INVITATION FOR BID # 32-2025-55

DEADLINE FOR QUESTIONS: March 27, 2025, at 5:00PM local time
BID OPENING DATE: April 3, 2025 at 2:00PM local time

The City of Huntsville will receive sealed bids, priced on a firm fixed price basis (stipulated sum), to provide all necessary equipment, materials, labor and supervision necessary, as outlined in the Plans, Specifications, and Bid Manual for the **Elevator Preventive Maintenance & Services**.

PROJECT ADDRESS Various Facilities Throughout the City

LEAD DEPARTMENT General Services - (256) 427-5660

PROCUREMENT SERVICES Carrie Power, Procurement Analyst II at (256) 564-8060
305 Fountain Cir., 4th Floor, Huntsville, AL 35801 (physical address)
P. O. Box 308, Huntsville, AL 35804 (mailing address)

DECRIPTION OF PROJECT: The City of Huntsville is seeking a qualified contractor(s) for the **Elevator Preventive Maintenance & Services (City-wide)**. The resulting contract shall include all labor, equipment, materials, tools, licensing, travel, and all other items necessary to provide preventive maintenance, services, and repairs required to ensure continuous and efficient operation of elevators owned and/or operated by the City of Huntsville. The minimum requirement or this contract shall be for the provision of the monthly, semi-annual, and annual preventative maintenance. Services shall also include but are not limited to repairing and servicing elevators on an as-needed basis. Services provided under this contract is intended to be performed within the shortest possible time frame with the work beginning and ending on dates selected by the City of Huntsville for each work authorization. Failure to comply with the times specified in the Notice to Proceed (NTP) may result in the contractor being prohibited from bidding on additional work for the City of Huntsville until such time as contractor is back on schedule.

BID OPENING: The bid opening will be held in the City Council Chambers located on the first floor of the Municipal Administration Building, 305 Fountain Circle, Huntsville, Alabama.

PLANS: The contract documents, plans, and specifications will be available for inspection no later than **March 12, 2025** and can be downloaded through Bidnet Direct at https://www.bidnetdirect.com/alabama/cityofhuntsville . Bidders will be responsible for costs of duplicating their own plans and can choose photocopying facility of their choice. Additionally, Bidders are responsible for registering with Bidnet Direct and monitoring it for any revisions/updates. Contractor is required to submit pricing, provided by the COH (Appendix B - Bid Proposal and Pricing Form") and made available for download from Bidnet Direct. Bid must be submitted from the file provided and downloaded from Bidnet Direct. Failure to do so may cause for rejection of bid. The City reserves the right to reject any altered bid resulting from altering the file in any manner. All bids must be SEALED before submittal at the bid opening. Any bids received that are not sealed will be immediately rejected.

INTERPRETATIONS: Any bidder finding discrepancies in or omissions from documents or in doubt as to their meaning should immediately notify the Procurement Services Division. If necessary, written additional instructions or clarifications will be sent to all plan holders in the form of addenda issued by the City of Huntsville. The City of Huntsville will not be responsible for oral instructions.

RECEIVING BIDS: All bids shall be submitted to the City of Huntsville, Procurement Services, no later than the time to be determined on the above referenced bid date at which time the bids will be publicly opened and read aloud in the City Council Chambers of the Municipal Building located at 305 Fountain Circle. All bids received prior to the time of bid opening shall be kept secure and unopened. Late bids will not be accepted. All bids shall be submitted on the bid forms prepared and furnished by the City of Huntsville in a sealed envelope addressed to the City's Procurement Services Division.