

**Elevator Inspection Services
Request for Proposals (RFP) - 2018-03**



TYPE OF PROJECT: Request for Proposal (RFP) for Elevator Inspection Services

DATE OF ISSUANCE: Tuesday, May 1, 2018

DESCRIPTION OF SERVICES: The Amsterdam Housing Authority (AHA) is a public housing agency located at 52 Division St. Amsterdam, New York. The AHA is accepting proposals for elevator inspection services at all of its sites.

CONTACT PERSON: Damaris G. Carbone, Executive Director
procurement@amsterdamhousingauthority.org

LAST DAY FOR QUESTIONS: Monday, May 21, 2018 at 2:00 pm

SUBMISSION DEADLINE: Tuesday, June 5, 2018 at 2:00 pm

SUBMISSION ADDRESS: Amsterdam Housing Authority
52 Division Street
Amsterdam, NY 12010

CONTRACT AWARD DATE: Tuesday June 12, 2018

Separate sealed proposals will be accepted at the AHA's Administrative Office, 52 Division Street, Amsterdam, NY 12010, until the date and time noted above. Proposals will be held in confidence and not released in any manner until after contract award.

Introduction

The Amsterdam Housing Authority (AHA) is a public housing agency located at 52 Division St. Amsterdam, New York. The AHA is accepting proposals for Elevator Inspection Services of all of its elevators.

The Amsterdam Housing Authority will receive proposals until **2:00 p.m. local time on Tuesday June 5, 2018** at 52 Division Street, Amsterdam, NY 12010. Proposals will be held in confidence and not released in any manner until after contract award. Bids received after this time will not be accepted and returned to the bidder unopened. Email and fax proposals will not be accepted.

Any questions regarding this RFP should be directed to procurement@amsterdamhousingauthority.org.

Scope of Work

Completion of annual and periodic elevator inspections with a one-year contract and the option to extend for three years. Inspections are to be in accordance with Code ASME A 17.1. Pricing should be firm and fixed, broken down per site, per inspection, totaling four inspections at two per year.

Description & Location of Elevators

- 1) High Rise Towers - 26 Wall Street, Amsterdam, NY 12010
 - a. - Two (2) traction elevators
- 2) Stratton Apartments - 95 Division Street, Amsterdam, NY 12010
 - a. Two (2) traction elevators

Pre-proposal site visits are optional. Bidder may request to visit the project location prior to submitting a proposal for a clear understanding of the scope of work. Site visits may be arranged by contacting Damaris G. Carbone at the above-listed contact information.

The Amsterdam Housing Authority encourages all relevant Section 3 business concerns to submit a proposal for consideration with documentation properly identifying itself as a Section 3 business.

The AHA reserves the right to reject any proposals and to waive any informality in the proposals received whenever the Authority determines the rejection or waiver is in its best interest. The AHA also reserves the right to reject proposals from any firm who has previously failed to perform properly and/or complete work of contracts in a timely manner.