

Interoffice Memo

To: **Karie Friling, Director**
From: **Nick Klimenko, Building Manager**
Date: **11/11/2013**
RE: **Elevator Request For Proposals (RFP)**

I have reviewed 2-RFPs for our elevator inspection contract. One is from "Thompson Elevator Inspection Services Inc." of Mount Prospect Illinois and a 2nd is from "Elevator Inspection Service" of Burr Ridge Illinois. This sheet comments and summarizes fees for a service contract with The Village.

We requested an additional fee submittal by each of the bidders for the *"Witnessing of annual pressure testing". This required State of Illinois test was not included in our original RFP. E-mails were sent to each business requesting this inspection fee figure to be added and are shown below. In addition, the Thompson bid package did not include a fee for *New Construction inspections and "Architectural Plan Review". Their fee schedule specified "No Charge - "TIES will bill Elevator Company directly". An e-mail was sent to Thompson requesting these elevator fees charged with the results shown below:

<u>Thompson Elevator Inspection Services Inc. "TEIS"</u>	<u>Inspection Fees</u>	<u>Billed To</u>
Routine Safety Inspection, semi-annual	\$ 22.00 per unit	The Village
Routine Safety Re-inspection	\$ 20.00 per unit	The Village
Plan Review-New Construction Shop Drawing	\$ 40.00 per unit	The Village
* <u>New Construction</u> Inspections (permits)	\$150.00 per unit per hour	The Business
* <u>New Construction</u> , Re-inspections (permits)	\$150.00 per unit per hour	The Business
*Witnessing of annual pressure testing	\$150.00 per unit per hour	The Business

<u>Elevator Inspection Service "EIS"</u>	<u>Inspection Fees</u>	<u>Billed To</u>
Routine Safety Inspection, semi-annual	\$ 25.00 per unit	The Village
Routine Safety Re-inspection	\$ 20.00 per unit	The Village
Plan Review-New Construction Shop Drawing	\$ 40.00 per unit	The Village New
Construction Inspections (permits)	\$ 40.00 per unit	The Village New
Construction Re-Inspections (permits)	\$ 40.00 per unit	The Business
*Witnessing of annual pressure testing	\$125.00 per unit	The Business

After reviewing the 2-Bid Packages received, Thompson's (TEIS) New Construction fee conflicts with our ordinances (VC 5-2-7-10 & VC 5-1-13 item #30 Section 3012). The Village manages, issues permits and charges the fees for elevator permit of \$110.00 at this time. Thompson's fee for New Construction is "\$150.00 per unit **per hour**" exceeding our fee ordinance for permits. The same fee by Elevator Inspection Services Company ("EIS") is a flat fee of \$40.00 and is billed to the Village. The existing services provided by "EIS" to The Village of Orland Park and staff meet and exceed our expectations.

I recommend to the Village Board, contracting with "Elevator Inspection Services Company Inc." ("EIS") as submitted in their attached documents dated 10/21/13 RFP, with terms as specified.

II. REQUIRED PROPOSAL SUBMISSION DOCUMENTS - Items Shown in RFPs

• Proposal Summary Sheet.....	20
<u>Thompson Elevator Service “TEIS”</u>	<u>Elevator Inspection Service “EIS”</u>
Included	Included
• Business Organization.....	21
<u>Thompson Elevator Service “TEIS”</u>	<u>Elevator Inspection Service “EIS”</u>
Included	Included
• Certificate of Eligibility to Enter into Public Contracts	22
<u>Thompson Elevator Service “TEIS”</u>	<u>Elevator Inspection Service “EIS”</u>
Included	Included
• Sexual Harassment Policy.....	23
<u>Thompson Elevator Service “TEIS”</u>	<u>Elevator Inspection Service “EIS”</u>
Included	Included
• Equal Employment Opportunity	24
<u>Thompson Elevator Service “TEIS”</u>	<u>Elevator Inspection Service “EIS”</u>
Included	Included
• Tax Certification.....	26
<u>Thompson Elevator Service “TEIS”</u>	<u>Elevator Inspection Service “EIS”</u>
Included	Included
• References	27
<u>Thompson Elevator Service “TEIS”</u>	<u>Elevator Inspection Service “EIS”</u>
Included	Included
• Insurance Requirements.....	28
<u>Thompson Elevator Service “TEIS”</u>	<u>Elevator Inspection Service “EIS”</u>
Included	Included

See “Evaluation” terms for the “Award on page 17 of our Request for Proposals.