

Boone County Purchasing

Amy Gerskin
Buyer



613 E. Ash St., Room 111
Columbia, MO 65201
Phone: (573) 886-4393
Fax: (573) 886-4390

MEMORANDUM

TO: Bid File – Award Recommendation
FROM: Amy Gerskin, Buyer
DATE: July 12, 2023
RE: Request for Proposal 21-06JUN23 – Elevator Maintenance Services

Request for Proposal 21-06JUN23 – Elevator Maintenance Services closed on June 06, 2023.
Three bid responses were received:

1. TK Elevator Corporation,
2. KONE Inc., and
3. Otis Elevator Company.

The three proposals have been evaluated by an Evaluation Team consisting of: Johnny Mays, Director of Facilities Maintenance, Jody Moore, Deputy Director of Facilities Maintenance, and Robert Summer, Senior Facilities Maintenance Technician. The Evaluation Team met three times to discuss and analyze each offeror's proposal.

One round of negotiations was pursued with each offeror and the Best and Final Offers were considered in the evaluation and scoring process. Paragraph 4.5.4 and its sub-paragraphs (a) through (d) addressed the County's ability and approach to negotiation of the proposals.

All three proposals have been found to be responsive according to the mandatory terms and conditions of RFP 21-06JUN23. A subjective evaluation was conducted by the Evaluation Team and was weighted into two categories: Experience, Reliability, & Expertise, and Method of Performance. Each category in the subjective scoring was given a maximum of 25 points.

Cost evaluations were conducted by the Purchasing Department and given a maximum score of 50 points to the lowest offeror. Cost points were not shared with the Evaluation Team until after subjective scoring was completed.

Subjective scores were added to the Cost scores for a total score for each offeror. Attached is the Score sheet with the total points awarded to each offeror.

Otis scored a total of 97 points, KONE, Inc. scored 93 points, and TKE scored 79 points.

The recommendation for the award is to Otis Elevator Company as the highest-scoring offeror. The contract period will run from the date of award through one year, with four (4) optional renewals.

This is a Term and Supply contract for Facilities Maintenance. Payments for services will reference department 6100 – Facilities Maintenance Building Maintenance, account 60050 – Equipment Services Contract with \$8,400 budgeted; department 2705 – 911/Emergency Management Facilities Maintenance Building Maintenance, account 60050 – Equipment Service Contract with a budgeted amount of \$2,160 for 2023.

ATT Bid Award Recommendation Memo
 Evaluation Report

cc: Bid File
 Johnny Mays

Evaluation Report for Request for Proposal: 21-06JUN23 – Elevator Maintenance

SUMMARY:

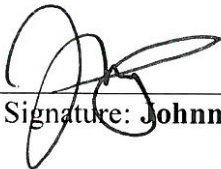
The Evaluation Committee initially met on June 12, 2023, and again on June 14, 2023, to review the subjective scoring process and procedures for the RFP. After the meeting on June 14, the Evaluation Committee drafted a list of questions/concerns for the offerors to clarify; The Offerors returned proposal clarifications as of June 20th, 2023. The questions asked were regarding the notification timeline before on-site visits by the vendor, and the turn-around time from the on-site visit to the County's access to the service report (Q&A document attached). Requests for Best and Final Offers were sent to TKE, KONE, Inc., and Otis Elevator Company on 6/23 to be returned no later than 11:00 am on 6/28.

After a meeting on 6/29/23, the evaluation committee finalized their subjective scoring, which favored Otis Elevator Company. Scoring was based on each company's history, experience, expertise, and methods of performance as noted and outlined above. Otis Elevator Company has 170 years of industry experience and expertise, a portfolio of large accounts, and easily accessible service reports and invoicing via their "eService" platform. Along with a positive, long-term reference, reliable service history, and multiple methods of contact, Otis Elevator Company scored 49 out of 50 in the subjective evaluations.

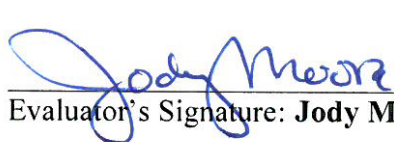
Cost evaluations were also conducted. It is important to note that TKE's cost analysis was not directly comparable to Otis Elevator and KONE Inc., as TKE did not submit a set, one-time, price for section 5.2.7 for the Over Speed Valve Test Inspection. Without factoring in this expense, TKE's pricing was still significantly higher than their competitors; the County felt it was unnecessary to request a more defined/direct quote for the one-time Over Speed Valve Test.

Evaluation Report for Request for Proposal: 21-06JUN23 – Elevator Maintenance

Recommendation for Award: Otis Elevator Company



Evaluator's Signature: **Johnny Mays, Director of Facilities Maintenance** 7/7/23
Date



Evaluator's Signature: **Jody Moore, Facilities Maintenance Service Coordinator II** 7/7/23
Date



Evaluator's Signature: **Robert Summers, Senior Facilities Maintenance Technician** 7/7/23
Date

EVALUATION REPORT FORM

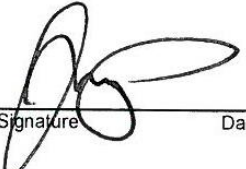
PURCHASING DEPARTMENT - BOONE COUNTY - MISSOURI

REQUEST FOR PROPOSAL NUMBER 21-06JUN23 - ELEVATOR MAINTENANCE SERVICES

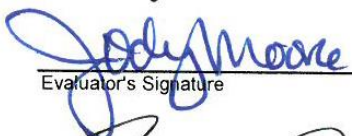
Amy Gerskin, Buyer

					For Purchasing Use Only	
	NAME OF OFFEROR	Method of Performance (25)	Experience, Reliability, and Contractor Support (25)	TOTAL SUBJECTIVE POINTS (Max 50 pts.)	COST POINTS INSERTED BY PURCHASING (Max 40 pts.)	TOTAL POINTS (Max 140 pts.)
1	KONE Inc.	20	23	43	50	93
2	TK Elevator	22	22	44	35	79
3	Otis Elevator	24	25	49	48	97


I hereby attest that the subjective points assigned to each offeror above were scored pursuant to the established evaluation criteria and represent my best judgment of the subjective areas of the offeror's proposals. I have attached a brief narrative that highlights some, but not necessarily all, of the reasons for my evaluation of the proposals as indicated by the scores above. My comments represent my opinion only and do not represent the position of the Purchasing Department of Boone County, Missouri, or any other party. In addition, I understand that the cost points will be calculated and added by the Purchasing Department to arrive at the total points and that the offeror with the highest total point score.


 7/7/23
 Director of facilities

Evaluator's Signature Date Title Dept.


 7/7/23
 Dep Director FM

Evaluator's Signature Date Title Dept.


 7/7/23
 SUPERVISOR FM

Evaluator's Signature Date Title Dept.

Excel/PU/RFP/EvaluationReport