The Philadelphia Parking Authority  
701 Market Street, Suite 5400  
Philadelphia, PA 19106  

RFP No. 23-16  
Elevator Maintenance & Repair Services  
Addendum One  

To: See Email Distribution List  
From: Shannon Stewart  
Manager of Contract Administration  
Date: August 31, 2023  
No Pages: 2 plus Exhibits  

This addendum is issued on August 31, 2023, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective offerors regarding the work included in the above referenced solicitation.  

CHANGES TO THE RFP DOCUMENT  
1. Appendix D of the RFP document has been updated, please see Exhibit A. Elevator #’s have been corrected.  

QUESTIONS  
1. Question: Does the Authority want to see examples of reporting in the submittal?  
Response: Yes, please provide sample reporting options you offer.  
2. Question: Is there a site visit or where we can schedule site visits for each?  
Response: Please refer to Part I-25 of the RFP document for information on site visits.  
3. Question: Can results of last bid for elevator maintenance and repair services be shared?  
Response: Please see Exhibit B. This information can also be found on our website at www.philapark.org under the Board Meeting Minutes.  
4. Question: Can copies of most recent semi-annual third-party elevator inspector reports for each elevator?  
Response: All available reports are attached as Exhibit C.  
5. Question: Please confirm we are to submit one original and 8 copies of bid as well as a USB drive with electronic copy?  
Response: Yes.  
6. Question: A few elevators were out of service at time of site visits. Please confirm the successful contractor will be authorized to submit cost proposals to repair any elevators that are out of service at the time this contract will begin.  
Response: Any repairs in progress will be completed by the incumbent contractor before responsibility is transferred to the awarded contractor.
7. **Question:** Regarding the Work Statement section IV-2 – E, Technical Assistance of bid documents state contractor is responsible to have an elevator operator onsite during the Authority’s annual elevator shaft window cleaning. Please confirm if the contractor will be allowed to submit a contract extra based upon billing rates and time used for this operator time? If not and this is to be included in the contract, what is the time allowance per elevator for this work.

   **Response:** Please refer to the Cost Form in Appendix A – Proposal Form of the RFP document. Offerors must submit an hourly rate for an elevator operator which will be used when billing for this service.

8. **Question:** Please confirm that contract allows for the billing of any material required for repairs at contractors cost and that labor for required repairs is to be covered under the contract.

   **Response:** Please refer to the Cost Form in Appendix A – Proposal Form of the RFP document. Offerors are invited to provide a Manufacturer Parts Price List Discount that will be incorporated into the Agreement. Offerors cannot quote a percentage markup for parts. If no percentage discount is offered, parts will be billed as a direct cost. Labor for repair will be billed at the hourly rate the Offeror provides on their cost form.

9. **Question:** Please clarify if both material and labor can be invoiced if an upgrade to an obsolete component is required to return an elevator to service.

   **Response:** Please see the response to question #8.

10. **Question:** Is it possible to set up the site visits independently, or are these walk through’s mandatory? I was under the impression that we were able to set up our own walk-through schedules.

    **Response:** Please see the response to question #2.

**END OF ADDENDUM ONE**
Exhibit A
Updated Appendix D
## Appendix D - Elevator Locations and Information

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Exhibit B
RFP No. 19-15 Elevator Maintenance and Repair Services
Board Action
PHILADELPHIA PARKING AUTHORITY
REQUEST FOR BOARD ACTION
Elevator Maintenance and Repair Services

Contract #K-18-0092, with Brandywine Elevator Inc., will expire 12/31/19. RFP NO. 19-15 was advertised, soliciting proposals for a new four year contract. The contract is to be a full maintenance contract which includes monthly preventive maintenance and charges for service calls during normal business hours. Required more extensive three and five year tests are quoted separately in each company’s proposal. Major repair parts and labor are also not covered and will be quoted separately. The costs for all expenditures are to be included in this contract. A pre-bid meeting was attended by nine elevator companies and proposals were received from two. (See attached price comparisons.) As both companies have provided high levels of customer service in the past, vendor selection by the Authority’s evaluation committee was based on price.

A total, four year contract amount of $850,000.00 is requested as detailed below...

Monthly Preventive Maintenance—4 years
Projected 3 and 5 Year Testing--4 years
$259,926.00

Repairs--4 years—(Not quoted, this is an estimate.)
$590,074.00

The Authority has a total of 16 elevator cars at all locations. The average annual repair cost is estimated to $9,219.90, for each car. At most locations our equipment is in use 24/7/365, receiving constant use and subject to abuse and vandalism.

I have reviewed this proposal and recommend that the Board authorize the Executive Director to execute the attached four year contract with Brandywine Elevator Inc., #K-19-0077, for elevator service and repair not to exceed $850,000.00.

Scott A. Petri
Executive Director

December 17, 2019
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| PARTS DISCOUNT      | BRANDYWINE         | 15%                | FUJITEC            | 1%                 |

| THREE YEAR TEST     | BRANDYWINE         | $500.00/ CAR       | FUJITEC            | $2536.00/ CAR      |
| FIVE YEAR TEST      | BRANDYWINE         | $2,400.00/ CAR     | FUJITEC            | $2,636.00/ CAR     |

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Exhibit C

Inspection Reports
## DEPT OF LABOR & INDUSTRY (BOIS/ELEVATORS)

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<td>PHILADELPHIA PARKING AUTHORITY, SUITE 5400, 701 MARKET STREET, PHILADELPHIA PA 19106</td>
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### INSPECTOR ADDITIONAL COMMENTS, ETC.

- **OCT 30 2022**
- "Elevator Lock on access panel, Key fails to engage service. Unable to cut access to shaft."
- "Note: Manager rules effective size of access panel at time of inspection."
### DEPT OF LABOR & INDUSTRY (BOIS/ELEVATORS)

**Location Number:** 34162  
**County:** PHILADELPHIA  
**Location Status:** O  
**Quarterly Ins Due:**  
**Cert Expires:** 07/2021  
**Owner Billing Number:** 22999  
**Report Date:**  
**Contact Person:** ERNIE RODRIGUEZ (CA)  
**Time Started-Stopped:** 11:05-12:35  
**Inspector Number:** 7350  
**Inspector Signature:**  
**Location Telephone Number:** 215-683-9673  
**Verify Loc Info @ State:**  
**Insurance Company Name:** APEX ELEVATOR INSPECTION AND TESTING LLC  
**Insurance Company Code:** A00337

#### LOCATION NAME, ADDRESS

**Auto Park At Fashion District**  
44 N 9TH STREET  
PHILADELPHIA PA 19107

#### Owner Name, Address

**Philadelphia Parking Authority**  
Suite 5400  
701 Market Street  
Philadelphia PA 19106

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#### Inspector’s Additional Comments, etc.

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- [ ]

#### Excel Elevator

**Location Number:** 34162
## DEPT OF LABOR & INDUSTRY (BOIS/ELEVATORS)

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**CONTACT PERSON**
- ERNIE RODRIGUEZ (CA)

**TIME STARTED-STOPPED**
- [Signature]

**INSPECTOR'S SIGNATURE**
- [Signature]

**INSPECTOR NUMBER**
- 7026

**LOCATION TELEPHONE NUMBER**
- 215-683-9673

**DEPARTMENT NOTE**
- SAMIA MUKTAZ

**INSURANCE COMPANY NAME**
- APEX ELEVATOR INSPECTION AND TESTING LLC

**LOCATION NAME, ADDRESS**
- AUTOPARK@INDIENDENCE MALL
  - 41 S SIXTH ST
  - PHILADELPHIA PA 19106

**OWNER NAME, ADDRESS**
- PHILADELPHIA PARKING
  - SUITE 5400
  - 701 MARKET ST
  - PHILADELPHIA PA 19106

### NO & TYPE

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**INSPECTOR'S ADDITIONAL COMMENTS, ETC.**

**EXCEL ELEVATOR**
- [Signature]

**OWNER BILLING NUMBER**
- 30939
ELECTRIC ELEVATOR PERIODIC TEST REPORT

State File Number: 27299  Equipment Number: 002  Equipment Type: Pass
Building Name: The Autopark @ Jefferson
Street Address: 514-18 10th Street
City: Philadelphia  State: PA  Zip Code: 19107

Test Date (MM/DD/YYYY): 08/10/2023  Test Start Time: 0700 AM  Test Stop Time: 1000 AM

GENERAL DATA

Type of safety: B  Type of rails: Wood  Steel  Test weights (lbs): 2500
Car rated speed (fpm): 250  Rated capacity (lbs): 2000  Date of last test: 07/18/18

Car Governor Information

Car governor trip speed (fpm): 335  Electric contact trip speed (fpm): 300
Is car governor properly sealed? Yes  No
Pull out force: N/A  Pull through force: 800  Governor rope breaking strength: 14,500

Counterweight Governor Information

Counterweight governor trip speed (fpm): N/A  Electric contact trip speed (fpm): N/A
Is counterweight governor properly sealed? Yes  No
Pull out force: N/A  Pull through force: N/A  Governor rope breaking strength: N/A

SAFETIES

Car slide (inches): 9  Is car level within code tolerance? Yes  No
Is metal test tag attached to releasing carrier per code requirements? Yes  No
Counterweight slide (inches): N/A  Is metal test tag attached to releasing carrier per code requirements? Yes  No

CAR & COUNTERWEIGHT BUFFERS

Car oil buffer test result: OK  NG
Is metal test tag indicating test date and person or company conducting the test attached to buffer? Yes  No

Counterweight oil buffer test result: OK  NG
Is metal test tag indicating test date and person or company conducting the test attached to buffer? Yes  No
**ELECTRIC ELEVATOR PERIODIC TEST REPORT**

**ADDITIONAL TESTS**

<table>
<thead>
<tr>
<th>Test Description</th>
<th>OK</th>
<th>NG</th>
<th>N/A</th>
</tr>
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<tbody>
<tr>
<td>Normal and terminal stopping devices:</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire fighter’s emergency operation:</td>
<td>✔</td>
<td></td>
<td></td>
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<tr>
<td>Standby or emergency power operation:</td>
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<td></td>
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</tr>
<tr>
<td>Slack rope devices on winding drums:</td>
<td></td>
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</tr>
<tr>
<td>Emergency stopping distance:</td>
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<td></td>
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<tr>
<td>Braking system:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leveling zone and speed:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Inner landing zone:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Power opening of doors:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power operation of door system:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broken rope, tape or chain switch:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Emergency terminal stopping and speed limiting device:</td>
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**ADDITIONAL TESTS FOR HYDRAULIC ELEVATORS**

<table>
<thead>
<tr>
<th>Test Description</th>
<th>OK</th>
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<tbody>
<tr>
<td>Unexposed portions of pistons:</td>
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<td></td>
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<tr>
<td>Coated ropes magnetic flux test:</td>
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<tr>
<td>Pressure vessels:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Wire rope fastening inspection:</td>
<td></td>
<td></td>
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</table>

**ADDITIONAL COMMENTS / NOTATIONS**

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

**TEST PERFORMED BY:**

Elevator Company: Excel

Mailing Address: 2183 Bennett Road

City, State, Zip Code: Philadelphia, PA 19116

Person Conducting Test: Mark Sanfrancesco

**PA CERTIFIED OFFICIAL WITNESS:**

Witness Name: Zach Ellin

UCC Certification No: 7026

Third Party Agency Certification No: A337

Witness Signature: [Signature] Date: 5/10/23 (MM/DD/YYYY)
**ELECTRIC ELEVATOR PERIODIC TEST REPORT**

State File Number: 27299  
Equipment Number: 001  
Equipment Type: Pass

Building Name: The Autopark @ Jefferson  
Street Address: 14-18 South 10th Street  
City: Philadelphia  
State: PA  
Zip Code: 19107

Test Date (MM/DD/YYYY): 06/08/2023  
Test Start Time: 0800 AM  
Test Stop Time: 1030 AM

**GENERAL DATA**

Type of safety: B  
Type of rails: Wood  
Steel  
Car rated speed (fpm): 250  
Rated capacity (lbs): 2,000  
Test weights (lbs): 2,500  
Date of last test: 07/01/18

**Car Governor Information**

Car governor trip speed (fpm): 338  
Electric contact trip speed (fpm): 286

Is car governor properly sealed? Yes  
No

Pull out force: 890  
Pull through force: 4,500  
Governor rope breaking strength: 14,500

**Counterweight Governor Information**

Counterweight governor trip speed (fpm): N/A  
Electric contact trip speed (fpm): N/A

Is counterweight governor properly sealed? Yes  
No

Pull out force: 3,380  
Pull through force: 4,500  
Governor rope breaking strength: 14,500

**SAFETIES**

Car slide (inches): 7  
Is car level within code tolerance? Yes  
No

Counterweight slide (inches): N/A  
Is metal test tag attached to releasing carrier per code requirements? Yes  
No

**CAR & COUNTERWEIGHT BUFFERS**

Car oil buffer test result: OK  
NG

Is metal test tag indicating test date and person or company conducting the test attached to buffer? Yes  
No

Counterweight oil buffer test result: OK  
NG

Is metal test tag indicating test date and person or company conducting the test attached to buffer? Yes  
No

---

Official Use Only  
Date: _______/_____/______  
Check No.: _________  
Bates No.: _________

(OVER)
### ADDITIONAL TESTS

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Result 1</th>
<th>Result 2</th>
<th>Result 3</th>
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<tbody>
<tr>
<td>Normal and terminal stopping devices:</td>
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<td>Braking system:</td>
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<td>NG</td>
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<td>N/A</td>
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### ADDITIONAL TESTS FOR HYDRAULIC ELEVATORS

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<td>Wire rope fastening inspection:</td>
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<td></td>
<td>N/A</td>
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</table>

### ADDITIONAL COMMENTS / NOTATIONS

- 
- 

### TEST PERFORMED BY:

Elevator Company: Excel  
Mailing Address: 2183 Bennett Road  
City, State, Zip Code: Philadelphia, PA 19116  
Person Conducting Test: Marc Sanfrancesco

### PA CERTIFIED OFFICIAL WITNESS:

Witness Name: Zach Ellin  
UCC Certification No: 7026  
Third Party Agency Certification No: A337

Witness Signature: [Signature]  
Date: 6/8/27 (MM/DD/YYYY)
HYDRAULIC ELEVATOR/LIFT PERIODIC TEST REPORT

State File Number 51661  Equipment Number 001  Equipment Type Pass
Building Name Swanson St Taxi/Limo
Street Address 2415 Swanson Street
City Philadelphia  State PA  Zip Code 19148

Test Date (MM/DD/YYYY) 03/27/2023
Test Start Time 0700  AM PM  Test Stop Time 0800  AM PM

RELIEF VALVE TEST
Plunger diameter 3 7/8 (inches) Roping Yes No Rated Capacity 2,500 (lbs)
No load running pressure, Up Direction 240 (PSI)
Working pressure Actual Calculated PSI 452
Was pressure relief valve seal intact prior to test? Yes No
Relief pressure 625 (PSI)
Was test result (by-pass occurred prior to exceeding 150%) satisfactory? Yes No
Relief valve test result. PASS FAIL

FLEXIBLE HOSE & FITTING ASSEMBLY TEST
Was test result satisfactory? Yes No
Is metal tag attached to hose? Yes No

STATIC LOAD TEST – 15 MINUTE
1. Oil level in tank prior to test (car at reference point). 8 (inches)
2. Oil level in tank at conclusion of test (car at reference point). 8 (inches)
3. Amount of variance in car position to reference point at the conclusion of the 15 minute static test with disconnect in an open position. 0 (inches)
4. Is there an oil loss? Yes No
   If YES, is the oil level loss accountable to visual oil leakage? Yes No
5. Static load test result. PASS FAIL

ADDITIONAL TESTS
Normal and terminal stopping devices: OK NG N/A
Fire fighter's emergency operation: OK NG N/A
Stand by emergency power operation: OK NG N/A
Power operation of door system: OK NG N/A
Emergency terminal speed limiting device: OK NG N/A
Emergency terminal stopping device: OK NG N/A

PRESSURE SWITCH TEST
Pressure switch test result. PASS FAIL

Official Use Only  Date:  Check No.  Bates No. (OVER)
HYDRAULIC ELEVATOR / LIFT PERIODIC TEST REPORT

ADDITIONAL COMMENTS/NOTATIONS


TEST PERFORMED BY:
Elevator Company: Excel
Mailing Address: 2183 Bennett Road
City, State, Zip Code: Philadelphia PA 19116
Person Conducting Test: Ron Smith

PA CERTIFIED OFFICIAL WITNESS:
Witness Name: Zach Ellin
UCC Certification No. 7028
Third Party Agency Certification No. A337
Witness Signature: [Signature]
Date: 06/7/23 (MM/DD/YYYY)
**DEPT OF LABOR & INDUSTRY (BOIS/ELEVATORS)**

**LOCATION NAME, ADDRESS**
THE AUTO PARK@JEFFERSON
S 14-18 TENTH ST
PHILADELPHIA PA 19107

**OWNER NAME, ADDRESS**
PHILADELPHIA PARKING AUTHORITY
701 MARKET ST STE 5400
PHILADELPHIA PA 19106

<table>
<thead>
<tr>
<th>NO.</th>
<th>TYPE</th>
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<th>LAST INSPTN</th>
<th>G/CWT</th>
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<th>TRAVEL</th>
<th>PERIODIC TEST DATE</th>
<th>CAT 5 TEST DATE</th>
<th>PERMIT NUMBERS</th>
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**DEFICIENCIES/COMMENTS**

4/14/23  0830-0900

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</table>

**DEFICIENCIES/COMMENTS**

4/14/23  0830-0900

**INSPECTOR'S ADDITIONAL COMMENTS, ETC.**

04-08-23 - OUT OF SERVICE

EXCEL ELEVATOR 27299
### DEPT OF LABOR & INDUSTRY (BOIS/ELEVATORS)

<table>
<thead>
<tr>
<th>LOCATION NUMBER</th>
<th>COUNTY</th>
<th>LOCATION STATUS</th>
<th>QUARTERLY INSPECTION DUE</th>
<th>CERT EXPIRE</th>
<th>OWNER BILLING NUMBER</th>
<th>REPORT DATE</th>
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<table>
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<tr>
<th>CONTACT PERSON</th>
<th>PHONE NUMBER</th>
<th>DEPARTMENT</th>
<th>INSURANCE COMPANY NAME</th>
<th>INSURANCE COMPANY CODE</th>
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<tbody>
<tr>
<td>ERNIE RODRIGUEZ</td>
<td>215-683-9673</td>
<td>APEX ELEVATOR INSPECTION AND TESTING LLC</td>
<td>A00337</td>
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</table>

### LOCATION NAME, ADDRESS

**Location Name:** SWANSON ST TAXI/LIMO  
**Address:** 2415 S SWANSON ST  
**City:** PHILADELPHIA  
**State:** PA  
**ZIP:** 19148

### OWNER NAME, ADDRESS

**Name:** JJD REHAB LIMITED  
**Address:** 215 S  
**Street:** 2415 S SWANSON ST  
**City:** PHILADELPHIA  
**State:** PA  
**ZIP:** 19148

### NO & TYPE | PASS/FAIL | LAST INSP | P/W | CAPACITY | SPEED | TRAVEL | PERIODIC TEST DATE | CAT 5 TEST DATE | PERMIT NUMBERS
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<tr>
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<td>O</td>
<td>0</td>
<td>R</td>
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<td>125</td>
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### DEFICIENCIES/COMMENTS

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3/27/23 0700-0800
```

### INSPECTION ADDITIONAL COMMENTS, ETC.

```
114 - 001 P - Phone Inoperative
115 - 001 P - Enter Certificate
```

**Inspector:** 7026

---

**Inspected:** 3/27/23

**Excll Elevator:** 51661
DEPT OF LABOR & INDUSTRY (BOIS/ELEVATORS)

LOCATION NUMBER: 29989
COUNTY: PHILADELPHIA
LOCATION STATUS: O
QUARTERLY INSPECTION: 07/2023
CERT EXPIRES: 07/2023
OWNER BILLING NUMBER: 29989
REPORT DATE:

CONTACT PERSON: ERNIE RODRIGUEZ (CA)
TIME STARTED-STOPPED: 13:30-15:30
INSPECTOR'S SIGNATURE:
INSPECTOR NUMBER: 7350
INSPECTED: 3/16/25

LOCATION TELEPHONE NUMBER: 215-683-9673
DEPARTMENT NOTE:
INSURANCE COMPANY NAME: APEX ELEVATOR INSPECTION AND TESTING LLC
INSURANCE COMPANY CODE: A00337

LOCATION NAME, ADDRESS:
AUTO PARK AT EIGHTH & FIALBERT
801 FIALBERT ST
PHILADELPHIA PA 19107

OWNER NAME, ADDRESS:
PHILADELPHIA PARKING AUTH
SUITE 5400
701 MARKET ST
PHILADELPHIA PA 19106

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DEFICIENCIES/COMMENTS:

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DEFICIENCIES/COMMENTS:

DEFICIENCIES/COMMENTS:

INSPECTOR'S ADDITIONAL COMMENTS, ETC.