly or indirectly to any competitor or AUB staff or other Supplier before the opening of proposals by AUB. Supplier represents and certifies that the financial terms have been established independently without consultation, communication, or agreement for the purpose of restricting competition or any matter relating to such prices with any competitor or other Supplier. Supplier represents and certifies that no attempt has been made to induce any other company or person to submit or not to submit a proposal in response to this RFP for the purpose of restricting competition.

4.15 GOVERNING LAWS

The laws of Lebanon shall govern the validity, interpretation, construction, performance, and implementation of this RFP. Any dispute arising out of this RFP shall be exclusively settled by the courts of Beirut, Lebanon.

Hanan Itani Ramadan
Director of Procurement & Contracts Administration

Cc.: Internal Audit Office
Bid Administrator
## APPENDIX A

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**Annual cost of Resident Technician 8am - 5pm, 6 days a week (Mon-Sat)**
APPENDIX B
BIDDER CONTACT INFORMATION AND PROPOSAL CHECKLIST

Contact Information

| Supplier Name: | Company stamp: |
| Prepared by: | |
| Supplier quotation Ref.: | |
| Date: | |
| Email: | |
| Supplier Website: | |
| Tel: | |
| Cell: | Signature: |
| Fax: | |

Proposal Checklist

✓ Have you submitted your proposal in a sealed envelope to the address (electronic or mailing) as specified in Article 4.6 above

✓ Does your offer include two copies of the financial proposal?

✓ Does your offer include a soft copy (CD/USB) of your technical and commercial proposals?

✓ Have you updated your supplier application form during the past three years? If not, please contact Procurement and Contracts Administration Department.