

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA

Chickasha, Oklahoma

REQUEST FOR PROPOSAL

Campus-Wide Elevator Routine Maintenance Services

RFP No. USAO-ELEV-RFP-2026-01

Issue Date: June 1, 2026 • Proposals Due: June 24, 2026, 5:00 p.m. CT

Single award covering all campus elevators — ten (10) units across eight (8) buildings.

1. Introduction & Purpose

The University of Science and Arts of Oklahoma (“the University” or “USAO”) is soliciting competitive proposals from qualified elevator service contractors to provide routine preventive maintenance, inspection support, and on-call repair service for all elevator units on its Chickasha campus.

The University intends to award a single contract to one qualified provider covering all units listed in Section 3. The objective is consistent service quality, a single point of accountability, and competitive whole-campus pricing.

This RFP covers routine maintenance and repair only. Major modernization projects (including the Davis Hall modernization scheduled for December 2026) are procured separately. Upon completion of any modernization, the affected unit shall be added to this maintenance contract under the same terms (see Section 4.6).

2. Scope of Services

The selected contractor shall provide a full-service preventive maintenance program for all units in Section 3, including but not limited to:

- **Scheduled preventive maintenance** on a regular cycle, including examination, cleaning, lubrication, and adjustment of all elevator equipment.
- **Routine inspections and testing** as required by applicable code, and support for State of Oklahoma annual/periodic inspections (presence of a technician, required testing, and correction of deficiencies within the contractor’s scope).
- **Callback / on-call repair service** for malfunctions, including entrapments, during and outside normal business hours.
- **Minor repairs and replacement** of worn or defective components per Section 4.4.
- **Maintenance recordkeeping** — a current maintenance log/MCP at each unit and digital service reporting to the University.
- **Correction of open maintenance deficiencies** identified in the University’s April 2026 condition surveys (deficiency lists available upon request) within an agreed timeframe after contract start.

3. Elevator Equipment Inventory

The contract covers the following ten (10) hydraulic passenger/freight elevators. Equipment data is drawn from condition surveys performed in April 2026 and is provided for proposal purposes; bidders are encouraged to conduct a pre-proposal site walk-through (Section 6) to verify conditions.

Building	Unit	Mfr. / Year	Speed / Capacity	Floors Served	Controller / Notes
Davis Hall	PE1	Dover, 1969	100 FPM / 3,500 lb	1, 2, 3	Relay; single-bottom jack risk. Modernization scheduled Dec 2026.
Troutt Hall	PE1	ESCO, 1989	100 FPM / 2,500 lb	1, 1R, 2, 3	Relay; legacy parts. Mod. candidate (2–3 yr).
Austin Hall	PE1	ESCO, 1980	80 FPM / 1,500 lb	1, 2, 3	Relay; legacy parts. Mod. candidate (2–3 yr).
Student Center	PE2 (Front)	Dover, 1987	150 FPM / 3,000 lb	B, 1, 2	Relay; legacy parts. Mod. candidate (2–3 yr).
Student Center	PE1 (Back)	TK/Dover, 2001	125 FPM / 2,100 lb	1, 2, 3	Relay; ongoing maintenance.

Building	Unit	Mfr. / Year	Speed / Capacity	Floors Served	Controller / Notes
Student Center	FE1 (Freight)	Dover, 1998	100 FPM / 2,000 lb	B, 1, 2	Relay; condition rated poor. Mod. candidate (3–5 yr).
Nash Library	PE1	Dover, 1994	150 FPM / 2,500 lb	LL, 1, 2, 3, 4	Relay; legacy parts. Mod. candidate (2–3 yr).
Lawson Clubhouse	PE1	Schindler, 2002	100 FPM / 2,100 lb	1, 2	SmartRise (non-proprietary) controller.
Canning Hall	PE1	Schindler, 2008	100 FPM / 2,500 lb	1, 2	SmartRise (non-proprietary) controller.
Gary Hall	PE1	Dover, 1993 (mod. 2021)	100 FPM / 2,000 lb	1, 2	SmartRise (non-proprietary) controller.

Note: Several newer units (Lawson, Canning, Gary) use non-proprietary SmartRise controllers, which are serviceable by multiple providers. Bidders shall confirm they are equipped and trained to service both legacy relay logic and non-proprietary microprocessor controllers.

4. Service Requirements

4.1 Maintenance Frequency

Contractor shall perform scheduled preventive maintenance no less than monthly for each unit, following a documented task schedule appropriate to each unit's equipment type, age, and usage. Monthly service is the standard interval for institutional passenger elevators of this type.

4.2 Response Times

- **Entrapment / safety emergency:** on-site within sixty (60) minutes, 24 hours per day, 365 days per year.
- **Unit out of service (non-entrapment):** on-site within four (4) business hours of notification.
- **Routine callback / non-urgent:** on-site by the next business day.

4.3 Coverage Hours

Routine preventive maintenance shall be performed during normal business hours (Monday–Friday). Emergency callback coverage shall be provided 24 hours per day, 7 days per week, including holidays. Callback labor for entrapments and safety emergencies is included in the base contract price. Non-emergency callbacks requested outside normal business hours shall be billed at the overtime labor rates stated in Section 5.2. Proposers shall confirm this arrangement or note any exception.

4.4 Parts, Materials & Repairs Included

The University requires a full-service maintenance contract: all routine and wear-related parts, materials, and labor are included in the base contract price, providing predictable annual budgeting. Proposers shall confirm full-service coverage and clearly identify any exclusions. The proposal should address:

- Lubricants, wiping cloths, and standard maintenance consumables.
- Wear components (e.g., relays, contacts, rollers, belts, seals, switches).
- Hydraulic oil and minor seal/packing repairs.
- Treatment of obsolete/legacy parts (sourcing, rebuild, or substitution) for relay-logic units.
- Items excluded from the base price and any per-item or hourly rates for excluded work.

4.5 Code & Inspection Support

Contractor shall maintain all covered units in compliance with applicable ASME A17.1 / A17.3 and State of Oklahoma requirements, support all required state inspections, and promptly correct any deficiencies that fall within the maintenance scope. Code-mandated upgrades requiring capital work (“work by others”) are outside this contract but shall be documented and reported to the University.

4.6 Adding or Removing Units

Newly modernized or newly installed units (including Davis Hall upon completion of its December 2026 modernization) shall be added to this contract at a per-unit rate consistent with the proposal pricing. The University reserves the right to add or remove units with thirty (30) days’ written notice and a proportional adjustment to the contract price.

5. Contract Term & Pricing

5.1 Term

The initial contract term shall be one (1) year, commencing July 1, 2026 and ending June 30, 2027. Thereafter, the contract shall renew automatically for successive one-year terms unless either party provides written notice of non-renewal or termination at least sixty (60) days prior to the end of the then-current term. All renewals are subject to the availability of annual appropriations; the University’s obligations in any renewal year are contingent upon funds being appropriated for that purpose.

5.2 Pricing Format

Proposers shall provide pricing in the following format to allow direct comparison:

1. **Annual base maintenance price** — total for all units, and a per-unit breakdown by building.
2. **Hourly labor rates** for work outside the base scope — straight time, overtime, and holiday/emergency rates.
3. **Annual escalation** — the percentage or index governing any year-over-year price adjustment on renewal.
4. **Per-unit rate** for adding newly modernized/installed units mid-term.

5.3 Price Firmness

Base maintenance pricing shall remain firm through the initial term. Renewal-term escalation shall not exceed the rate stated in the proposal.

6. Proposal Submission Requirements

To be considered responsive, each proposal shall include:

1. Company profile, years in business, and local/regional service office location and staffing.
2. Evidence of Oklahoma elevator contractor licensing and certified/qualified mechanics.
3. Certificates of insurance evidencing, at minimum: Commercial General Liability of \$1,000,000 per occurrence; Automobile Liability of \$1,000,000 combined single limit; and Workers’ Compensation at Oklahoma statutory limits with Employer’s Liability of \$1,000,000. The University shall be named as additional insured on the general liability and automobile policies, with thirty (30) days’ notice of cancellation.
4. Demonstrated experience servicing both relay-logic and non-proprietary (SmartRise) controllers.
5. A disclosure of any covered unit the proposer cannot fully maintain, diagnose, or adjust due to proprietary controllers, software, service tools, or parts. For all legacy and OEM-dependent equipment (including the Dover and ThyssenKrupp/Dover units), the proposer shall describe

how it will obtain obsolete or discontinued replacement parts (OEM, aftermarket, rebuilt, or fabricated) to keep each unit in safe operation. Any unit the proposer cannot fully service shall be identified by building and unit.

6. At least three (3) references from comparable institutional or higher-education clients.
7. A sample preventive maintenance task schedule and sample service report.
8. Completed pricing in the Section 5.2 format.
9. Acknowledgment of all addenda and any exceptions taken to this RFP.

A pre-proposal site walk-through is scheduled for June 11, 2026; attendance is strongly encouraged so proposers can verify equipment conditions. Written questions are due by June 15, 2026; responses will be issued by addendum to all proposers no later than June 18, 2026.

7. Evaluation Criteria

Proposals will be evaluated on best overall value to the University, not lowest price alone. Suggested weighting (adjust as needed):

- Price (base maintenance + labor rates + escalation) — 40%
- Relevant experience, references, and qualifications — 25%
- Local service capability and stated response times — 20%
- Maintenance program quality and reporting — 15%

The University reserves the right to reject any or all proposals, to waive informalities, and to award in the best interest of the University.

8. Procurement Schedule & Contact

- RFP issued: June 5, 2026
- Proposals due: June 24, 2026, 2:00 p.m. CT — submit to the procurement contact below
- Anticipated award: June 26, 2026
- Contract start: July 1, 2026

Procurement Contact (sole point of contact for this RFP):

David Smith, Executive Director of Operations and Controller

University of Science and Arts of Oklahoma, 2108 S. 19th Street, Chickasha, Oklahoma 73018

Dsmith2@usao.edu • 405-574-1211

All questions and communications regarding this RFP shall be directed in writing to the procurement contact only. Contact with other University personnel concerning this RFP may result in disqualification.