



AN  **MANAGED FACILITY**

Pennsylvania Convention Center

Full Maintenance for Elevators and Escalators

Addendum #3

Issued June 4, 2025

The following questions were received for the RFP - Full Maintenance for Elevator & Escalators. The Question Responses are provided below;

Q1: Would we be able to bid with one resident mechanic and a helper?

A1: The proposal requests one full-time mechanic for escalator equipment and one full-time mechanic for the elevator equipment.

Q2: When will pre-maintenance be proposed? Will this be after proposals are submitted and certain vendors are invited back?

A2: A budgetary number estimate for pre-maintenance should be submitted with the proposal due June 18, 2025. A full evaluation of all the equipment to get a true pre-maintenance cost will be requested from the shortlisted vendor(s).

Q3: Are we to submit PACC forms or MHI forms for both the technical and cost proposal? Section 3.4 references forms but does not clearly identify whether to use PACC or MHI format.

A3: Submit pricing on both the PACC Quotation Sheets and all supporting pricing on the MHI Hourly Rate, Pricing Matrix and Proposal form. The PACC Quotation sheets should have the total annual costs proposed by the contractor.

Q4: Are pricing matrices in Appendix A sufficient, or is a separate PACC budget form required?

A4: See A3.

Q5: Will backfill be required for resident mechanics during vacation, sick days, or holidays? If so, will PACC require these hours to be pre-approved or billed differently? What holidays are recognized by this contract?

A5: Vacation and sick days must be backfilled. IUEC Local 5 holidays are recognized by this contract. A mechanic will only be scheduled on a holiday if there is a business need and would be pre-approved for holiday rate billing.

Q6: The document mentions invoice penalties for incomplete monthly service. Can you define the penalty amount or structure? Is there a grace period?

A6: Refer to Section III – 1.1.5 a & b.

Q7: Contract specifies a 25% weekly or 5% daily deduction for shutdowns >7 days. Is this per unit or applied to the total monthly contract?

A7: The deduction will be applied per unit.

Q8: The Owner may withhold monthly payments and terminate after 3 months of substandard performance. What constitutes “substandard” – missed PM hours, repeated callbacks, unresolved citations?

A8: Substandard performance refers to any non-compliance with the maintenance contract and the maintenance control program.

Q9: The specification defines obsolete parts as not regularly manufactured, even if they are custom-available. Can reconditioned OEM parts be used in lieu of new when availability is limited?

A9: Yes.

Q10: If the Owner declines a modernization recommendation due to obsolescence, will the maintenance provider still be penalized for downtime?

A10: No.

Q11: In the event of shutdown due to water damage or structural issues, what documentation is required to prove exemption from liability under the contract?

A11: Documentation includes but is not be limited to equipment damage investigation & photos.

Q12: For Category 1, 3, and 5 year tests – will these be scheduled jointly with the Owner, and can they be performed during PM hours? What if we only have the one portion?

A12: Testing will be scheduled by the contractor with Labor & Industry based on dates available by the inspector and facility. If the contractor only has one portion, they will be required to work with Labor & Industry to schedule the testing based on dates available by the inspector and facility. 6-month and 1-year inspections can be performed by the resident mechanic. 3-year and 5-year testing will require a two man repair team. All inspections and testing must be included in the contractors proposal.

Q13: Who pays for third-party inspections that identify deficiencies? If the contractor is responsible for resolving pre-existing violations, can those costs be negotiated separately?

A13: Deficiencies identified within the full maintenance scope of work are the contractor's responsibility. If Pre-existing violations should not be included with the pre-maintenance price. Any violations issued and received beyond the contract start date will be the contractors responsibility.

Q14: If awarded only one asset class (e.g., escalators), will the awarded contractor have exclusive access to shared areas (machine rooms, pits) that may also service elevators maintained by another company?

A14: If the contractor is awarded only the escalators, they will have exclusive access to the escalator pits. If the contractor is awarded only the elevators, they will have exclusive access to elevator machine rooms, pits and shafts.

Q15: What are the defined thresholds or situations that trigger the “life safety” exception permitting coordination with another contractor?

A15: See A19.

Q16: For systems that serve both elevators and escalators (e.g., fire alarm panel, power circuits, sump pump), who is responsible for service, repair, and compliance documentation?

A16: The systems identified (e.g., fire alarm panel, power circuits, sump pump) are not the elevator or escalator contractors responsibility.

Q17: If an escalator contractor is present during an event involving an elevator, are they required to report on the condition or defer entirely to the other contractor?

A17: The equipment will be the responsibility of the contractor who maintains it. All out of service equipment should be reported to our Engineering department who will then notify the service contractor, if required.

Q18: Will there be a shared maintenance log for common areas, or will each contractor maintain separate records? Who verifies that conflicts or overlaps are documented?

A18: Each contractor will maintain separate records.

Q19: Are there any required fire/life safety or systemwide tests (e.g., fire recall, emergency power) where both elevator and escalator mechanics must be present? If so, who leads coordination?

A19: Yes. The PCCA/ASM Global Staff will notify and schedule mechanics as required for fire/life safety or systemwide testing.

Q20: If damage occurs due to negligence by the other contractor (e.g., during shared shaft or room access), how is liability determined, and will there be a third-party mediator or process?

A20: Elevator and escalator assets are separate assets and no shared spaces or rooms exist.

Q21: How will performance deductions (penalties) be separated to ensure one contractor isn't penalized for the failure or delay of the other when work areas or timelines intersect?

A21: Performance deductions are based on the asset portion of the contract awarded.

Q22: How many hours for the lifts?

A22: One (1) hour per month per lift.

Q23: Where is a list of the controllers and machines?

A23: A list will be provided to shortlisted vendors.

Q24: What needs/information are you looking to have included in the portions of the Proposal: Technical Portion and Anti-Discrimination Response Portion?

A24: The Technical Portion should include but not be limited to the transmittal letter, company information, financial requirements, executive summary, company biography, references and business license. The Anti-Discrimination Response Portion should include all Exhibit BB & CC forms and supporting DEI documentation.

Q25: Is a bid bond required?

A25: No.

Q26: Can you please provide the unit list document for this RFP?

A26: Refer to the RFP in the Cobblestone portal and the RFP Section II – 1.2 Elevator and Escalator Equipment.

Q27: Are annual escalator clean downs currently being performed? What is the average amount of mechanic team time dedicated to each clean down?

A27: Clean downs are being performed with two mechanics and scheduled around event business needs.

Q28: To keep up with annual clean down demands of the contract, about 2.5 escalators will need to be cleaned down each month. Can you please share the current maintenance provider's escalator clean down schedule?

A28: See A27.

Q29: Section 3.4 of the RFP says "proposals must be received at the address no later than Wednesday June 18, 2025." – Is it acceptable for a vendor to simply submit their proposal online on the PA Convention Center Cobblestone Software website rather than delivering/mailling a hard copy?

A29: Yes.

Q30: If supplying a 2-mechanic resident team on-site, are they allowed to perform the annual escalator clean downs?

A30: Annual clean downs are considered to be regular maintenance so the resident mechanics can and should perform the clean downs.

Q31: Will submitting scope, terms, and/or conditions clarifications (exceptions) cause a proposers bid to be disqualified?

A31: Clarifications will be acceptable but exceptions will be disqualified.

Q32: Will a proposer have an opportunity to submit or revise pre-maintenance pricing if they are potentially selected via the step three - shortlist and have an opportunity to perform an in-depth survey (machine room, cartop, pit) of all equipment (RFP 1.2 Equipment Schedule).

A32: See A2.

Q33: When is the last time the 3-year PA escalator inspections/testing was performed?

A33: All testing and inspection records can be found on the Department of Labor & Industry, Bureau of Bureau of Occupational & Industrial Safety website link [BOIS - eDAP - Electronic Data Application Processing](#)