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Category: Equipment Purchase, Service, Repair or Installation

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Issue Date: 8/22/2013

Contract Number: N/A

## Elevator Maintenance and Repair Services

Description:

### Description of Goods or Services to Be Bid

The Battery Park City Parks Conservancy Corporation ("BPCPC") requests proposals (each individually, a "Proposal" or collectively, the "Proposals") from elevator maintenance and repair companies (each individually, a "Proposer" or collectively, the "Proposers") to provide elevator maintenance and repair services to BPCPC. Elevator maintenance and repair services shall include, but not be limited to: (1) maintenance, repair and inspection of two passenger elevators and one truck elevator at the BPCPC headquarters; (2) maintenance, repair and inspection of the passenger elevator located outdoors in Robert F. Wagner, Jr. Park; and (3) maintenance, repair and inspection services for the handicapped lift on the East side of Rector Bridge. Minority-Owned Business Enterprises ("MBE") and Women-Owned Business Enterprises ("WBE") are encouraged to submit Proposals.

This request for proposals, the attachments and any additional information submitted herewith, (collectively, the "RFP") does not obligate BPCPC to complete the selection and contract award process. BPCPC reserves the right: 1) to accept or reject any and all Proposals; 2) to request additional information from any oral Proposers to assist BPCPC in its evaluation process; 3) to amend or withdraw this RFP prior to the announcement of the selected firm; and 4) to award the proposed services, in whole or in part, to one or more firms. In case of an amendment to the RFP, all Proposers will be provided with a copy of any such amendment(s) and will be afforded the opportunity to revise their Proposals in response to the RFP amendment.

Interested parties may download the complete request for proposals ("RFP") via the link provided below by visiting BPCPC's website at [www.bpcpc.org](http://www.bpcpc.org). All Proposals must meet the requirements listed in the RFP.

As stated in the RFP, firms interested in responding to the RFP must complete the Mandatory Forms Packet located at the following URL address: [www.batteryparkcity.org/pdf\\_n/Mandatory\\_Forms\\_Packet.pdf](http://www.batteryparkcity.org/pdf_n/Mandatory_Forms_Packet.pdf). The completed forms must accompany the firm's proposal.

### Restricted Period

Proposers are restricted from making contact with anyone other than the Designated Contacts (identified below) during the period from the time of publication of this

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advertisement through approval of the procurement contract by BPCPC (the "Restricted Period"). Employees of BPCPC are required to record certain contacts during the Restricted Period, including, but not limited to, any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the governmental entity's conduct or decision regarding the governmental procurement, and to make a determination of responsibility based, in part, upon any such contact. Failure to abide by this process may result in a finding of non-responsibility.

#### Eligibility / Qualifications Requirements / Preferences

Minority-Owned Business Enterprises ("MBE") and Women-Owned Business Enterprises ("WBE") are encouraged to submit Proposals. All Proposers must submit with their proposal a copy of its Equal Employment Opportunity or Diversity policy along with a breakdown of all company staff by job classification, race and gender. For questions on M/WBE participation, joint ventures and sub-contracting goals ONLY, please contact "Diversity Designated Contact": Mr. Anthony Peterson at 212.417.2337.

**M/WBE UTILIZATION GOAL REQUIREMENTS FOR BPCPC CONTRACTS:** In accordance with Article 15-A of the New York State Executive Law and regulations adopted pursuant thereto, BPCPC has established separate goals for participation of New York State Certified minority and women-owned business enterprises for all state contracts. BPCPC is required to implement the provisions of Article 15-A and 5 NYCRR Part 143 for all state contracts (1) in excess of \$25,000 for labor, services, equipment, materials or any combination for the foregoing and (2) in excess of \$100,000 for real property renovations and construction. For purposes of this procurement, the Organization hereby establishes a goal of 10% for Minority-owned Business Enterprises (MBE) participation and 10% for Women-owned Business Enterprises (WBE) participation. (We are happy to work with you to help you identify opportunities for M/WBE participation, joint ventures and sub-contracting). As a condition of this procurement, the Proposer and BPCPC agree to be bound by the provisions of § 316 of Article 15-A of the Executive Law regarding enforcement. Proposers must document "good faith efforts" to provide meaningful participation by certified M/WBE subcontractors or suppliers in the performance of the awarded contract. For guidance on how BPCPC will determine a Proposer's "good faith efforts," refer to 5 NYCRR § 143.8. Additionally, Proposers must refer to Mandatory Forms of this document for a list of forms that must be provided in order to fully comply with Article 15-A of the New York State Executive Law and 5 NYCRR Part 143.

BPCPC reserves the right to cancel or withdraw in whole or in part this RFP at its sole discretion. Proposers will be notified in the event the RFP is cancelled via the BPCPC website.

Minority Sub-Contracting Goal: 10%

Women Owned Sub-Contracting Goal: 10%

Due Date: 9/12/2013 3:00 PM

Contract Term: 3 Years

Location: Battery Park City Parks Conservancy, 75 Battery Place, New York,

Contact: Evonne Marche, Office Manager, Administration Administration  
Battery Park City Parks Conservancy,  
75 Battery Place  
New York, NY 10280  
Phone: (212) 267-9700  
Fax: 212-267-9707  
[emarche@bpcpc.org](mailto:emarche@bpcpc.org)

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Contact 2: Anthony Petersen/Director of Diversity Diversity  
Battery Park City Parks Conservancy,  
75 Battery Place  
New York, NY 10280  
Phone: 212-417-2337

Submit To: Evonne Marche, Office Manager, Administration Administration  
Battery Park City Parks Conservancy,  
75 Battery Place  
New York, NY 10280  
Phone: (212) 267-9700  
Fax: 212-267-9707  
[emarche@bpcparks.org](mailto:emarche@bpcparks.org)

RFP Documents:  
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