

25 Van Ness Elevator Modernization



Pre-Bid Meeting
February 19, 2026

Sourcing Event ID: 0000011316



25VN 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. Selected electrical, lighting, mechanical system modification
6. Fire alarm and fire sprinkler 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: 0000011316

Title: 25 Van Ness Elevator Modernization Project

Project Site Address: 25 Van Ness Avenue

Duration: 450 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 March 11, 2026**, 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																	
<i>Potential Bidders must complete this QBD Form and submit to the address or email below no later than 10 calendar days before the Bid Submission Due Date.</i>																	
Project: 25 VAN NESS ELEVATOR MODERNIZATION	<table border="1"><thead><tr><th>City Use Only</th></tr></thead><tbody><tr><td>QBD No. _____</td></tr><tr><td>Received by: _____</td></tr><tr><td>Date Received: _____</td></tr><tr><td>Addendum Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr><tr><td>Date Sent Response: _____</td></tr></tbody></table>	City Use Only	QBD No. _____	Received by: _____	Date Received: _____	Addendum Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Sent Response: _____										
City Use Only																	
QBD No. _____																	
Received by: _____																	
Date Received: _____																	
Addendum Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No																	
Date Sent Response: _____																	
Sourcing Event No. 0000011316																	
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																	
<table border="1"><thead><tr><th colspan="2">BIDDER'S QUESTION</th></tr></thead><tbody><tr><td>Company Name: _____</td><td>Date: _____</td></tr><tr><td>Contact Name: _____</td><td>Tel: _____</td></tr><tr><td>Title: _____</td><td>Fax: _____</td></tr><tr><td colspan="2"><i>Check One Only (Use separate form for each specification and drawing question.)</i></td></tr><tr><td><input type="checkbox"/> Spec. Section: _____</td><td>Paragraph(s): _____</td></tr><tr><td><input type="checkbox"/> Drawing Sheet: _____</td><td>Detail(s): _____</td></tr><tr><td colspan="2">Question: </td></tr></tbody></table>		BIDDER'S QUESTION		Company Name: _____	Date: _____	Contact Name: _____	Tel: _____	Title: _____	Fax: _____	<i>Check One Only (Use separate form for each specification and drawing question.)</i>		<input type="checkbox"/> Spec. Section: _____	Paragraph(s): _____	<input type="checkbox"/> Drawing Sheet: _____	Detail(s): _____	Question: 	
BIDDER'S QUESTION																	
Company Name: _____	Date: _____																
Contact Name: _____	Tel: _____																
Title: _____	Fax: _____																
<i>Check One Only (Use separate form for each specification and drawing question.)</i>																	
<input type="checkbox"/> Spec. Section: _____	Paragraph(s): _____																
<input type="checkbox"/> Drawing Sheet: _____	Detail(s): _____																
Question: 																	



City Requirements

Contract Monitoring Division (CMD)

Contact:

James Chung

415-554-0640

James.Chung@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



25VN Elevator Modernization

City Requirements

Office of Economic Workforce Development (OEWD)

Contact:

Ricardo Arias

628-652-8431

Ricardo.Arias@sfgov.org

Office of Labor Standards Enforcement (OLSE)

Contact

Anna Liu

(415)554-5404

anna.liu@sfgov.org



25VN Elevator Modernization

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 1.07):

1. Possess a California C-11 license.
2. Elevator Subcontractor shall have completed at least 3 elevator modernization, replacement, or new installation with a minimum contract value of \$500,000 in similar or greater scope and complexity in the last 10 years.
3. 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: minimum 3 years of direct experience coordinating elevator modernizations of comparable size and complexity.

Elevator Modernization Superintendent: minimum 10 years of experience supervising field teams in execution of elevator modernizations of comparable size and complexity.

Elevator Modernization Mechanics (3): experience with at least 5 modernization projects of comparable size and complexity.

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	Allowance for Unforeseen Hazardous Materials Work	\$25,000
A3	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 Substantial Completion	24	M	\$ _____	\$ _____
B2	Elevator Maintenance and Service After Substantial Completion for Elevator #3 (Contingency Bid Item)**	24	M	\$ _____	\$ _____
B3	Elevator Repair Service - Straight Time	100	HR	\$ _____	\$ _____
B4	Elevator Repair Service - Premium Time	100	HR	\$ _____	\$ _____
TOTAL BID PRICE OF SCHEDULE B (Summation of All Bid Items):				\$ _____	

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

*Note: LS = Lump Sum; HR = hour; M = month.

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:	\$ _____
--	----------

Amount to determine low bid



Bid Items

Spec. § 00 41 00
§ 01 20 00

Bid Alternate No.	Alternate	Amount
1	Modernization of Elevator #3. 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. Construction Rules and Regulations apply – please refer to Section 01 50 00 C
2. Submit Contractor Work Authorization Request prior to beginning any work, please refer to Section 01 50 00 D.
3. The building will be occupied during construction. To minimum construction noise and vibration impact, all high noise and vibration construction activities occurring on a business day such as demolition, hammering, saw cutting, and drilling shall be done outside of business hours (8am – 6pm). Coordinate work with Building Manager or Building Engineer prior to work.
4. Contractor must adhere to the following construction sequence:
 - a) No more than one elevator can be put out of service at any given time during construction without prior approval from the City.
 - b) The Contractor must start the work on one elevator, secure inspection and approval from the State Inspector, and return the elevator back to public service prior to starting work on the next elevator.



Pre-Construction Submittals

Spec. § 01 33 00

Within 10 calendar days of the Notice to Proceed:

- Hazardous Materials Management Plan (HMMP)

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 Electric Traction Elevators
- All submittals pertaining to Section 14 24 23 Hydraulic Passenger Elevators (Bid Alt 1)
- Fire Alarm Permit
- Fire Sprinkler Permit

Refer to the Project Manual for all other required submittals.

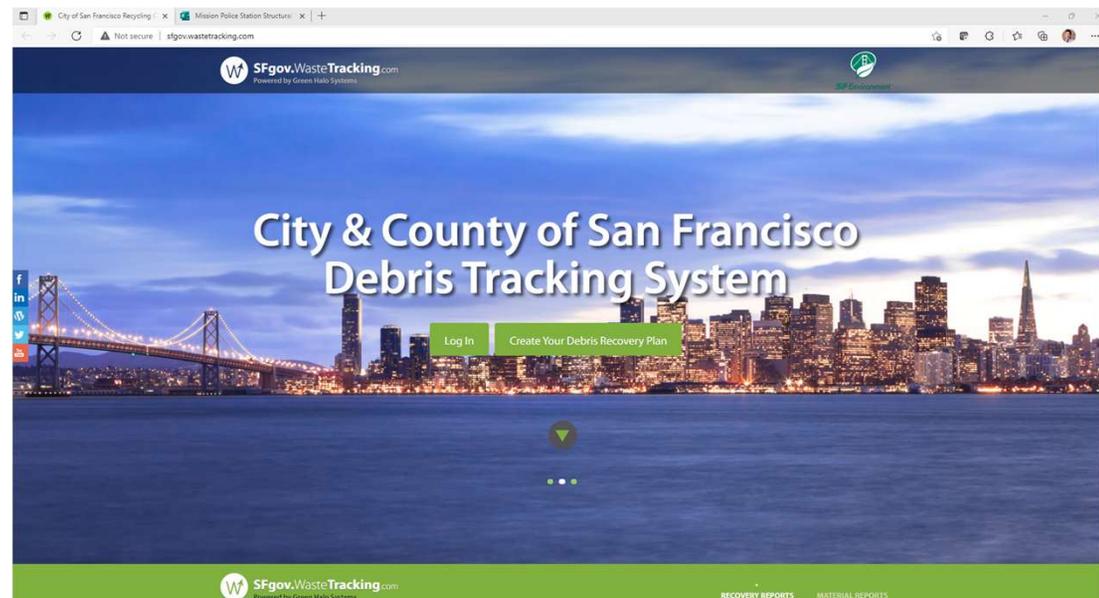
Material Reduction and Recovery Plan

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:

- **GH517-833-8816**



25VN Elevator Modernization

Bidding Forms Checklist

Spec. § 00 40 13

25 VAN NESS ELEVATOR MODERNIZATION (San Francisco Public Works Sourcing Event ID No. 0000011316)

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/folderinvite/accept/ia5ee5fc97a34f81a>

Submit as a single file in PDF format containing all pages of the Bid and named as **“Bid for Sourcing Event ID No. 0000011316 by <Bidder Name>.pdf”** by **March 11, 2026 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

The screenshot shows a web form for bid submission registration. At the top, there are two numbered steps: '1' and '2'. Below this, the title of the bid is 'Bid Submission 0000011316 - 25 Van Ness Elevator Modernization'. The instruction reads: 'Please provide your information to receive an activation email.' The form contains the following fields: 'Email: *' (with an empty input box), 'First Name: *' (with an empty input box), 'Last Name: *' (with an empty input box), and 'Company:' (with an empty input box). At the bottom of the form is a blue button labeled 'Continue'.



25VN Elevator Modernization

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: **March 11, 2026, until 2:30PM, PST** – electronic submission ONLY

