



**R A F C  
R E G I O N A L  
A D M I N I S T R A T I V E  
F A C I L I T Y  
C O R P O R A T I O N**

**July 1, 2013**

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**ADDENDUM No. 1  
To  
REQUEST FOR PROPOSAL (RFP)  
For  
ELEVATOR MAINTENANCE SERVICE**

This letter is Addendum No. 1 to the Elevator Maintenance Service Request for Proposal (RFP), dated June 13, 2013. Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFP is revised as follows:

Metropolitan  
Transportation  
Commission  
**Steve Heminger**  
President

Addendum                      Reference                      Change(s)

Item

1

RFP, Appendix B,  
Proposal Form,  
Page 15

Appendix B, Proposal Form is deleted in its  
entirety and replaced with the attached Appendix  
B, Proposal Form.

Association of  
Bay Area Governments  
**Ezra Rapport**  
Vice-President

San Francisco  
Bay Area Rapid Transit  
District  
**Grace Crunican**  
Secretary-Treasurer

The remaining provisions of the RFP, dated June 13, 2013, remain unchanged. In the event of a conflict between this Addendum and the previous version(s), this Addendum shall take precedence.

San Francisco  
Bay Area Rapid Transit  
District  
**Jeff Ordway**  
Assistant  
Secretary-Treasurer

Any questions concerning this addendum to the RFP should be directed to Robert Hoffman, Project Manager, at (510) 817-5723 or rhoffman@mtc.ca.gov.

Thank you for your interest.

Sincerely,

**Steve Heminger**  
RAFC President

SH: RH

## APPENDIX B, PROPOSAL FORM

### I. Price Proposal

A. Monthly Maintenance fee for all work specified in *Appendix A*, Sections I through X. (Bid prices include labor, materials, and all applicable subcharges, such as taxes, insurance, overhead, and profit.)

\$ \_\_\_\_\_ /mo.

B. Additional work rate for work specified in *Appendix A*, Section XI:

Straight hourly rate

\$ \_\_\_\_\_

Overtime hourly rate

\$ \_\_\_\_\_

### II. Minimum Qualifications

1. Has your firm been regularly engaged in the business of providing elevator maintenance and repairs in commercial office buildings similar to those of the MetroCenter for at least five (5) years?
2. Does your firm have at least five (5) licensed staff persons trained to maintain and repair hydraulic elevators in commercial office buildings similar to those of the MetroCenter, and does your firm have sufficient staffing to respond to emergency calls within two (2) hours?
3. Does your firm possess a current C11, Elevator Contractor License in the State of California and do you agree to maintain the license for the duration of the Agreement?

	Yes	No
1. Has your firm been regularly engaged in the business of providing elevator maintenance and repairs in commercial office buildings similar to those of the MetroCenter for at least five (5) years?		
2. Does your firm have at least five (5) licensed staff persons trained to maintain and repair hydraulic elevators in commercial office buildings similar to those of the MetroCenter, and does your firm have sufficient staffing to respond to emergency calls within two (2) hours?		
3. Does your firm possess a current C11, Elevator Contractor License in the State of California and do you agree to maintain the license for the duration of the Agreement?		

### III. Experience

Please describe your firm's experience in maintaining elevators similar to those of the MetroCenter. (Attach additional pages, if needed.)

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V.	Contractor's Signature
Name of Proposing Firm	
Address	
City, State, Zip Code	
Phone Number/Fax No.	
Email address	
Name & Title of Authorizing Official	
Authorized Signature	

Submission of signed Proposal Form is a firm commitment to perform the work specified in *Appendix A* in accordance with this RFP. By signing above, you acknowledge and agree to provide the required certificate of insurance providing verification of the minimum insurance requirements listed in *Appendix E-1, Insurance Requirements* within five (5) days of RAFC's notice to firm that it is the successful proposer.