Clear Form

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
SCHOOL BOARD ADMINISTRATION BUILDING
Procurement Management Services
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Miami, FL 33132

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BID/RFP ADDENDUM

Date: 10/30/2026

Addendum No. 2

BID/RFP No. RFP-25-055-PM BID/RFP TITLE: Inspection and Administrative Services for Elevators and Whee

This addendum modifies the conditions of the above-referenced BID/RFP as follows:

Please see the attached questions and answers.

The deadline for this bid has been extended to Tuesday, November 10, 2026 at 1 pm EST.

All other terms and conditions of the RFP will remain the same.

All information, specifications terms, and conditions for the above-referenced BID/RFP, are included on the document posted on the Procurement Management website at http://procurement.dadeschools.net

The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package.

I acknowledge receipt of Addendum Number 2

PLEASE NOTE: If your firm has forwarded a copy of this bid/proposal to another vendor, it is your responsibility to forward him/her a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

TELEPHONE NUMBER: _____ E-MAIL _____ FAX # _____

BY: SIGNATURE (Manual): _____
OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
OF AUTHORIZED REPRESENTATIVE

QUESTIONS AND ANSWERS
FOR

RFP-25-055-PM – Inspection and Administrative Services for Elevators and Wheelchair Lifts

ADDENDUM 2

1Q. Please provide the current inventory of elevators, wheelchair lifts, and dumbwaiters covered by the contract, including the equipment type, school/facility, address, unit number, jurisdictional identification number, and current inspection status.

1A. Please find the list attached to this addendum.

2Q. Is the awarded contractor expected to witness annual, Category 1, Category 3, or Category 5 testing? If so, please identify the anticipated annual quantity of each test type and clarify whether this work is included in the hourly rate.

2A. The awarded contractor is expected to witness Category 1 and 5 testing. The work will be included in the hourly rate. Please refer to the list for the traction elevators.

3Q. Will the elevator maintenance provider be responsible for providing mechanics, access, test weights, testing equipment, keys, and other assistance required to complete inspections and testing?

3A. Yes.

4Q. Will inspections be centrally scheduled by M-DCPS, or will the awarded contractor be responsible for coordinating directly with individual schools, facility representatives, and the maintenance provider?

4A. The awarded contractor will be responsible for coordinating inspections along with the maintenance provider.

5Q. Will M-DCPS provide building access, elevator machine-room access, required keys, escorts, parking access, and facility contact information for each location?

5A. Yes, After security screening, the awarded vendor will check in at every school to gain access to each location, by checking in with the main office or personnel from that facility.

6Q. Please identify the permitted inspection hours and clarify whether inspections must be performed after school hours, during school breaks, on weekends, or when students are not present.

6A. Inspections should be completed during normal school hours. Some schools may allow for inspections after hours.

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7Q. Will M-DCPS permit multiple units and nearby schools to be grouped geographically for scheduling and route efficiency?

7A. The awarded vendor may determine the scheduling and routing approach it deems most efficient, subject to the requirements and terms of the solicitation.

8Q. Please clarify whether the requirement to submit inspection reports within five days means five calendar days or five business days.

8A. Under Florida law, a Certified Elevator Inspector (CEI) must submit the inspection report within 5 calendar days of conducting the inspection.

9Q. Please provide the required inspection report format, forms, deficiency classifications, naming conventions, and electronic submission requirements. May the contractor use its own digital inspection and reporting platform if all required data fields are included?

9A. Our elevators are under Miami-Dade County office of elevator safety and must follow their submission requirements. Please ask the county if they allow use of your own reporting platform.

10Q. Please confirm the specific Miami-Dade County office, portal, process, and required credentials for submitting inspection reports. Please also clarify whether any filing or certificate fees will be paid by M-DCPS or included in the contractor's pricing.

10A. Please confirm with Miami-Dade County the required credentials for submitting reports. M-DCPS is responsible for the fees unless otherwise caused by the inspection company.

11Q. If an inspection report is rejected by the jurisdiction due to inaccurate equipment information supplied by M-DCPS or another party, will the time required to correct and resubmit the report be separately billable?

11A. Inspection company is responsible for verifying if the information is correct, therefore M-DCPS shall not be billed for the time required to correct and resubmit the report.

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12Q. Please provide the historical or estimated annual number of callback inspections and clarify whether callbacks will be separately authorized and billed at the proposed hourly rate.

12A. About 15% of the units have call backs and call backs are billed separately.

13Q. If cited violations are not corrected when a callback inspection is scheduled, may the contractor invoice for the unsuccessful site visit and each subsequent callback?

13A. Yes, if the cited violations are not corrected when a callback inspection is scheduled, then the contractor may invoice for the unsuccessful site visit and each subsequent callback.

14Q. Please clarify the contractor's responsibility to "coordinate corrections/repairs." Is the contractor expected only to communicate deficiencies and verify completion, or will it have authority to direct, schedule, or approve the maintenance provider's work?

14A. Contractor expected only to communicate deficiencies and verify completion.

15Q. Please confirm that the inspection contractor will remain independent from the elevator maintenance provider and will not be responsible for the maintenance provider's means, methods, schedule, safety practices, or completion of repairs.

15A. The inspection contractor will remain independent from the elevator maintenance provider and will not be responsible for the maintenance provider's means, methods, schedule, safety practices, or completion of repairs.

16Q. Please identify the required content, format, and submission frequency for the comprehensive report of uncorrected violations.

16A. Uncorrected violations will be addressed at weekly meetings with the elevator service provider reported by the elevator inspectors.

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17Q. Please provide the anticipated quantity of fire-service recall surveys and clarify the required test procedure, deliverable, and whether assistance from an elevator mechanic or fire-alarm contractor will be provided.

17A. When needed, we do not have an estimated quantity. Elevator service provider and fire alarm contractor will be provided.

18Q. Please provide the historical or estimated annual number of plan reviews, specification reviews, modernization projects, and renovation assignments.

18A. 3 to 5 estimated plan reviews, specification reviews, modernization projects, and renovation assignments.

19Q. Does the ten-business-day requirement apply to all reports, plans, and reviews other than inspection reports? When does the ten-day period begin, and may the parties agree to a different deadline for unusually complex assignments?

19A. Yes, the ten-business day requirement applies to all reports, plans, and reviews. It begins when assignment is given. If the assignments are identified as being more complicated, then more time will be given.

20Q. Please clarify the expected level of design for modernization and renovation specifications. Will deliverables require sealed engineering documents, drawings, cost estimates, bidding support, or construction administration?

20A. Simple scopes only.

21Q. Will any assigned service require a Florida-licensed professional engineer or other professional design license in addition to a Certified Elevator Inspector license?

21A. No, assigned services will not require a Florida-licensed professional engineer or professional design license in addition to a Certified Elevator Inspector license.

22Q. Please clarify the authority and responsibility associated with representing M-DCPS before agencies having jurisdiction. Will M-DCPS provide written authorization and participate in material enforcement or code interpretation matters?

22A. M-DCPS will only act as a liaison between Miami-Dade County and Schools.

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23Q. Please confirm whether weekly meetings will be virtual or in person, their anticipated duration and location, and whether meeting and travel time will be billable at the proposed hourly rate.

23A. This is a weekly in person meeting, usually runs an hour and is included as part of the service.

24Q. Please clarify whether the two-hour emergency response requirement applies to all M-DCPS facilities throughout the county and whether the awarded contractor must maintain 24/7/365 availability.

24A. This is for emergency inspections and should be 24 hours a day throughout the county, although we have never had to dispatch after school hours.

25Q. May emergency, after-hours, weekend, and holiday response be billed at a separate premium hourly rate? If not, should all emergency services be billed at the standard hourly rate?

25A. It should not be billed at a premium hourly rate; it should be billed at the standard hourly rate.

26Q. When M-DCPS requests "one or more inspectors" for an emergency, will each inspector's time be separately billable?

26A. If one or more inspectors is requested for an emergency, then yes, each inspector's time will be separately billable, but we usually only need one inspector.

27Q. Please clarify whether a written report is required following the immediate verbal emergency report and identify the required deadline and format.

27A. **Yes, a written accident report is required following the immediate verbal emergency report and must be filed within 5 days of the incident.**

28Q. Please provide historical quantities for inspections, callbacks, spot checks, emergency responses, plan reviews, surveys, meetings, and consulting hours for each of the past three years.

28A. Please see attached list which must be inspected annually. Weekly meetings and approximately 40 hours of consultation.

QUESTIONS AND ANSWERS
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29Q. Please confirm that the hourly rate in Section 8 will apply to all services, including inspections, report preparation, meetings, travel, plan reviews, specification development, emergency response, dispute support, and administrative services.

29A. This will include everything stated with the exemption of travel.

30Q. May proposers provide separate hourly rates for CEI inspection services, senior consulting, project management, administrative support, plan review, emergency response, and expert or dispute-support services?

30A. Proposers should provide one rate.

31Q. Please clarify whether travel time, mileage, tolls, and parking are separately reimbursable, included in the hourly rate, or billable as labor time.

31A. M-DCPS does not reimburse travel time, mileage, tolls and or parking. The hourly rate is only for when the inspector is onsite.

32Q. May the awarded contractor invoice for scheduled visits when access is unavailable, the unit is not ready, the maintenance mechanic does not appear, or M-DCPS cancels after personnel have been dispatched?

32A. No, the awarded vendor must utilize the school calendar to ensure access and confirm with all personnel involved.

33Q. Please provide the anticipated annual expenditures, estimated total contract value, or budget allocated to this solicitation.

33A. We spend approximately 100k a year and project the same dollars for future.

34Q. Please identify the anticipated number of awards. If multiple contracts are awarded, how will assignments be distributed among awarded firms?

34A. Lowest price first.

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35Q. Because the agreement is non-exclusive, please clarify which work M-DCPS may assign to other contractors and whether the selected contractor will receive any minimum or primary allocation.

35A. Although the agreement is non-exclusive, we will not assign work outside the contract.

36Q. Please identify the incumbent provider and confirm whether M-DCPS will provide existing inspection records, violation logs, maintenance records, equipment histories, open permits, and prior reports upon award.

36A. The incumbents are Tower Elevator Corporation and the Primary and Atis Elevator Inspections, LLC as the Alternate, Inspection reports are available in the Miami-Dade County portal.

37Q. Please describe the anticipated transition process between the incumbent and newly awarded contractor, including the availability of records and the expected date for assuming inspection responsibility.

37A. One month after award, we will transition from the incumbent to the new vendor.

38Q. Section 4.4 states that the required information must be presented in no more than ten pages, while Section 6.2 requires separate sections for the executive summary, methodology, experience, qualifications, key personnel, references, pricing, and forms. Please identify precisely which materials count toward the ten-page limit.

38A. You may submit as many pages in your response as needed in section 4.4.

39Q. Section 4.4 appears to include the executive summary within a ten-page response, while Section 6.2 separately allows an executive summary of up to two pages. Please confirm whether the two-page executive summary is included in or excluded from the ten-page limit.

39A. You may submit as many pages in your response as needed.

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40Q. Section 5 requires three client reference letters while Sections 4.4 and 5 also require completion of Exhibit 6. Please confirm whether proposers must submit both three signed reference letters and three completed Exhibit 6 forms.

40A. Please utilize Exhibit 6, Proposer Experience Form, whereby each Proposer uses one form per reference. DO NOT include work/services performed for M-DCPS or M-DCPS employees as reference.

41Q. Please clarify how M-DCPS will determine whether a reference organization is comparable in complexity or size. Will public-sector clients with significant elevator portfolios be accepted even if they are smaller than M-DCPS?

41A. As stated in Exhibit 6, the referenced client should document the size of the clients conveyance inventory and a clear description of the services performed.

42Q. Must the proposer itself have operated under its current legal name for five years, or may it rely on predecessor-company experience or the experience of its principals and key personnel?

42A. References may reflect the proposers former legal name, provided there is documented continuity of the business and the services performed.

43Q. Please confirm all required individual and agency credentials, including whether each field inspector must possess both a current QEI certification and a Florida DBPR Certified Elevator Inspector license.

43A. Qualifications are listed on the RFP, exhibit 9 – Submitted Proposal Documents Verification Form.

44Q. Please confirm whether the prime proposer must hold a specific Florida or Miami-Dade County inspection-agency license, registration, or authorization in addition to the individual inspectors' licenses.

44A. Please see response to question #43.

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45Q. Section 6.2 requires Exhibits 1 through 15, Exhibits 19 through 21, and Exhibit 18 if applicable. Please confirm whether Exhibit 14, Statement of No Response, should be omitted by firms submitting a proposal.

45A. If you are submitting a response, then Exhibit 14 is not required to be submitted.

46Q. Please confirm whether Exhibit 11 is informational only or whether it must be separately included in the submitted proposal.

46A. Exhibit 11 is informational only.

47Q. For an out-of-state proposer, please confirm that Section 1 of Exhibit 12 must be completed by an attorney licensed in the proposer's home state and whether notarization is also required.

47A. For out of state, the proposer are not required to have these forms notarized. They do need to be completed by an attorney. .

48Q. Please confirm where proposed revisions or comments to Exhibit 15 should be included in the response and whether clearly identified exceptions will affect responsiveness or evaluation scoring.

48A. This is to be completed once the terms are agreed upon.

49Q. Section 3.5 states that prices are expected to remain firm for the entire contract and extension period but then permits requests before the end of the initial term or an extension period. Please confirm that an approved adjustment may take effect at the beginning of each renewal year.

49A. Yes, price adjustments may be submitted prior to the beginning of renewal.

50Q. Please identify the specific Consumer Price Index series, geographic area, base period, and calculation method that will be used to evaluate price-adjustment requests.

50A. Price adjustment is subject to approval by M-DCPS. All requests for price adjustment must be submitted in writing to M-DCPS Procurement Management Services, with substantial documentation, including but not limited to, applicable market indexes for product/service affected. Please refer to Section 3.5 Price Adjustments in the RFP document.

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51Q. Please confirm which personnel must complete Level 2 screening and obtain M-DCPS contractor badges. Does the exemption for contractors who have no direct student contact apply to elevator inspectors working in controlled areas?

51A. Anyone entering school board premises must have level 2 screening.

52Q. Please provide the current screening and badge costs and confirm whether screening must be completed before contract start date or before an employee's first site visit.

52A. Effective 10/15/2023 the cost for finger printing is $83.50 made payable via credit card (Visa or Mastercard) or company check. No personal checks will be accepted. Please see link: https://personnel.dadeschools.net/#!/fullWidth/12101

53Q. Please explain how the 25 points for overall cost will be calculated when the pricing form requests only an hourly rate and the RFP provides no estimated number of hours or evaluation quantity.

53A. Comparison to other proposals received.

54Q. Under Section 7.3, please clarify what is meant by "Organization Serviced" and what information proposers should provide to maximize the available five points.

54A. In the context of past project experience or references.

55Q. Please confirm whether a non-certified prime receives the full five CBE points by utilizing any M-DCPS-certified firm, or whether a minimum subcontracting percentage, dollar value, or commercially useful function is required.

55A. Yes, a prime firm will receive 5 Points for using a M-DCPS – Certified Firm.

56Q. Please confirm that a proposer whose principal office is outside Miami-Dade County is not eligible for the five-point local-vendor preference, even if it maintains personnel or performs substantial work within the county.

56A. As per 6320.05 Vendor and Employment Preferences, a local business is a vendor or business that has a valid local business tax receipt, issued by a jurisdiction located in Miami-Dade County for at least twelve (12) months; or (2) has an office with a street address within the boundaries of Miami-Dade County for at least twenty-four (24) months calculated from the bid opening date. Post office boxes

are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be considered for local preference, vendors must provide a copy of their local business tax receipt and the local business affidavit of eligibility with their bid or proposal.

57Q. Will all services, including callbacks, emergency responses, meetings, and plan reviews, require a purchase order or separate written authorization before work begins? How will emergency work be authorized outside normal business hours?

57A. We will have an open purchase order for all work. We have never had emergencies outside of formal business hours.