

JPD Elevator Modernization



**Pre-Bid Meeting
June 04, 2025**

Sourcing Event ID: 0000010577



JPD Elevator Modernization

www.sfdpw.org

Agenda

1. Project Description
2. Contract Details
3. City Requirements
 - Contract Monitoring Division (CMD)
 - Office of Economic Workforce Development (OEWD)
 - Office of Labor Standards Enforcement (OLSE)
4. Bidder Qualifications
5. Subcontractor Qualifications
6. Contractor Experience Statements
7. Bid Items
8. Temporary Facilities and Controls
9. Pre-Construction Submittals
10. Material Reduction and Recovery Plan
11. Bidders Forms Checklist
12. Bid/ Quotation Submission
13. Q&A



Project Description

The scope of work to be completed under this contract includes, but are not limited, to the following:

1. Demolition
2. Hazardous material abatement
3. Elevator machine, equipment, and control panel replacement
4. Hall fixtures, buttons, and signage replacement
5. Restroom renovation
6. Electrical / lighting modification
7. Fire alarm system modification
8. Mechanical and plumbing system modification.

In case of discrepancies, the official Contract Documents and addenda, if any, shall govern.

Refer to Contract Drawings and Spec Section 01 11 00 SUMMARY OF WORK of the Project Manual



Contract Details

Sourcing Event ID: 0000010577

Title: JPD Elevator Modernization

Project Site Address: 375 Woodside Street

Duration: 460 calendar days for substantial completion; 60 calendar days for final completion.

Liquidated Damages: \$2,000 per day

Bid/Quotation Submission:

Bids shall be submitted **online** via ShareFile **until 2:30:00 p.m., PST on July 02, 2025**, after which the bid opening will be conducted live online via Microsoft Teams. Contract Administration will email the Microsoft Teams meeting information to all Plan Holders approximately 24 hours prior to Bid opening.

Refer to Project Manual Section 00 21 13 for specific bid submission instructions.



Contract Details

Questions on Bid Documents:

Send to Lisa Zhuo at lisa.zhuo@sfdpw.org

Refer to Project Manual Section 00 21 14

SECTION 00 21 14

QUESTION ON BID DOCUMENTS (QBD) FORM

Potential Bidders must complete this QBD Form and submit to the address below no later than 10 calendar days before the Bid Submission Due Date.

Project: JPD ELEVATOR MODERNIZATION

Sourcing Event No. 0000010577

To: Bureau of Project Management
San Francisco Public Works
49 South Van Ness Avenue, Suite 1000
San Francisco, California 94103
Telephone: (628) 271-2777
Attention: **Lisa Zhuo**
Email: Lisa.Zhuo@sfdpw.org

City Use Only	
QBD No.	
Received by:	
Date Received:	
Addendum Issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Sent Response:	

BIDDER'S QUESTION

Company Name: _____ Date _____

Contact Name:	Tel:
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Title: Fax:

Check One Only (Use separate form for each specification and drawing question.)

☐ Spec. Section: _____ Paragraph(s): _____

☐ Drawing Sheet: _____ Detail(s): _____

Question:



City Requirements

Contract Monitoring Division (CMD)

Contact:

Vivian Liu

415-554-0656

Vivian.Y.Liu@sfgov.org

- 10% Bid Discount for Small-LBE or Micro LBE Bidders
- Refer to Section 00 22 11 for more details

There are **NO Requirements for LBE Subcontracting Participation Requirement and Good Faith Efforts**

- Other CMD requirements shall apply



JPD Elevator Modernization

City Requirements

Office of Economic Workforce Development (OEWD)

Contact:

AJ Thomas

415-701-4848

aj.thomas@sfgov.org

Office of Labor Standards Enforcement (OLSE)

Contact

Anna Liu

(415)554-5404

anna.liu@sfgov.org



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Bidder Qualifications

Spec. § 00 21 13

Bidder shall submit with its Bid:

- (1) a completed Bidder's Qualifications form (§ 00 45 13)
- (2) a completed and executed Release and Waiver Agreement (§ 00 45 16)
- (3) a completed Bidder's Safety Record form (§ 00 45 14)

Bidder's Qualifications (Section 00 21 13):

1. Possess a 'B' license.
2. Prime Contractor shall have successfully completed a minimum of two (2) projects that include similar scope and complexity during the last six (6) years involving elevator modernization, replacement, or new installation with a minimum contract value of \$2M and at least with two (2) subcontract trades.



Subcontractor Qualifications

Spec. § 14 21 23

Elevator Subcontractor Qualifications (Section 14 21 23, subsection 1.08):

1. Elevator Subcontractor shall have completed at least 3 sequentially phased modernization projects of comparable scope and complexity in the last five (5) years.
2. Elevator Subcontractor shall occupy an office within fifty (50) miles of the project site and directly employ no fewer than three (3) qualified, State-licensed service mechanics whose primary residence is within fifty (50) miles of the project site.



Contractor Experience Requirements

Spec. § 00 21 13 & 14 21 23

Experience Statements *(submit within 10 working days after the date of the City's notification of the lowest bidder):*

Prime Contractor's Project Manager: Min. 10 years of experience managing building construction projects, successfully completed at least 2 projects in the last 6 years with a min. contract value of \$2M and with a min. of 2 subcontract trades.

Prime Contractor's Site Superintendent: Min. 10 years of experience, successfully completed at least 3 projects in the last 8 years with a min. contract value of \$2M and with a min. of 2 subcontract trades.

Elevator Modernization Project Manager: Successfully completed 3 projects in the last 5 years.

Elevator Modernization Foreman: Possess a valid Certified Competent Conveyance Mechanic license for a min. of 10 years in the State of California.

Elevator Modernization Mechanics (3): possess a valid CA State issued license

Please refer to Spec Section 00 21 13 and 14 21 23 for details.



Bid Items

Spec. § 00 41 00
 § 01 20 00

SCHEDULE A: CONSTRUCTION CONTRACT

Bid Item No.	Bid Item	Amount
A1	The Work per Plans and Specifications (Excluding bid items listed below)	\$ _____
A2	Hazardous Materials Abatement Work	\$ _____
A3	Allowance for Unforeseen Hazardous Materials Work	\$25,000
A4	Allowance for Partnering Facilitation and Related Costs	\$15,000
TOTAL BID PRICE (Summation of All Bid Items):		\$ _____

← Contract amount
(between PW and Prime Contractor)

SCHEDULE B: SERVICE CONTRACT AFTER FINAL ACCEPTANCE OF ELEVATOR WORK

Schedule B will count towards determination of low bid but will not be included in the contract award. The bid items from Schedule B shall be part of a separate contract between the Elevator Maintenance Service Provider and the City and County of San Francisco, Real Estate Division. Refer to Section 01 20 00 – Price and Payment Procedures.

Bid Item No.	Bid Item Name	Estimated Quantity	Unit*	Unit Price	Extension
B1	Elevator Maintenance and Service After Final Acceptance of Elevator Work	24	M	\$ _____	\$ _____
B2	Elevator Repair Service After Final Acceptance of Elevator Work - Straight Time	100	HR	\$ _____	\$ _____
B3	Elevator Repair Service After Final Acceptance of Elevator Work - Premium Time	100	HR	\$ _____	\$ _____
TOTAL BID PRICE OF SCHEDULE B (Summation of All Bid Items):				\$ _____	

← Elevator Maintenance contract to commence
(to be executed between Elevator Subcontractor and RED after Final Acceptance of Elevator Work)

SUM TOTAL OF SCHEDULE A & SCHEDULE B:

The following sum shall be used to determine the low bid.

SUM OF TOTAL BID PRICE OF SCHEDULE A + SCHEDULE B:	\$ _____
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← Amount to determine low bid



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Bid Items

Spec. § 00 41 00
 § 01 20 00

Bid Alternate No.	Alternate	Amount
1	Remodel Two Restrooms on Level 2. ADD Lump Sum:	\$_____



Temporary Facilities and Controls

Spec. § 01 50 00

Work Hours: 7:00am to 5:00pm Monday – Friday (*unless otherwise stated in other sections of the Project Manual*)

Check-in Process:

- All contractors will need to report to the Facility Engineer at the Service Building at the beginning of each workday.
- Sign in using the binder provided by contractor, receive a contractor badge
- Sign out with the Facility Engineer at the Service Building at the end of each workday, return contractor badge.



Temporary Facilities and Controls

Spec. § 01 50 00

Work Restrictions:

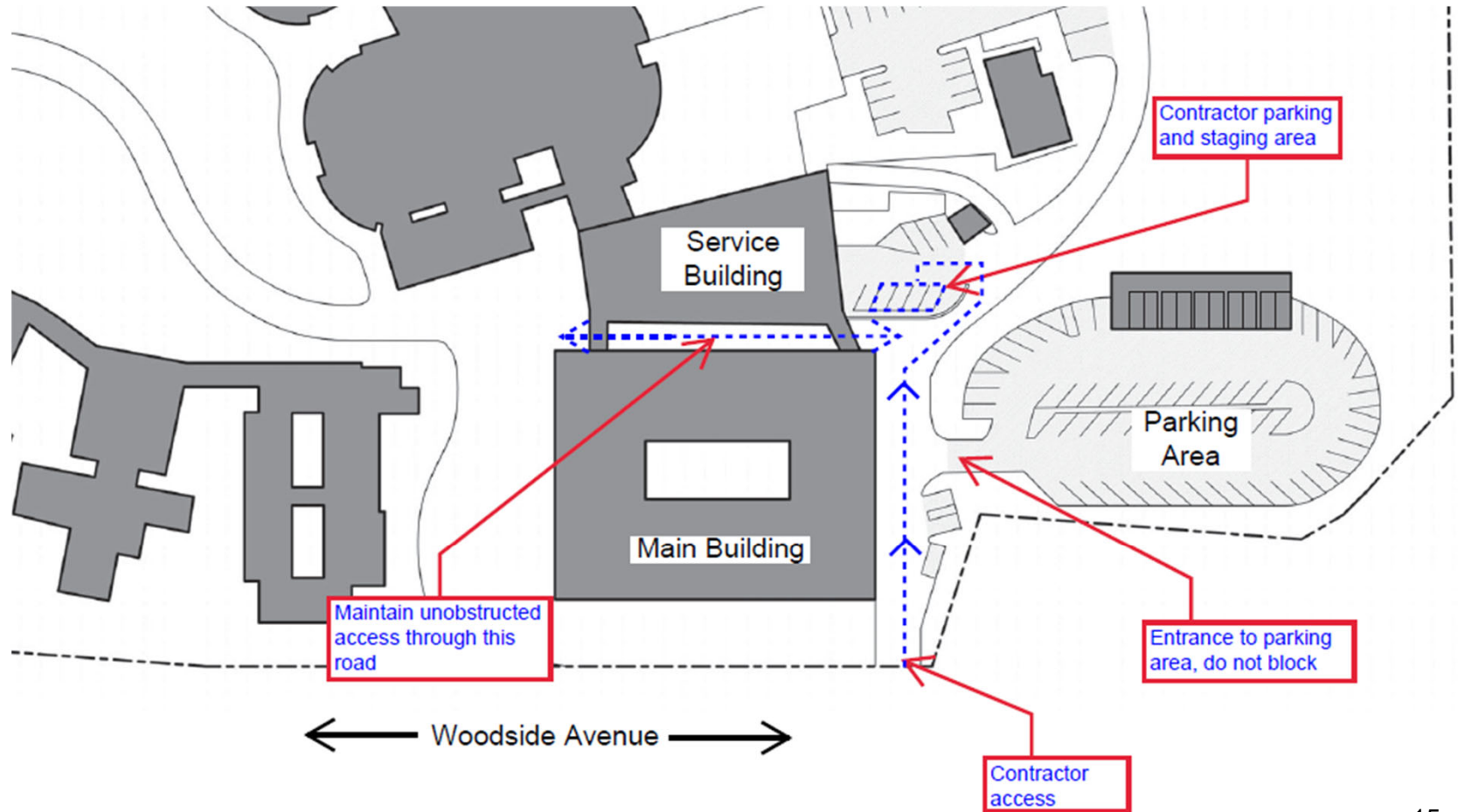
1. The building will be occupied and operational during the Work of this Contract. The Contractor shall take all necessary precautions and implement mitigation controls to minimize disruption to occupied areas. Contractor shall maintain access to the following areas at all times during construction:
 - Building main entrances and exits
 - Accessible path of travel
 - Parking area entrances and exits
 - Garbage pick-up locations

1. If vehicular or pedestrian access is limited at any time during construction including access to properties adjacent to the limit of work, the Contractor shall notify the City Representative in writing and obtain approval prior to closing vehicular or pedestrian access.



Temporary Facilities and Controls

Spec. § 01 50 00



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Temporary Facilities and Controls

Spec. § 01 50 00

Noise Control and Mitigation:

To minimize construction noise and vibration impact, all high noise and vibration construction activities occurring on a business day shall occur between 7AM - 9AM. During special events, high noise activities may be prohibited, contractor shall coordinate with facilities engineers prior to any work requiring equipment that may result in high noises that could impact operations.

Hazardous Material Abatement:

Hazardous building material removal and abatement work per specification Section 01 35 44 – Building Related Hazardous Materials must be performed after 5pm on weekdays and from 7am to 5pm on weekends.

The Contractor shall coordinate and schedule hazardous building material testing, surveying, removal, and abatement work with the City Representative prior to performing such work.



Pre-Construction Submittals

Spec. § 01 33 00

Within 14 calendar days of the Notice to Proceed:

- Construction Schedule
- Submittal Schedule
- Submittal Registry
- Schedule of Values

Within 60 calendar days of the Notice to Proceed:

- All submittals pertaining to Section 14 21 23 MODERNIZATION OF ELECTRIC TRACTION ELEVATORS
- Fire Alarm Permit

Refer to the Project Manual for all other required submittals.



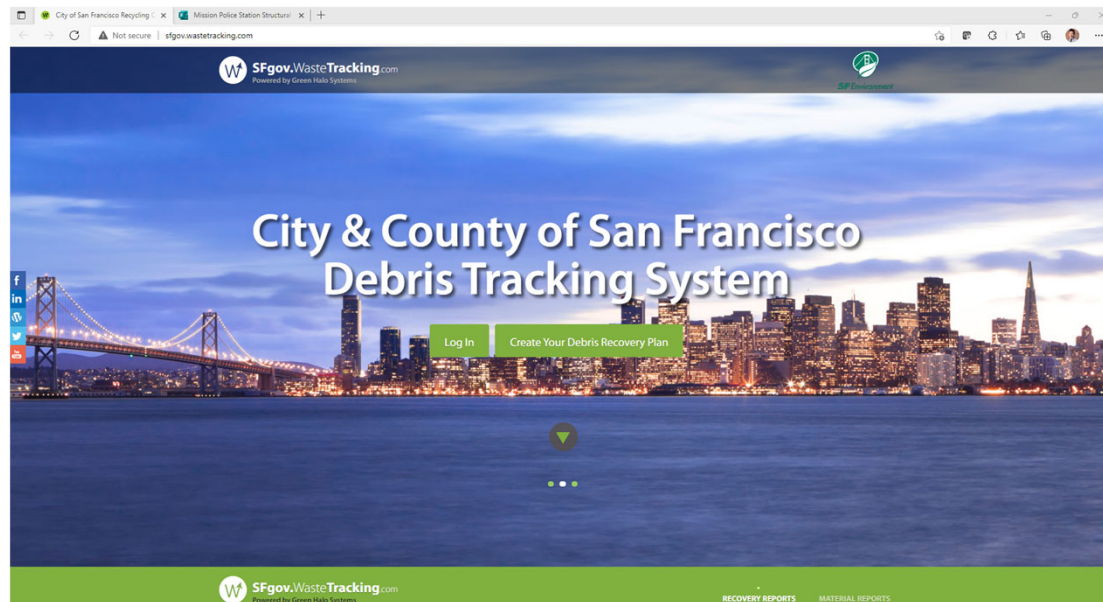
Material Reduction and Recovery Plan

Spec. § 01 74 50

Contractor shall submit MRRP, monthly summaries, supporting documentation and final report in electronic format (Green Halo Systems Platform): <http://sfgov.wastetracking.com/>

Green Halo Tracking Number:

- **GH102-267-5429**



JPD Elevator Modernization

Bidding Forms Checklist

Spec. § 00 40 13

A. Each Bidder shall submit with its Bid the following forms, properly completed and executed:

- ☐ Executed Bid Form (Section 00 41 00) with contractor's license number and expiration date.
- ☐ Bid security equal to 10% of the Bid (Section 00 43 13).
- ☐ Acknowledgment of Receipt of Addenda (Section 00 43 20).
- ☐ Proposed Subcontractors Form (Section 00 43 36).
- ☐ Proposed Subcontractors Form for Alternate Bid Items (Section 00 43 37)
- ☐ Bidder's Qualifications (Section 00 45 13)
- ☐ Bidder's Safety Record (Section 00 45 14)
- ☐ Release and Waiver Agreement (Section 00 45 16).
- ☐ Highest Prevailing Wage Rate Certification (Section 00 45 60).
- ☐ Certificate of Bidder Regarding Apprenticeship Training Program (Section 00 45 65).
- ☐ Certificate of Bidder Regarding Nondiscrimination in Contracts and Benefits (Section 00 45 70).
- ☐ Non-collusion Affidavit (Section 00 45 80).
- ☐ Certification of Bidder Regarding Debarment and Suspension (Section 00 45 82).

Bid/ Quotation Submission

Spec. § 00 21 13 Appendix A

Responses to the RFQ for the project shall be submitted online via ShareFile at the following URL:

<https://sanfranciscopublicworks.sharefile.com/i/ib07e313e86045789>

Submit as a single file in PDF format containing all pages of the Bid and named as “**Bid for Sourcing Event ID No. 0000010577 by <Bidder Name>.pdf**” by **July 02, 2025 until 2:30PM, PST**

Late submissions will not be considered

(please leave sufficient time for the document to upload)

Any questions please email: contractadmin.staff@sfdpw.org



JPD Elevator Modernization



Bid Submission 0000010577 - JPD Elevator Modernization

Please provide your information to receive an activation email.

Email: *

First Name: *

Last Name: *

Company:

Continue

Q&A

1. For questions on bid documents, please use Questions on Bid Documents (QBD) Form – Spec. § 00 21 14

Send questions to: Lisa Zhuo, lisa.zhuo@sfdpw.org

2. For questions on bid submission, please contact contractadmin.staff@sfdpw.org

Quote Submission Date: **July 02, 2025 until 2:30PM, PST** – electronic submission ONLY

