

# Request For Proposal

## City Hall Elevator Upgrades

*City of St. Joseph, Department of Public Works  
1160 Broad Street St. Joseph, MI 49085*

## **I. Purpose**

This Request for Proposal ("RFP") is to provide interested **Contractors** with sufficient information to submit proposals for consideration by the City of St. Joseph ("City") in connection with its needs for an upgrade to its passenger elevator at City Hall 700 Broad Street, St. Joseph, MI.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the Bidder will be significant factors in award of this contract. Final decision on selection of the Bidder for this project will be determined by the City Commission. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take what other action is appropriate as determined by the City to be in the best interest of the City.

A complete Request for Proposal may be viewed or downloaded at [www.sjcity.com](http://www.sjcity.com), or mailed by contacting the City Clerk.

REQUEST FOR PROPOSAL: **City Hall Elevator Upgrades**  
CLOSING DATE AND TIME: **3:00 pm, September 30, 2025**

## **II. Scope of Work, Term, and Bid Specifications:**

Supply and install the devices and equipment needed to upgrade the elevator's controls and operating systems.

This work on the elevator will not include any upgrades to the car or basic raceway structure but will include the replacement of the car's interior control panels, door opening controls and other modernization of the components within the car and raceway.

This upgrade may require some changes to the buildings electrical systems that power the elevator and should be included in this scope.

The contractor will work with card access and fire alarm companies to synchronize their systems with the upgraded elevator systems.

All upgraded elevator systems must be non-proprietary systems that can be inspected, operated, programmed or generally worked on by any certified elevator company in the future. Replacement parts must also be readily available and non-proprietary to any repair company that may need them in the future.

Successful bidder must follow all state and local laws and regulations, OSHA safety requirements, industry best practice standards and EPA regulations on this project.

All bids must include cost of permits and any work done by the card access, fire system and electrical contractor companies.

Bids should be divided into the following cost category's: Elevator systems and equipment upgrade, card access and fire system work, and electrical upgrades. The city at its discretion, may decide to use its own resources to perform the card access, fire systems and electrical part of this project.

Work on this project can start any time after a contract is executed but once started, work must be on-going until the elevator is put back into general public service. It is understood that the contractor will have all materials on hand and arrangements/schedules made with subcontractors before starting this project to keep elevator shut-down time to a minimum.

Along with any manufacturer's warranties, the successful bidder will provide at least a one-year workmanship warranty.

A site visit is mandatory for all companies interested in bidding this project.

### **III. Issuing Officer (Point of Contact)**

Questions regarding the scope of work to be accomplished may be directed to Mike Christensen, Facilities Manager at (269) 930-4408. To schedule an appointment to see the job site, contact Mike Christensen by email at: [mchristensen@sjcity.com](mailto:mchristensen@sjcity.com) ; or by telephone at (269) 985-0310 (Office) or (269) 930-4408 (Mobile).

### **IV. Addenda**

In the event it becomes necessary to modify any part of this Request for Proposal, an addendum will be issued to all parties who received the original RFP and visit the site.

### **V. Instructions to Bidders**

Sealed bids are due at the at the St. Joseph City Clerk's Office no later than **3:00 pm, September 30, 2025**

Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. Sealed envelopes should be plainly marked:

Attention: City Clerk  
Re: **City Hall Elevator Upgrades**  
700 Broad Street  
St. Joseph, MI 49085

It is the sole responsibility of the Bidder to see that its proposal is received within the required time period. The city is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will be returned unopened.

### **VI. Incurring Costs**

The city is not liable for any costs related to respondents' preparation of their proposal.

### **VII. Withdrawal of Proposal**

Any Bidder may withdraw its proposal in person, by facsimile, or by letter, any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.

### **VIII. Opening of Proposals**

Proposals will be opened publicly at **3:00pm September 30, 2025** in the City Hall Commission Chambers, 700 Broad Street, St. Joseph, Michigan.

## **IX. Evaluation of Proposals**

It is the intent of the city to evaluate all proposals quickly and be prepared to recommend an award at the October 13, 2025 City Commission meeting.

## **X. Negotiations**

The City reserves the right to reject any and all proposals and negotiate with any source, in any manner necessary, deemed to be in its best interest.

## **XI. Award of Contract / Acceptance of Proposal (Terms and Conditions)**

The contents of this RFP and the respondent's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties.

In accordance with Michigan law, all projects with a contract amount over \$50,000.00 will require a performance and payment bond covering the entire amount of the contract price, which shall become binding upon the award of the contract. **No bid bond is required.**

The successful bidder must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability** Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability** Insurance, including Michigan No-Fault coverages, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the City of St. Joseph, all elected and appointed officials, employees, volunteers, boards, commissions, and/or authorities and boards, including members, employees and volunteers thereof. Bidder's insurance shall be primary and any other insurance City may have in effect shall be considered secondary and/or excess. The stated insurance requirements should not be

interpreted to limit the liability of the successful bidder. Coverage shall be maintained throughout the term of the agreement.

All insurance shall include an endorsement that contains a 30-day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

## **XII. Nondiscrimination**

The successful bidder shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the agreement.

## **XIII. Payment Terms:**

The City shall make payments to the successful bidder for actual services rendered within thirty (30) days following receipt of an acceptable invoice; or as otherwise mutually agreed.