

**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 2<sup>nd</sup> 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:

<b><u>Thompson Elevator Inspection Services Inc. "TEIS"</u></b>	<b><u>Inspection Fees</u></b>	<b><u>Billed To</u></b>
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

<b><u>Elevator Inspection Service "EIS"</u></b>	<b><u>Inspection Fees</u></b>	<b><u>Billed To</u></b>
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.

*Nicholas Klimenko*  
Building Division Manager

**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
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• References .....	27
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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.