

**SWEET HOME CENTRAL SCHOOL DISTRICT
OF AMHERST AND TONAWANDA**

M E M O R A N D U M

TO: Michael V. Ginestre, Superintendent of Schools

FROM: Donald G. Feldmann, Asst. Superintendent for Finance & Plant Services

DATE: November 3, 2022

RE: Elevator Maintenance Request for Proposal (RFP)

The business office and Buildings & Grounds Supervisor Stephen Rozler developed a Request for Proposal (RFP) for elevator preventative maintenance and repair for the District's five (5) elevators. In addition to being advertised in the Amherst Bee, documents were mailed to six (6) potential vendors and proposals were received from three (3) vendors. The RFP requested the following:

- Cost to perform elevator preventative maintenance and repairs for five (5) consecutive years. The District requested pricing for preventative maintenance as well as pricing for repairs and labor as needed.
- Maintenance to be performed on the following District elevators:
 - o High School – Schindler Passenger Elevator (Main Lobby) / Hydraulic
 - o High School – Schindler Passenger Elevator (Pool) / Hydraulic
 - o High School – Otis Passenger Freight Elevator / Geared
 - o Middle School – Motion Control Passenger Elevator 1st floor / Hydraulic
 - o Middle School – Otis Passenger Freight Elevator / Hydraulic

Tabulation:

Below is a summary of the RFP results:

Vendor	Preventative Maintenance Performed	Monthly Cost	Total Cost	Labor Costs for Repairs not Covered by Maintenance
Bison Elevator Service Inc. #1	Annually	\$740	\$8,880	\$300 / hr.
Bison Elevator Service Inc. #2	Quarterly	\$890	\$10,680	\$300 / hr.
TK Elevator	Annually	\$824	\$9,888	\$325 / hr.
Elevator Maintenance of Buffalo	Annually	\$1,550	\$18,600	\$325 / hr.

Recommendation:

I recommend that we award the elevator maintenance contract to **Bison Elevator on a quarterly basis for a total of \$10,680.** By awarding a maintenance contract on a quarterly basis, we hope that this will minimize the number of repairs that may need to happen outside of this agreement. The District elevators are also several years old so more frequent maintenance is needed.