

**REQUEST FOR PROPOSALS (RFP)**  
**P/B #RFP101890 MIAMI MIDDLE SCHOOL ELEVATOR MODERNIZATION PROJECT**  
**FORT WAYNE COMMUNITY SCHOOLS**

The Board of School Trustees, Fort Wayne Community Schools (FWCS) is now accepting Proposals for: Miami Middle School Elevator Modernization Project.

1. Sealed Proposals will be received in the FWCS Facilities Department, 1519 Catalpa Street, Fort Wayne, Indiana 46802, until 2:00 p.m. EDT, Wednesday, October 21, 2026. Proposals received after that time will be returned unopened. The original copy of your Proposal must be sent via delivery service or hand-delivered.
2. Submit one (1) original Proposal plus five (5) complete hard copy of your Proposal. Additionally, an electronic copy of your Proposal must be submitted on a USB drive. Please omit any required company financial statement information, if required in this RFP document, from your RFP Proposal USB drive copy.
3. FWCS will only evaluate proposals meeting the guidelines and requirements as specified in this RFP.
4. If any Vendor submitting a proposal for this project is in doubt as to the true meaning of the specifications or other documents or any part thereof, Vendor shall request clarification. All requests for clarifications must be submitted in writing via email to Zach Evans of Facilities at [Zachary.Evans@fwcs.k12.in.us](mailto:Zachary.Evans@fwcs.k12.in.us). Any information released either verbally or in writing prior to the issuance of this RFP shall be deemed preliminary and not binding upon FWCS in any manner. **Attempts to submit questions via phone or personal contact are not appropriate and will not be answered. Purposeful violation of the condition will be cause for proposal rejection.**
5. All specific written questions submitted via email shall be answered in writing and issued by addendum through Eastern Engineering. Both the questions and the answers will be posted at the link. Updates will be posted periodically as determined by FWCS. FWCS shall not be responsible for any explanation, interpretation or communication made that does not follow the written procedure as stated in this RFP package including any amendments, schedules, exhibits and attachments thereto. No questions shall be accepted for this project after **Friday, October 16, 2026 at 5:00 p.m (EDT)** to allow FWCS sufficient time to respond. Final responses will be posted on or before the close of business on **Monday, October 19, 2026.**
6. It is the intent of FWCS to award a contract to the single most responsible and responsive contractor as determined by FWCS.
7. Award of this contract will be based on a number of factors and selection criteria that includes the following:
  - a. Best Value and Cost
  - b. Technical Expertise and Experience (5 years minimum)
  - c. Staffing and Schedule
  - d. Adherence and responsiveness to the conditions and specifications as listed in this RFP.
  - e. Financial Stability
  - f. Overall Design
8. FWCS reserves the right to accept or reject all or part of any or all Proposals, is not bound to accept the lowest priced Proposal and may waive all irregularities in Proposals. FWCS may enter into negotiation with one or more Proposers for the purposes of adding, deleting, modifying, or clarifying any portion of the affected Proposal(s) prior to awarding any contract. Proposals shall remain firm for ninety (90) days from the due date of the RFP.
9. Proposed pricing must be itemized to include a detailed explanation of all fees and costs.

10. Any deviation from specifications must be noted on the Proposal, and to be considered must be accompanied by data acceptable to FWCS showing that the deviation is the functional equivalent of or better than what is required by the specifications. All decisions as to equivalency or better are solely within the discretion of FWCS, and FWCS may reject any bid as non-responsive if it believes that the deviation does not meet that requirement.
11. If the company submitting a Proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the Proposal. Additionally, all costs included in Proposals must be all-inclusive to include any outsourced or contracted work. Any Proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.
12. FWCS is sales and property tax exempt.
13. Proposers must abide by all applicable State and Federal equal opportunity laws.
14. Proposers must provide both a payment bond and a performance bond within 10 days of the date of this project and prior to the commencement of any portion of the Work. The bonds must be each in amounts at least equal to the Contract Price and shall serve as security for FWCS for the full and faithful performance and payment of all of the Proposer's obligations under the terms of this RFP. The bonds must remain in effect for at least one year after the date final payment is made to the awarded Proposer.
15. Successful Proposer shall provide insurance that meets the following requirements:

The Contractor shall maintain such insurance as will protect him/her from claims under Workman's Compensation Acts, other employee benefit acts, claims for damages because of bodily injury including death to his/her employees and all others, and claims from damage to property any or all which may arise both out of and during operations under this contract, whether such operations be by himself/herself or by any subcontractor or sub-subcontractor or anyone directly or indirectly employed by either of them. This insurance shall be written for not less than the limits of liability specified as follows:

- .1 Contractor's Comprehensive General Liability

|                  |                                                      |
|------------------|------------------------------------------------------|
| Bodily Injury:   | \$1,000,000 Each Occurrence<br>\$1,000,000 Aggregate |
| Property Damage: | \$1,000,000 Each Occurrence<br>\$1,000,000 Aggregate |
- .2 Comprehensive Automotive Liability Insurance

|                  |                                                      |
|------------------|------------------------------------------------------|
| Bodily Injury:   | \$1,000,000 Each Person<br>\$1,000,000 Each Accident |
| Property Damage: | \$1,000,000 Each Occurrence                          |
- .3 Excess or Umbrella Insurance  
\$4,000,000 Each Occurrence
- .4 Workman's Compensation Insurance  
\$1,000,000 Each Accident

- .5 Proof of Insurance (State Form 21343) from Workman's Compensation Board, Indiana Government Center South, 402 W. Washington Street, Room W196, Indianapolis, Indiana 46204.
  - .6 Certificates of such insurance shall be filed with the Owner and Architect. The Contractor also shall maintain insurance required under any other employee benefits acts in force at the place of building. Property damage liability including claims due to automobiles shall be issued with bodily injury claims under general liability policy. All liability insurance required herein shall be under comprehensive general and automobile bodily injury and property damage form policy.
  - .7 Fort Wayne Community Schools shall be named as Additional Insured under the Contractor's General Liability Insurance."
16. The proposal should be accompanied by a signed and notarized non-collusion affidavit. The affidavit is enclosed with this packet. Photocopied, faxed or emailed copies of the non-collusion affidavit will not be accepted; only the original is acceptable.
17. Compliance with Indiana State Law concerning E-Verify must be met. The original Proposal should be accompanied by a signed and notarized "Indiana Legal Employment Declaration" form. The form is included with this packet. Photocopied, faxed or emailed copies of the E-Verify declaration will not be accepted; only the original is acceptable.
- a. Additional documentation of individuals' E-Verification will be required for the successful proposer.
18. The Board of School Trustees reserves the right to accept or reject any, all, or part of any or all proposals.

#### **SECTION 1 – SUMMARY AND BACKGROUND**

- 1.1 Founded in 1857, Fort Wayne Community Schools is a public school district encompassing 150 square miles in and around Fort Wayne, Indiana. The district utilizes 61 educational and support buildings on 59 sites and has a student population of nearly 30,000. The District operates approximately 5,537,114 gross square feet and maintains approximately 900 acres of grounds. For more general information about FWCS visit our home page at [www.fwcs.k12.in.us/about.php](http://www.fwcs.k12.in.us/about.php).
- Miami Middle School is an approximately 106,000 sqft two-story building with an existing Montgomery Passenger elevator, installed in 1980. The overall building went through a major remodel completed in the summer of 2026. As part of this project, it is the intent of the District to modernize the existing elevator system with a new passenger elevator system within the same shaft and equipment room footprint. The intent behind the project is to be a single complete package including any and all demolition, electrical, mechanical or general construction modifications required to the existing shaft or services that serve the elevator equipment. See the scope, plan, and existing building information provided within the RFP.
- 1.2 Work is to be completed as outlined in the attached project schedule.
- 1.3 The purpose of this RFP is to solicit Proposals from qualified companies and select the single most responsible and responsive Proposal whose solution is determined to be the most advantageous and best value to FWCS, taking into consideration price and the other evaluation factors and criteria.
- 1.4 The District expects the total final awarded budget to be between \$150,000 to \$250,000.

#### **SECTION 2 – SPECIFICATIONS**

## 2.1 Scope of Work

The scope of this project includes providing new elevator equipment and systems to modernize the passenger elevator to current elevator standard requirements for Indiana and Allen County. The current elevator system was installed in 1980 and is compliant with the 1978 elevator codes. The modernization includes any cab, elevator equipment room, shaft and associated systems to make a complete turnkey working system. The District will engage its elevator monitoring and access control vendor (MCA) to provide FOB and monitoring equipment and connection to the associated monitoring system. Connection to the elevator system and pathways into the elevator equipment spaces are part of the elevator system. The District will engage with and abatement company for existing floor removal. The building's Fire Alarm system is an Edwards EST4 and the proposer shall include any required interfaces within their proposal.

The District wishes to minimize the use of proprietary equipment that limits the ability of various District-wide service providers to service and maintain the elevator equipment. All systems need to work with the existing District monitoring, access controls, and equipment service contracts without the need to contact the manufacturer's provider for various future service needs.

## 2.2 Elevator System Requirements

- 2.2.1 Holeless Hydraulic Passenger Elevator compliant with ASME A17.1/CSA B44
- 2.2.2 Capacity: min. 2,500 lbs
- 2.2.3 Speed: min. 100 fpm
- 2.2.4 Operation System: Single Automatic
  - .1 Battery-powered lowering.
  - .2 Automatic operation of ceilings and ventilation fan
- 2.2.5 Stops: 2 stops
- 2.2.6 Security Features: Card Reader Integration Logic (FOB and integration to Access Controls by others)
- 2.2.7 Monitoring: Cellular integration (cellular equipment and monitoring by others)
- 2.2.8 Existing Car Clear Size: 80 3/8" x 49 1/2"
  - .1 Ideally adjust to meet ADA and ANSI A117.1 requirements.
- 2.2.9 Car Finishes
  - .1 Front Wall: #4 Stainless Steel
  - .2 Side and Rear Walls: Plastic Laminate w #4 Stainless Steel Reveals
  - .3 Fixtures: #4 Stainless Steel
  - .4 Handrails: Anodized Aluminum on sides and rear panels
  - .5 Flooring: VCT (Demolition by others)
  - .6 Inspection certificate holder with stainless frame
  - .7 Hooks for protection pads and one set of full height protection pads
- 2.2.10 Doors and Frame:
  - .1 Width: 42"
  - .2 Height: 84"
  - .3 Type: Single Speed Center Opening
  - .4 Doors: #4 Stainless Steel
  - .5 Door frames: #4 Stainless Steel
  - .6 UL 90 Min rated
  - .7 Integrated safety sensing devices across full plane of door

- 2.2.11 Hall Fixtures
  - .1 #4 Stainless Steel
  - .2 Car direction indicators
  - .3 LED lighted controls
  - .4 Level indicators
- 2.2.12 Pumps
  - .1 Submersible pump unit, including motor valves pumps and muffler
  - .2 Existing Power feed 480v 60a 3phase
  - .3 Hydraulic silencers
  - .4 Vibration control
  - .5 Piping as determined by manufacturer
  - .6 Fire-resistant hydraulic fluid with additives to prevent oxidation and corrosion of all system components.
  - .7 Battery Powered Lowering: Provide automatic rechargeable battery system to lower the car to the lowest landing and open doors in power failure.
- 2.2.13 Accessories
  - .1 All necessary keys, enclosures and overrides required by the local AHJ.
- 2.2.14 Shaft and Elevator Equipment Rooms
  - .1 Address all new and existing penetrations to ensure compliance with 2 hour ratings for all enclosures of the space.
  - .2 Verify and address all ancillary electrical support needs (outlets, lighting, additional required disconnects, tie-ins to FA or other systems) in the equipment room and shaft.
  - .3 Adjust the shaft sump pump to drain through an oil separator as required.
  - .4 Inspection of all existing to remain system elements to verify compatibility of new and existing components to ensure a fully functioning system between any new and existing components. Reuse of existing components shall not be a separation for warranty requirements. All mechanical, motorized, or hydraulic components and connections between are to be replaced.
- 2.2.15 Engineering, Permits, and Inspections
  - .1 Proposer shall include all necessary system design and engineering to address associated UL, ANSI, ASME, state and local code associated with the scope all work in the shaft, machine room and building service connections.
  - .2 Proposer shall complete all required state and local filings associated with all aspects of the Project.
  - .3 Proposer shall pull all required state and local permits associated with all aspects of the Project.
  - .4 Proposer shall successfully complete all required state and local inspections and testing required by AHJ's associated with all aspects of the project.

## **2.3 Installer Requirements+**

- 2.3.1 Proposer shall provide materials in accordance with the scope of work to provide a complete and functional system.
- 2.3.2 The Proposer shall provide the installation team staffing, including the project manager, lead installer, and all anticipated subcontractors with indicated years of experience and proximity to the jobsite.
- 2.3.3 The Proposer shall provide examples of three similar modernizations completed by the proposed team, including contact information for the client.

- 2.3.4 The Proposer performing the installation of the new equipment shall be certified by the manufacturer of the equipment as an approved installer. Proposer to include letter documentation from the manufacturer that they are an authorized dealer/installer.
- 2.3.5 The Proposer shall include a 1-year warranty for the complete fully functioning system starting at the time no outstanding issues. Minimum requirements shall be successful State inspection, complete interface with all associated safety and monitoring systems, and no service-related calls for inoperable conditions for a minimum of a 2-week period from owners use. i.e. If we have inoperable service calls every 5 days from turnover for owner use for 4 months, the warranty period does not start until 2 weeks after the last service call, 4 months and 2 weeks from owner initial use turnover.

## **2.4 Project Conditions**

- 2.4.1 All lifts, equipment, rigging, tools and accessories require to deliver and move the equipment into the building is required to be provided by the contractor.
- 2.4.2 Existing building finishes must be protected along the path of delivery through the building. Utilize ram board or similar on terrazzo surfaces and 1/4" hard board on wood and tile surfaces.
- 2.4.3 See project schedule for additional information on timeline and work hours.
- 2.4.4 Per FWCS Board Policy 7434 and The City of Fort Wayne's no-smoking ordinance, all FWCS properties are tobacco free. Contractors and suppliers working in FWCS buildings or on FWCS properties are advised that the use of tobacco products, as well as electronic, "vapor", or other substitute forms of tobacco is not permitted.
- 2.4.5 Background Check Requirement: See Attachment C for District Background Check requirements.
- 2.4.6 All refuse removal is required to be part of the project. The District's dumpsters and equipment are not to be utilized.

## **2.5 Proposal Evaluation Factors and Criteria**

FWCS will evaluate all Proposals based on a number of factors and criteria. To ensure consideration for this RFP, your Proposal should be complete and thoroughly address all of the following considerations:

- 2.5.1 Best Value and Cost: Proposers will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- 2.5.2 Technical Expertise and Experience: Proposers thoughts of any additional equipment or functional use modifications that fit the Districts desires and intent indicated in 2.3 Provide project experience and years of experience for account manager, designer, supplier, installer, and subcontractors. (5 year minimum)
- 2.5.3 Staffing and Schedule: Proposers must be able to adequately staff the work to meet the required project timeline.
- 2.5.4 Adherence and responsiveness to the conditions and specifications as listed in this RFP.
- 2.5.5 Financial Stability: Provide balance sheet for last three fiscal years.
- 2.5.6 Review of references of three similar sized and designs within the last three years.

## **2.6 Proposal Submission Requirements**

Proposals must include the following information in order to be considered responsive to the RFP for award consideration. The information must be listed in the Proposal in the same order as listed below.

- 2.6.1 Proposal form (proposer's own standard form is acceptable).
  - .1 Cost to fully design, file, demo, furnish and install all equipment required to make a fully compliant system.

- .2 Provided equipment maintenance training sessions after installation.
- .2 Provide General Contingency of \$10,000 within base proposal price. To be a separate line item on Schedule of Values for Billing. To be used at the owner's discretion and approval.
- .3 Provide a breakout of any recommended allowances for consideration.
- 2.6.2 Proposed system equipment information.
- 2.6.3 Quantified list of all staffing and subcontractors intended to be utilized to complete the project.
- 2.6.4 Timeframe for completion of the project. Proposer to list the anticipated duration of engineering, material procurement, and onsite work.
- 2.6.5 Financial information.
- 2.6.6 Notarized Non-Collusion Affidavit and E-Verify Declaration.
- 2.6.7 Provide references of three similar sized and designs within the last three years.
- 2.6.8 Provide project experience and years of experience for account manager, designer, supplier and installer. (5 year minimum)
- 2.6.9 Proposer to include letter documentation from manufacture that they are an authorized dealer / installer.
- 2.6.10 Proposer to acknowledge that they reviewed all addendums issued.

### SECTION 3 – PROJECT TIMELINE

#### 3.1 Timeline

- 3.1.1 RFP Issued: Monday, October 5, 2026
- 3.1.2 Pre-Proposal Meeting Wednesday, October 14, 2026
- 3.1.2 Sites Available for Inspection: Monday, October 12 – Thursday, October 15 from 2:30-4 pm EDT  
Friday, October 16 and Monday, October 19 from 8-4 pm EDT
- 3.1.3 Questions due by: Friday, October 16 , 2026 5 pm
- 3.1.4 Proposals due: Wednesday, October 21, 2026 at 2 p.m. EDT
- 3.1.6 Board Approval: Monday, November 9, 2026
- 3.1.7 Earliest Project Start Date: Thursday, May 27, 2027
- 3.1.8 Project Completion Date: Friday, July 16, 2027

#### 3.2 Pre-Proposal Site Investigation

Visits to the site for purposes of pre-proposal site investigation and verification are available on Monday, October 12 – Thursday, October 15 from 2:30-4 pm EDT and Friday, October 16 and Monday, October 19 from 8-4 pm EDT. Contact Zach Evans prior to showing up on site, [zachary.evans@fwcs.k12.in.us](mailto:zachary.evans@fwcs.k12.in.us). Proposers to check in at the office. Any onsite inspection within the elevator shaft or needing to operate the existing equipment in service mode shall be completed at the vendor's sole discretion and by a certified elevator equipment maintenance tech. The District will not provide operation oversight for the completion of any onsite verifications.

### SECTION 4 – BUILDING/SITE SPECIFIC NEEDS

#### 4.1 General Information

- 4.1.2 General Notes:
  - .1 The plans and drawings provided are for reference and the Proposer is responsible to confirm the conditions of the space. Addition Building information maybe available please contact [Zachary.Evans@fwcs.k12.in.us](mailto:Zachary.Evans@fwcs.k12.in.us) with any specific information that is desired.
  - .2 The Proposer is responsible for developing the complete system to make it the system fully operational.
    - .a The District will provide FOB and communication equipment associated with the District's access control and Elevator monitoring (cellular) vendor (MCA).

- .b The District will complete abatement of the existing cab flooring.
- .3 Based on past dialogue, the District anticipates the following items needing to be addressed to bring the system to compliance. This list should not be considered all-inclusive and shall not be a basis for Proposers to not identify and address all compliance issues to bring the system up to current code requirements.
  - .a Sump Pump Cover
  - .b FA connection
  - .c Pit Ladder
  - .d Shaft Lighting
  - .e Masonry Patching
  - .f Fire Stopping