



Mississippi Valley Library District

Collinsville Memorial Library Center
408 West Main Street
Collinsville, IL 62234
618-344-1112

Fairmont City Library Center
4444 Collinsville Road
Fairmont City, IL 62201
618-482-3966

Historic Blum House
414 West Main Street
Collinsville, IL 62234
mvl.d.org



REQUEST FOR PROPOSALS

Elevator Repairs/Upgrade

January 7, 2025

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Overview

The Mississippi Valley Library District (“Library”) invites proposals from certified and licensed vendors to repair and upgrade its existing hydraulic elevator located at the Collinsville Memorial Library, 408 W. Main St., Collinsville, IL 62234. The elevator was manufactured by Montgomery Elevator and installed in 1985. It serves the four levels of the library building. Proposals are invited from certified and licensed vendors specializing in elevator repair and maintenance.

Contact Person: Kyla Waltermire, Executive Director
kylaw@mvlid.org
618-344-1112 x 201

Date of Issue: January 7, 2025

Due Date: February 1, 2025

Submit to: Kyla Waltermire, Executive Director
Mississippi Valley Library District
408 W. Main St.
Collinsville, IL 62234
kylaw@mvlid.org

Mississippi Valley Library District Board of Trustees:

Jeanne Lomax, President; Ginny York, Vice President; Kathy Murphy, Secretary; Cathy Kulupka, Treasurer; and Trustees Ana Romero-Lizana and Mark Schusky

General

- This Request for Proposals (RFP) and addendum/addenda are available on the Library's website at <https://mvld.org/governance>.
- A site visit can be scheduled upon request to inspect the elevator prior to submitting a proposal.
- All questions pertaining to the RFP must be in writing and received no later than 5:00 PM on January 17, 2025. No questions will be accepted or answered verbally, nor will any question be answered after January 17, 2025 at 5:00 PM. Please send questions via email, using the subject line "Elevator Repairs/Upgrade RFP," to Kyla Waltermire at kylaw@mvld.org. All written questions will be answered via addendum/addenda and posted to the Library's website at <https://mvld.org/governance> by 5:00 PM on January 24, 2025.
- Any changes to the RFP or addendum/addenda will be posted no later than January 24, 2025 by 5:00 PM.
- Prospective vendors are responsible for checking the Library's website to ensure that they have the most current information about this RFP.
- The Library is not liable for any costs incurred by any vendor or agent thereof in connection with this RFP. Expenses incurred by responding vendors and their agents are the sole responsibility of the vendor and may not be billed or charged to the Library now or at any time in the future.
- Deadline for proposal submission is **February 1, 2025 at 5:00 PM**. Please submit a printed copy of the proposal to the address noted below:

Kyla Waltermire, Executive Director
Mississippi Valley Library District
408 W. Main St.
Collinsville, IL 62234

An electronic copy of the proposal should also be sent to kylaw@mvld.org by the deadline noted above.

- All submitted proposals are binding until May 2, 2025 – ninety (90) calendar days following the RFP submission due date.

Scope of Project

The Mississippi Valley Library District (“Library”) invites proposals from certified and licensed vendors to repair and upgrade its existing hydraulic elevator located at the Collinsville Memorial Library, 408 W. Main St., Collinsville, IL 62234. This elevator was manufactured by Montgomery Elevator and installed in 1985. The Library is in need of cost effective and reliable repairs and upgrades to the existing conveyance in order to provide safe and ADA-compliant access for patrons and staff to the four floors of the Library.

Proposals are invited from certified and licensed vendors specializing in elevator repair and maintenance. The elevator is currently non-operational, with the following known issues:

- HYDRAULIC JACK CYLINDER ASSEMBLY. The hydraulic jack cylinder assembly is inoperable and needs to be replaced in full. Oil is leaking into the soil below the elevator; the hole will need to be cleared out and replaced with clean fill.
- POWER UNIT. The power unit is in need of replacement due to its age.
- SOLID STATE STARTER. The current starter system is outdated and in need of replacement.

The selected vendor will be responsible for diagnostics (if needed); replacement of the above-named components; testing and calibration to ensure safe and reliable operation; restoring the elevator to fully operational status; compliance with all relevant local, state, and federal safety and accessibility codes and standards including but not limited to passing a mandatory State Fire Marshal inspection and meeting ADA requirements; and providing the Library with documentation of all work performed and information about warranties/guarantees on repairs.

Vendors should include all three cost proposals outlined below:

- Hydraulic jack cylinder assembly only.
- Power unit and solid state starter combined.
- Hydraulic jack cylinder assembly, power unit, and solid state starter combined.

Vendors should also include opportunities for any energy efficiencies or cost savings that may be realized during this project, including but not limited to: cost savings for

completing all the proposed work at the same time and/or discounts for providing payment in full. Vendors should also include costs for providing maintenance service on the repaired and upgraded elevator on an ongoing basis (i.e., annual maintenance service contract).

Vendors should have a verifiable record of successful experience with the repairing and upgrading of similar elevators. The selected vendor shall provide and furnish all of the work, labor, supervision, services, material, and equipment that are reasonably necessary to provide the Library with a fully functioning, State of Illinois-certified elevator service. The project shall be performed in accordance with all applicable laws, codes, rules, regulations, statutes, ordinances, and the standards of all applicable utilities and authorities having jurisdictions over the project.

Evaluation Process and Criteria

The vendor that is awarded the contract will need to demonstrate an ability to provide a high level of skill and expertise in elevator repair and upgrade projects. Additionally, the selected vendor will need to work in close partnership with Library staff to ensure that there is minimum disruption of Library services and patron traffic during the project's work. The Library is open 64 hours per week and receives hundreds of visitors daily.

The RFP will be published and notice of its release sent to a select number of vendors with relevant experience. The RFP and addendum/addenda will also be available on the Library website at <https://mvld.org/governance>. The Library will select the vendor based on the vendor's professed ability to meet the overall expectations of the Library. The following criteria will be used in the selection process:

- Responsiveness and completeness of the response provided to the RFP;
- Experience and qualifications of the vendor (including but not limited to necessary certifications and licenses);
- Understanding of project scope and technical approach;
- Cost competitiveness and clarity of costs;
- References and past performance;
- Overall project management and ability to accomplish a project of this nature within the proposed time and schedule; and
- Warranties/guarantees and post-repair support.

Selection Process

The contract will be awarded to the lowest responsible and eligible vendor complying with the conditions and requirements provided in this RFP. The Library's Executive Director will review and evaluate the written responses to the RFP. The Executive Director may, at their discretion, seek expert advice in reviewing the responses. The Executive Director will make a recommendation to the Library's Board of Trustees, which will make the final decision and authorize the Executive Director to enter into contract negotiations with the successful vendor. If these negotiations fail, the Library will proceed with contract negotiations with the vendor scoring second, and so on. Unsuccessful respondents will be notified as soon as possible.

The Library reserves the right to reject any and all submissions at its sole discretion, accept a proposal based on considerations other than cost, and waive or modify any provision of this RFP. The Library also reserves the right to adjust the timeline of the project as it deems necessary.

The selected vendor will be required to sign a contract outlining the terms of the agreement. The agreement will include, but not be limited to, verifying compliance with the certifications laid out in this document on p.11.

Submissions

Submit one (1) printed copy of the completed response to this RFP no later than 5:00 PM on February 1, 2025, to:

Kyla Waltermire, Executive Director
Mississippi Valley Library District
408 W. Main St.
Collinsville, IL 62234

An electronic copy of the response must also be sent to kylaw@mvlid.org by the deadline noted above.

Late submissions will not be accepted. Proposals will not be opened in public, and proposal information will be kept confidential until an award is made. An acknowledgement will be sent for each proposal received.

The response must include the following required information. Submissions should not exceed 15 single-spaced pages. The submission may be printed single-sided or double-sided as long as it does not exceed the 15 single-spaced page limit.

Required Information

Vendors must have a strong record of installing, repairing, and upgrading elevators in public buildings such as libraries, museums, or similar governmental and non-profit organizations. Vendors must familiarize themselves with the condition of the existing elevator to assess the method, timeline, and cost of the project. The following should be included in the submission in the stated order:

1. Company Information

- a. Vendor's name, address, and contact information.
- b. Contact person's name, address, and contact information.
- c. Brief history and overview of the company.

2. Experience, References, Certifications, and Licenses

- a. Discuss vendor's experience and, in particular, the team's experience with installing, repairing, and upgrading elevators in public facilities in general and public libraries in particular.
- b. Provide references from at least three (3) recent clients. For these clients provide:
 - i. Name and address of client.
 - ii. Name, telephone number, and email address of the client contact person.
 - iii. Summary of the project, including budget and year completed.
- c. Provide proof of all required certifications and licenses to perform elevator installation, repair, and upgrades in Illinois.
- d. Provide verification of adherence to the certifications listed on p.11 of this document.
- e. Provide proof of insurance, including general liability and workers' compensation coverage.
- f. Provide proof of compliance with the Prevailing Wage Act.

3. Technical Approach

- a. A concise statement that demonstrates the vendor's understanding of the project and scope of services sought by the Library.
- b. Description of the vendor's approach to the project.

- c. Description of the implementation of the project, including listing of specific tasks.
- d. Proposed completion date and timeline for the project, including key milestones.
- e. Any work that may have to be completed outside of the regular service hours of the Library.
- f. Any work that the Library will have to perform as a result of repairing/upgrading the existing elevator.
- g. Impact, if any, on the daily operations of the Library.
- h. Warranties/guarantees for parts and labor.
- i. Details of maintenance/service contracts.

4. Cost Proposal

- a. Provide information on the proposed cost. The total cost should be expressed as a “fee not to exceed” figure which itemizes all the costs of repairing and upgrading the existing elevator and related fees based on the scope of the project discussed above. The response should also itemize the costs, if necessary, for what would be considered “additional services” if requested by the Library and/or for anticipated reimbursable costs. Vendors will also provide a complete description of work that will need to be performed by other contractors or the Library with detailed costs.

Other Information

The vendor may provide other pertinent information in the response that make it uniquely qualified for the proposed project.

Responding vendors shall at all times observe and comply with all federal, state, and local laws, ordinances, regulations, and requirements that in any manner affect the conduct of the project, and with all federal, state, and local laws and policies of non-discrimination, sexual harassment, prevailing wages, and others applicable thereto. Vendors will also secure and maintain appropriate insurance coverage in effect throughout the duration of the project.

Timeline

The Library would like to move quickly in the selection of a vendor to complete the repairs and upgrades to its elevator. The selected vendor should be prepared to begin work immediately after a contract is signed.

Item	Due Date
Issuance of RFP	January 7, 2025
Deadline for vendors to submit questions	January 17, 2025 at 5:00 PM
Addendum/addenda and/or changes to RFP posted	January 24, 2025 at 5:00 PM
Completed proposals due	February 1, 2025 at 5:00 PM
Proposals reviewed by Executive Director	February 2-8, 2025
Selection by Board of Trustees and notification	February 16-22, 2025
Complete negotiations and approval of contract	February 18-24, 2025
Expected completion date	TBD by contract

CERTIFICATIONS

1. Bribery. The Contractor certifies that it is not barred from being awarded a contract or subcontract under Section 10.1 of the Illinois Purchasing Act.
2. Bid-Rigging/Bid Rotating Law. The Contractor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961 [720 ILCS 5/33E-1 et seq.].
3. Social Security, EIN and Legal Status Disclosure. The Contractor certifies that it has or will disclose, under penalties of perjury, its correct social security number if an individual or sole proprietor, or its Employer Identification Number, if a partnership, corporation, or other entity; the manner in which it is doing business; and its state and United States residency status.
4. Drug Free Workplace. The Contractor agrees to complete, if awarded the contract, the Drug Free Workplace Certification which will become a part of the contract.
5. Fair Employment. The Contractor certifies that it has not and will not commit a civil rights violation as defined in the Illinois Human Rights Act [775 ILCS 5/1-101 et seq.] and further agrees to take affirmative action to ensure that no civil rights violation is committed. The Contractor further certifies that it does not and will not discriminate in its employment practices against persons because of their race, religion, sex, place of national origin, or any other protected classification and that any subcontractors will so certify in their own contracts.
6. Prevailing wage Law. The Contractor certifies that they will comply with the Prevailing Wage Law of Illinois [820 ILCS 130/0.01 et seq.] and that any subcontractors will so certify in their own contracts.
7. Sexual Harassment. The Contractor acknowledges the illegality of sexual harassment and acknowledges Illinois Public Act 87-1257 and certifies that it is, has been and will be in compliance therewith and has a sexual harassment policy in accordance with paragraph (4) of subsection (A) of Section 2-105 of the Illinois human Rights Act. A copy of the policy shall be provided upon request.
8. General Laws. The Contractor certifies that it is, has been and will be in compliance with all applicable Federal, State and local laws, regulations and ordinances pertaining to the performance of work hereunder.
9. Maintenance of Records. The Contractor agrees and certifies that it will, keep and maintain, for a minimum of five (5) years after completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and use of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit; and the contractor agrees to cooperate fully with any audit. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the System or State of Illinois for the recovery of any funds paid under the contract for which adequate books, records and supporting documents are not available to support their purported disbursement.