

REQUEST FOR PROPOSALS
Elevator Maintenance and Repair Services
Vermont State Colleges System d/b/a Vermont State University

ISSUED BY

Vermont State University

APPLICATION DEADLINE

December 1, 2025, 5:00 pm Eastern Time

APPLICATION INSTRUCTIONS

Email PDF versions of all documents to stephanie.nault@vermontstate.edu by the deadline, using the following naming convention:

- **Email Subject Line:** VTSU Elevator Bid
- **Bid Form:** VTSU Elevator Bid

QUESTIONS REGARDING THE RFP

Questions regarding this RFP may be directed to Stephanie Nault

Stephanie.Nault@Vermontstate.edu. For fastest response please enter **Elevator Maintenance RFP Question** in the subject line of your message. All questions must be submitted by November 14, 2025, 4:00pm ET. Answers will be provided by November 21, 2025, 3:00pm ET, and will be available on www.vsc.edu/rfps.

SITE VISIT

The sites will be available for pre-bid viewing at 124 Admin Dr, Randolph Center, VT 05061; 1041 McGoff Hill Rd, Lyndonville, VT 05851; 337 College Hill Rd, Johnson, VT 05656; 573 South Street, Castleton VT 05735; and 201 Lawrence Pl, Williston, VT 05495 on the dates specified below. Please call the numbers listed on the site visit dates once you have arrived, and we will assist you in the viewing. Please submit any question in writing prior to the end of the Question and Answer period described above. Questions and answers will be available to all on the website above.

Site Visits for Review of Elevators					
Date	Time	Location	Contact	2nd contact	
11/3/2025	9-11AM	124 Admin Drive Randolph Center, VT 05061 Facilities Building	802-353-6192	802-585-8036	
11/4/2025	9-11AM	1041 McGoff Hill Road, Lyndonville, VT 05851 Facilities Building	802-461-9262	802-585-8036	
11/4/2025	1-3PM	337 College Hill Road, Johnson, VT 05656 Facilities Building	802-369-8133	802-585-8036	
11/3/2025	1-3PM	201 Lawrence Pl, Williston, VT 05495	802-760-9352	802-585-8036	
11/6/2025	9-11AM	573 South Street, Castleton VT 05735	802-299-9747	802-585-8036	

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VERMONT STATE COLLEGES SYSTEM OVERVIEW

The VSCS is currently undergoing a significant transformation, with the guidance of the Governor, Legislature, the Board of Trustees, and the State's Select Committee on the Future of Public Higher Education in Vermont. The VSCS began working on internal transformation in summer 2020 with the VSCS Forward Task Force and several institutional tasks forces including NVU Strong and VTC's Transformation Advisory Team.

The [Vermont State Colleges System](#) (VSCS) is comprised of two member institutions – [Community College of Vermont](#) (CCV) and Vermont State University (VTSU). The system educates over ten thousand Vermonters and non-Vermonters each year, employs over three thousand Vermonters, and in Spring 2020, graduated over eighteen hundred Vermonters and out-of-state students into the workforce with certificates and degrees.¹

SCOPE OF SERVICES

The Vermont State Colleges System seeks interested parties to submit competitive bids to provide licensed elevator maintenance and repair services in university owned and operated buildings. The selected contractor will provide routine, non-routine, and emergency testing, maintenance, and repair services for all University facilities elevators. The selected contractor must comply with all local and State laws, rules, and regulations specifically including those related to elevator maintenance. The contract start date is anticipated to be 2/1/2026.

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¹[VSCS Sourcebooks](#) as well as [Board & Committee Meeting Materials and Minutes](#) are available on the System's website.

Elevator Locations and Numbers

There are multiple building locations across each campus. Listed below are the site total numbers with main address points.

VTSU ELEVATORS BY CAMPUS AND LOCATION				
LOCATION	ADDRESS	BUILDING	#	TYPE
VSU LYNDONVILLE	1001 COLLEGE RD LYNDONVILLE VT 05851-4001	ACTIVITIES BLDG	1	HYDRAULIC
VSU LYNDONVILLE	1001 COLLEGE RD LYNDONVILLE VT 05851-4001	SHAPE/BOLE GYM	1	HYDRAULIC
VSU LYNDONVILLE	1001 COLLEGE RD LYNDONVILLE VT 05851	ACADEMIC CENTER	1	HYDRAULIC
VSU LYNDONVILLE	1001 COLLEGE RD LYNDONVILLE VT 05851-4001	ASAC	1	HYDRAULIC
VSU LYNDONVILLE	1001 COLLEGE RD LYNDONVILLE VT 05851-4001	VAIL HALL	1	HYDRAULIC
VSU LYNDONVILLE	1001 COLLEGE RD LYNDONVILLE VT 05851-4001	WHEELOCK HALL	1	HYDRAULIC
VSU LYNDONVILLE	1001 COLLEGE RD LYNDONVILLE VT 05851-4001	RITA BOLE STUDENT HSG	1	HYDRAULIC
VSU JOHNSON	337 COLLEGE HL JOHNSON VT 05656-9741	BENTLEY SCIENCE HALL	1	HYDRAULIC
VSU JOHNSON	337 COLLEGE HL JOHNSON VT 05656-9741	MCCLELLAND HALL	1	HYDRAULIC
VSU JOHNSON	337 COLLEGE HL JOHNSON VT 05656-9741	LIBRARY LEARNING CNTR	2	HYDRAULIC
VSU JOHNSON	COLLEGE HILL JOHNSON VT 05656	STEARNS DINING HALL	2	HYDRAULIC
VSU JOHNSON	CARTER GYM/SHAPE BUILDING JOHNSON VT 05656	CARTER GYM/SHAPE BUILDING	1	HYDRAULIC
VSU JOHNSON	337 COLLEGE HL JOHNSON VT 05656-9741	DIBDEN CENTER FOR ARTS B16	1	HYDRAULIC
VSU JOHNSON	337 COLLEGE HL JOHNSON VT 05656-9741	ARTHUR HALL	1	HYDRAULIC
VSU CASTLETON	300 SOUTH ST CASTLETON VT 05735-4452	FINE ARTS BLDG	1	HYDRAULIC
VSU CASTLETON	300 SOUTH ST CASTLETON VT 05735-4452	STAFFORD ACADEMIC HALL	1	HYDRAULIC
VSU CASTLETON	300 SOUTH ST CASTLETON VT 05735-4452	LEVENWORTH	1	HYDRAULIC
VSU CASTLETON	300 SOUTH ST CASTLETON VT 05735-4452	WOODRUFF HALL	1	HYDRAULIC
VSU CASTLETON	300 SOUTH ST CASTLETON VT 05735-4452	COOLIDGE HALL/LIBRARY	1	HYDRAULIC
VSU CASTLETON	300 SOUTH ST CASTLETON VT 05735-4452	CAMPUS CENTER	1	HYDRAULIC
VSU CASTLETON	300 SOUTH ST CASTLETON VT 05735-4452	ADAMS HALL	1	HYDRAULIC
VSU CASTLETON	300 SOUTH ST CASTLETON VT 05735-4452	HASKELL HALL	1	HYDRAULIC
VSU CASTLETON	300 SOUTH ST CASTLETON VT 05735-4452	OLD CHAPEL	1	HYDRAULIC
VSU CASTLETON	300 SOUTH ST CASTLETON VT 05735-4452	NEW DORM, BABCOCK	1	HYDRAULIC
VSU CASTLETON	300 SOUTH ST CASTLETON VT 05735-4452	SCIENCE CNTR	1	HYDRAULIC
VSU CASTLETON	HOFF HALL CASTLETON VT 05735	HOFF HALL	1	HYDRAULIC
VSU CASTLETON	300 SOUTH ST CASTLETON VT 05735-4452	CASTLETON HALL	1	HYDRAULIC

VSU CASTLETON	100 COLLEGE DR CASTLETON VT 05735-4484	STUDENT HSG 100	1	HYDRAULIC
VSU CASTLETON	108 COLLEGE DR CASTLETON VT 05735-4484	SOUTH HOUSE	1	HYDRAULIC
VSU CASTLETON	COLLEGE DRIVE CASTLETON VT 05735	AUDET HOUSE	1	HYDRAULIC
VSU CASTLETON	100 DIAMOND RUN MALL RUTLAND VT 05701-4922	SPARTAN ARENA	1	HYDRAULIC
VSU CASTLETON	190 COLLEGE DR CASTLETON VT 05735-4484	SPARTAN ATHLETIC	1	HYDRAULIC
VSU CASTLETON	300 SOUTH ST CASTLETON VT 05735-4452	SPARTAN STADIUM	1	HYDRAULIC
VSU RANDOLPH	124 ADMIN DRIVE RANDOLPH CENTER VT 05061	ADMINISTRATION CENTER	1	HYDRAULIC
VSU RANDOLPH	124 ADMIN DRIVE RANDOLPH CENTER VT 05061	S.H.A.P.E PROJECT	1	HYDRAULIC
VSU RANDOLPH	124 ADMIN DRIVE RANDOLPH CENTER VT 05061	OLD DORM	1	HYDRAULIC
VSU RANDOLPH	124 ADMIN DRIVE RANDOLPH CENTER VT 05061	GREEN HALL	1	HYDRAULIC
VSU RANDOLPH	124 ADMIN DRIVE RANDOLPH CENTER VT 05061	CONANT HALL	1	HYDRAULIC
VSU RANDOLPH	124ADMIN DRIVE RANDOLPH CENTER VT 05061	MORRILL HALL	1	HYDRAULIC
VSU RANDOLPH	124 ADMIN DRIVE RANDOLPH CENTER VT 05061	CLARKE HALL ADDITION	1	HYDRAULIC
VSU RANDOLPH	EAST BETHEL ROAD RANDOLPH CENTER VT 05061	OLD RED SCHOOLHOUSE	1	HYDRAULIC
VSU RANDOLPH	124 ADMIN DRIVE RANDOLPH CENTER VT 05061	ALLEN HOUSE	1	LIFT
VSU RANDOLPH	124 ADMIN DRIVE RANDOLPH CENTER VT 05061	JUDD	1	LIFT
VSU WILLISTON	201 LAWRENCE PL, WILLISTON VT 05495	700 BUILDING	1	HYDRAULIC

Services Required

- Provide one point of contact for all campuses for the term of the contract to communicate inspections, conduct monthly meetings between the University and Vendor, review and track progress, and complete preventive maintenance (“PM completions”).
- Selected Vendor will be point of contact for inspections.
- Should ownership of certain buildings change during the contract term, VSCS will be able to remove elevators associated with that property from the contract with a corresponding proportional decrease to the price.

Contractor will regularly and systematically examine, adjust, lubricate, and if conditions warrant, repair, or replace the following on a quarterly basis:

- Machine: Including worm gear, thrust bearings, drive sheave, sheave shaft bearings, brake coil, brake linings, and components.
- Pump Unit: Including pump, V-belts, strainers, silencers, springs, and gaskets.
- Motor: Including motor windings, bearings, rotating element, commutators, brushes, and brush holders.
- Motor Generator: Including windings, bearings, rotating element, commutators, brushes, and brush holders.
- Jack Unit: Including plunger, guide bearing, packing, and packing gland.
- Controller: Including relays, resistors, contacts, coils, leads, fuses, transformers, timing devices, and solid-state components.
- Selector: including electrical or mechanical drive components, cams, contacts, relays, resistors, leads, transformers, and solid-state components.
- Governor: Including sheave bearings, shafts, contacts, and jaws.

- Car: Including power door operator, door protective devices, car door hangers, car door contact, load weighing equipment, car safety devices, and car guide shoes.
- Hoistway: Including deflector sheave, secondary sheaves, buffers, governor tension assemblies, guide rails, limit switches, compensating sheave assemblies, compensating chain of cables, traveling cables, hoistway and machine room wiring, hoistway door interlocks, hoistway door hangers and gibs, and auxiliary closer.
- Firefighters' Operation.
- Accessory Equipment: Including all accessory elevator equipment installed prior to commencement of this contract.
- Fixtures: Car and hall button stations, master indicator control panels, all signal fixtures including contacts, buttons, key switches, and locks. Lamps and sockets will be replaced during regular examinations only or will otherwise be subject to separate billing.
- Furnish Lubricants: Compounded to specifications and selected to give the best performance.
- Furnish and Maintain: Hydraulic fluid at proper operating level.
- Wire ropes: Will be renewed as often as necessary to maintain an adequate factor of safety and equalize the tension on all hoisting ropes.
- Battery Lowering
- Test and Inspect to ensure emergency phones are operable
- CATEGORY 1 & 5 TESTING, Dates per campus in Appendix attached

Financial Component

- Prices may not change during the term of the agreement resulting from the RFP without prior written approval from the University.
- Please include a Pricing proposal as identified below on a separate sheet, at a minimum it should include callback services, emergency services, and monthly maintenance fees.
- The contract will be issued for three (3) years with an option for two (2) additional one (1) year extensions. The total bid price is to be inclusive of all materials and associated services necessary to support a successful elevator service as described in this request. Rates for any mutually agreed-upon extension (for years four through five) shall be included.
- VTSU reserves the right to utilize an alternative elevator contractor for work outside the scope of this proposal.

Unsatisfactory Service

In the event that the University receives unsatisfactory services that are not quickly and routinely corrected, the Vendor shall have fifteen (15) calendar days from the receipt of written notice to resolve said problems. If said problem is not resolved by the Vendor, the University may then terminate this agreement for nonperformance with fifteen (15) days written notice.

Minimum Qualifications of Contractor

- The Contractor shall possess and maintain a current business license.
- The Contractor (or its key personnel) is required to have a minimum of five (5) years in performing elevator maintenance relevant to the scope of work.
- The selected Contractor shall be required to provide the University proof of insurance establishing a valid Certificate of Insurance meeting the state minimum General Liability and

Workers' Compensation requirements to be in effect for the full period of performance of any resulting contract. Contractor shall notify the University at least thirty (30) calendar days of any change or cancellation of said coverage. Cancellation or modification of coverage shall be considered unsatisfactory performance, which if unremedied, shall be considered just cause to cancel the contract, halt work on the contract, and/or to withhold payment for any work performance on the contract.

Company's Fees

All rates and fees must be listed in the proposal. Describe how and when the fees apply. The University will not be responsible for paying any fees not specifically listed. The fees and charges presented shall remain firm for the original term of agreement with the following exceptions that shall be adjusted to reflect:

- **Hours and Frequency of Service:** All routine work will be performed between the hours of 7:00 a.m. and 4:00 p.m. Monday through Friday, excluding holidays.

If any elevator equipment malfunction occurs after a related maintenance or repair service, Contractor shall provide call back service during regular working hours of regular working days at **no additional charge**. If University authorized call back services are required after a related maintenance or repair service, outside regular routine hours (7:00 a.m. and 4:00 p.m. Monday through Friday, excluding holidays), the Contractor will absorb the worked hours at regular hourly rates and will be reimbursed by the University for the difference between the regular hourly rate and the overtime or double time hourly rate.

Call back services shall be provided within twenty-four (24) hours of request.

- **Non-Routine and Emergency Services:**

Contractor shall provide the University with authorized non-routine maintenance, authorized repair services and authorized emergency service for all elevators.

Emergency service due to "services required" will be paid at straight time.

Emergency callback services shall be provided within four (4) hours of request.

Evaluation Criteria

After proposals are received, they will be evaluated and compared based on the criteria and matrix listed below. The purpose of this RFP is to identify those contractors having the interest, capability, and financial strength to provide elevator maintenance and services to the university.

Criteria	Weight	Maximum Points	Weighted total
Cost	4	10	40
Technician and Customer Support	3	10	30
Experience and Performance with comparable arrangements	2	10	20
Relationship/ Reputation Quality including references	1	10	10
Total			100

Method of Award

The contract will be awarded to the best overall fit and value based on services and products provided. The bidders will be contacted by 5:00pm on December 15, 2025. The VSCS, in its best interests, reserves the right to accept or reject any or all proposals, to accept or reject any item or combination of items therein, to waive any irregularities or informalities in any proposals of items therein, and/or to negotiate with bidders following the evaluation of proposals without right of recourse by other bidders. A top proposal would be assessed in the judgment of VSCS as best complying with all considerations set forth in this RFP. When VSCS has tentatively selected a successful proposal, VSC may engage in discussions with the bidder to formulate plans in greater detail, to clarify unclear items for either party, or to otherwise complete negotiations prior to formal selection.

GENERAL CONDITIONS

1. This RFP does not commit the Vermont State Colleges System to award a contract.
2. This RFP and the process it describes are proprietary to the VSCS and are for the sole and exclusive benefit of the corporation. No other party, including any Applicant, is granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the VSCS and may be subject to public disclosure as described in the Confidentiality section, below.
3. Submission of a bid indicates acceptance by the party of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Vermont State Colleges System and the chosen party selected.
4. Responses shall be binding upon the chosen party and irrevocable for up to 60 days following the close of applications.
5. From the release date of this request for proposal until award of the contract, no contact with Vermont State Colleges System personnel or board members related to this solicitation is permitted. Direct all communications to the designated contact on the first page of this request.
6. Any contract awarded will be governed by the laws of the State of Vermont and adjudicated in the exclusive jurisdiction of the court of the State of Vermont.
7. The Vermont State Colleges System reserves the right to:
 - a. Request clarification and additional information from any party during the evaluation process.

- b. Re-advertise with either an identical or a revised scope of work or cancel requirements in their entirety.
- c. Issue subsequent RFPs based on refinement of concepts proposed in response to this request.
- d. Conduct investigations of the qualifications of the Applicant as deemed appropriate.
- e. Request the Applicant modify the submitted proposal to more fully meet the needs of the Vermont State Colleges System.

CONFIDENTIALITY

The Vermont State Colleges System complies with the Vermont Public Records Act, 1 VSA § 315 *et seq.* which requires public agencies to allow any person to inspect or copy any public record upon request. Accordingly, applicants for this RFP are hereby advised that any communications, data or other information received by the Vermont State Colleges System during the RFP process could be subject to a public records request. However, certain public records are exempt from public inspection and copying, as set forth in 1 VSA § 317(c), including, for example, those portions of a record which meet the statutory definition of a trade secret. Accordingly, bidders must submit a second copy of their proposal, redacting any portion of the proposal that the bidder reasonably believes to be exempt from disclosure under the Public Records Act. **By submitting a proposal, you indicate that you understand your sole responsibility to provide a redacted version of any confidential materials and the potential applicability of Vermont's Public Records Act to your proposal.**

SUBMISSION REQUIREMENTS

All submissions are due no later than December 1, 2025, 5:00 pm Eastern Time.

BID FORM

Please Provide rates for authorized non-routine and emergency maintenance, authorized repair services, and authorized emergency service/repair in the chart below as well as identify the rate to add or subtract an elevator during the agreement.

Preventative/ Scheduled Maintenance (Monthly Rate)

\$ _____

Provide your company's definition of Overtime (i.e. After X hrs/day and/or X hrs/week):

Provide your company's definition of Double Time (i.e. After X hrs/day, X hrs/week, Holiday, etc.):

Task	Regular Hourly Labor Rate	Off Hour Labor Rate	Overtime Hourly Rate	Double Time Hourly Rate	% Markup on Material
Emergency Repairs/Calls					
Price Adjustment in subsequent years of contract					

Appendix

- Below are charts per campus for Category 1 and 5 testing

Johnson Campus

PM Completion		Qtr	2	2025
Unit #	Location	PM Date	Cat 1 Date	Cat 5 Date
B04277	Bentley Science Hall	6/26/2025	5/23/2025	4/15/2025
B04278	McClelland Hall	6/26/2025	3/19/2025	
B04279	Library Learning Center - #2	6/26/2025	4/15/2025	4/15/2025
B02480	Library Learning Center - #1	3/24/2025	2/13/2025	5/13/2020
B02481	Stearns Hall - Dining	6/26/2025	3/5/2025	5/7/2024
B02482	Stearns Hall - Kitchen	6/26/2025	5/7/2024	5/7/2024
B02483	Cater Gym/ Shape Building	6/26/2025	3/5/2025	3/13/2025
B02484	Diben Center for Arts	6/26/2025	3/26/2025	3/20/2025
B02485	Arthur Hall	6/26/2025	3/5/2025	

Lyndon Campus

PM Completion		Qtr	2	2025
Unit #	Location	PM Date	Cat 1 Date	Cat 5 Date
B04263	Activities Building - #1	6/24/2025	6/24/2025	3/24/2022
B04264	Activities Building - #2 THE	6/24/2025	8/18/2024	
B04265	SHAPE/Bole Gym	6/24/2025	3/26/2025	
B04266	Academic Center - #2 LIB	4/15/2025	8/18/2024	
B04267	Academic Center - #1	6/1/2025	3/26/2025	
B04268	Academic Building (ASAC)	7/16/2025	7/16/2025	7/16/2025
B04269	Vail Hall	6/24/2025	6/24/2025	10/16/2024
B04270	Wheelock Hall	6/24/2025	8/12/2024	
B04271	Rita Bole Student HSG	6/23/2025	6/23/2025	

Randolph/Williston

PM Completion		Qtr	2	2025
Unit #	Location	PM Date	Cat 1 Date	Cat 5 Date
B01466	Administration Bldg	6/26/2025	6/26/2025	
B01467	SHAPE Gym	6/25/2025	6/25/2025	
B01468	Old Dorm	3/28/2025	1/23/2025	
B01469	Green Hall	3/24/2025	3/24/2025	9/19/2022
B01470	Conant Hall	3/28/2025	6/26/2024	
B01471	Morrill Hall	6/26/2025	6/26/2025	8/26/2021

B01472	Robert Clarke Hall	3/28/2025	1/7/2025	8/26/2021
B01473	Red School House	3/28/2025	8/24/2024	
	Williston			7/1/2025

Castleton

VSU CASTLETON		Qtr	2	2025
Unit #	Location	PM Date	Cat 1 Date	Cat 5 Date
B01800	Sparton Stadium	6/12/2025	6/25/2024	
B00989	Fine Arts BLDG	4/22/2025	11/27/2024	
B00999	Stafford Academic Hall	5/9/2025	5/10/2024	
B01446	Levenworth	5/9/2025	1/31/2025	
B01447	Woodriff Hall	5/13/2025	5/13/2025	
B01448	Cooligde Hall/Library	5/13/2025	5/3/2024	
B01449	Campus Center	5/9/2025	5/14/2024	
B01450	Adams Hall	6/12/2025	6/12/2025	
B01451	Haskell Hall	6/12/2025	6/12/2025	
B01452	Old Chapel	7/8/2025	7/8/2025	
B01453	New Dorm, Babcock	6/12/2025	6/12/2025	
B01454	Science Ctr	5/9/2025	5/14/2024	
B01455	Hoff Hall	5/13/2025	5/13/2025	
B01456	Castleton Hall	6/12/2025	6/12/2025	
B01457	Student HSG 100	5/13/2025	4/1/2025	4/1/2025
B01458	South House	5/13/2025	1/8/2025	
B01459	Audet House	5/13/2025	1/8/2025	
B01460	Spartan Arena	5/13/2025	4/1/2025	4/1/2025
B01461	Spartan Athletic	5/9/2025	5/14/2024	
B00988	Fine Arts BLDG	2/7/2025		
B00998	Stafford Academic Hall	5/9/2025	5/10/2024	
B00986	Fine Arts BLDG	2/7/2025	11/27/2024	
B00987	Fine Arts BLDG	2/7/2025		