



## Request for Proposal - RFP Bid #25-010

### Elevator Service Agreement City of Powder Springs, Georgia

#### Issued by:

City of Powder Springs  
4483 Pineview  
Powder Springs, GA 30127

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## 1 Purpose & Background

The City of Powder Springs ("City") seeks a single qualified contractor to:

- A. Provide preventive maintenance, inspections, repairs, and five-year load testing for all City-owned elevators.
- B. Deliver 24 × 7 emergency entrapment-response and remote phone-monitoring services that meet all life-safety codes.

The goal is uninterrupted, code-compliant elevator service that protects public safety, minimizes downtime, and offers competitive pricing.

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## 2 Facilities & Equipment

Location	Manufacturer / Model	Stops	Drive Type
4483 Pineview	Schindler 3100 MRL	2	Traction
4483 Pineview	Schindler 330A	2	Hydraulic

*The City may add or remove units by written change order.*

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### **3 Scope of Services**

#### **3.1 Preventive-Maintenance Frequencies**

Interval	Core Tasks (Summary)
Monthly	Ride, test doors/leveling, clean controllers & commutators, inspect brakes & hydraulic oil, replace lamps.
Quarterly	Monthly tasks plus pit cleaning (photos required), door-operator service, rope & cable inspection.
Semi-Annual (Jun 30 & Dec 30)	Quarterly tasks plus bearing checks, door interlock circuit test, car top inspection.
Annual (Jun 30)	Semi-annual tasks plus full system safety test, brake overhaul, oil change, fire-service & dialing tests.
5-Year	Full load test in accordance with ANSI A17.1 / A17.2.

#### **3.2 Emergency Response & Repair Categories**

Category	Verbal Response	On-Site	Work Start
Urgent (life-safety)	30 Minutes	1-Hour	Immediate
Non-Urgent	24-Hours	48-Hours	Within 3 working days
Entrapment (24 x 7)	Live operator answers in-car phone ≤ 60 s; technician contacts City ≤ 15 min	≤ 1 Hour	Immediate

### **3.3 [24-Hour Monitoring Service]**

- Contractor shall staff or subcontract a **UL-listed or equivalent call center** to monitor each elevator's in-car auto-dial phone 24 x 7 x 365.
- Center must:
  - Answer calls with a live operator within 60 seconds.
  - Immediately dispatch qualified elevator mechanic per table 3.2 and notify the City's on-call representative.
- Contractor shall test phone connectivity quarterly and document results in the service log.

### **3.4 Reporting & Documentation**

- **Service Ticket** for every visit.
- **After-Action Report** after each urgent call or entrapment, detailing root cause, metrics, and corrective plan.
- Maintain log in machine room; send electronic copy with monthly invoice.

### **3.5 Supervision, Housekeeping & Quality**

- Designate contract manager; submit semi-annual management inspection report.
- Deep-clean all hoistways, pits, car-tops, and machine rooms within first 90 days; maintain thereafter.

### **3.6 Codes & Standards**

Comply with GA rules, ANSI A17.1 (latest), OSHA, NFPA 72 for phone monitoring, and local building/fire codes.

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## 4 Contract Requirements

Item	Requirement
License	Valid GA Elevator Contractor Class [I or II] license.
Security Clearance	All field staff must pass City background check within 30 days of award (cost by Contractor).
Insurance	Minimum: \$1 M GL, \$1 M Auto, Workers' Comp statutory; City named as additional insured.
Warranty	One-year warranty on all parts and labor for repairs.
Term	One (1) year from NTP, with two (2) optional one-year renewals by mutual agreement.
Price Escalation	Firm-fixed prices Year 1; annual adjustments limited to CPI-U (Atlanta) in renewal years.

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## 5 Pricing Sheet Schedule (submit on firm-fixed basis)

Item	UOM	Price
Monthly PM (all elevators)	per month	
Quarterly PM (incremental)	Each	
Semi-Annual PM (incremental)	Each	
Annual PM (incremental)	Each	
5-Year Load Test	Each Test	
Hourly Repair Rate – Normal (M-F 8-5)	Per Hour	
Hourly Repair Rate – Urgent /	Per Hour	

After-Hours		
24 x 7 Entrapment Phone Monitoring	per month	

*All labor, tools, travel, disposal, and documentation must be included.*

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## 6 Proposal Format (max 25 pages)

1. **Cover Letter**
2. **Company Profile** – history, org chart, licenses, office location.
3. **Technical Approach** – maintenance plan, staffing, parts inventory, safety program.
4. **Past Performance** – three municipal references with contact info.
5. **Pricing Schedule** (Section 5 table).
6. **Compliance Documents** – insurance certificates, sample reports, E-Verify, etc.

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## 7 Evaluation Criteria

Evaluation Criteria	
Factor	Weight
Technical Approach & Methodology	30%
Cost	25%
Team Qualifications & Certifications	15%
Past Performance / References	15%
Local Presence & Response Capability	10%

Scoring: 1 – Poor ... 5 – Excellent; highest composite score recommended for award.

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## 8 Submission Instructions

Four hard copy sealed and labeled “Elevator Maintenance RFP #25-010 to:

**Kelly Axt, Administrative Services Director**

City of Powder Springs  
1114 Richard D. Sailors Pkwy  
Powder Springs, GA 30127

E-mail questions only to [kaxt@cityofpowdersprings.org](mailto:kaxt@cityofpowdersprings.org) with subject “Elevator RFP Question.”

Late or incomplete proposals will not be accepted.

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## 9 Key Dates

- RFP Issuance: June 27, 2025
- ***Mandatory Site Visit: July 8, 2025***
- Questions Submitted By: July 11, 2025
- Proposal Submission Deadline: July 18, 2025
- Anticipated Contract Award: August 13, 2025
- Anticipated Notice to Proceed (NTP): August 18, 2025

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## 10 Reservation of Rights

The City reserves the right to reject any or all proposals, waive informalities, request clarifications, and negotiate with the top-ranked respondent(s) if deemed in the City’s best interest. Submission of a proposal confers no rights to the proposer nor obligates the City in any manner.