North Muskegon Public Schools Request for Proposals

Elevator Replacement

11.11.2026

Curt Babcock
North Muskegon Public Schools
1600 Mills Ave
North Muskegon, MI 49445

Overview

North Muskegon Public Schools is requesting proposals from qualified, licensed elevator contractors for the complete removal and replacement of one (1) existing passenger elevator. The new elevator shall fully comply with the current ASME A17.1 Safety Code for Elevators and Escalators (as adopted by the State of Michigan) and all applicable State of Michigan Elevator Rules and Regulations. The project shall include all labor, materials, equipment, subcontractors, permits, inspections, testing, and services necessary to provide a complete, operational, and code-compliant installation.

Bids to Include the Following

Refer to Appendix B for the complete Scope of Work. All costs associated with the work described therein shall be included in the lump-sum proposal price.

Additional Information

Non-Mandatory Walk-Throughs

Walk-throughs can be scheduled with Jake Kurtzhal via email at jkurtzhal@northmuskegon.org and are strongly recommended so that bidders may inspect existing conditions.

Desired Installation Timeline

School is out on June 12, 2027 so the work can be performed after June 12, 2027. The work shall be completed, inspected, tested, and accepted before August 15, 2027. If the timeline cannot be met, please state when you believe the work can be completed by.

Proposal Timeline

1. RFP released on 11/11/2026.
2. Non-mandatory walk throughs can happen during this timeframe. Information to set one up is above.
3. **Proposals are due on December 09, 2026 at 1:00 pm. Bids are to be submitted via mail to: North Muskegon Public Schools, Attn: Mark Mesbergen, 1600 Mills Ave., North Muskegon, MI 49445 OR via email to mmesbergen@nmps.net with a subject line of "Elevator Replacement".**
4. A tentative post bid interview with the low bidder will be held by Friday, December 11th.
5. Board of Education will take action on the lowest qualified on the December 14th board meeting. The district will notify the company the following day.
6. This project needs to be completed by August 15, 2027.

Proposal Requirements

7. Proposals shall be prepared in compliance with provisions of this RFP. Failure to comply may result in the disqualification of the proposal.

8. Interested Bidders are strongly encouraged to submit an intent to respond to Mark Mesbergen via email at mmesbergen@nmps.net to ensure that the Bidder receives all addenda or communications regarding this RFP.
9. Late Proposals will not be accepted.
10. Each Bidder, before submitting a proposal, shall, if it is uncertain of the conditions, requirements, and/or obstacles that might impact the provision of the project, request further information. Failure to make such inquiry or receive an answer shall not relieve the selected Bidder from the obligation to comply, in every detail, with all provisions and requirements of the RFP nor shall it be a basis for any claim whatsoever for alteration in any term or payment required by the eventual contract between the selected Bidder and the District (the "Contract").
11. If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, they shall immediately notify the District of such error in writing and request modification or clarification of the document. Modifications will be made by issuing a revision and will be given by written notice to all parties who have submitted an intent to respond. The Bidder is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFP prior to submitting the proposal or it shall be deemed waived.
12. All proposals and any accompanying documents become the property of the District and will not be returned.
13. The District reserves the right to waive irregularities in this RFP, the bid process, or the proposals. Any such waiver shall not modify any remaining RFP requirements or excuse a Bidder from full compliance with the RFP specifications and other Contract requirements if the Bidder is awarded the Contract.
14. Each Bidder who submits a bid, by submitting a bid, agrees to indemnify and hold harmless the District and its employees, board members, and consultants for any claim against the District involving the Bidder and arising out of the bid process. By submitting a bid, each Bidder agrees that it will make no claim against the District regarding this RFP or the bid process.
15. Each Bidder must provide pricing for a payment and performance bond per the requirements of Michigan Compiled Laws Section 129.201. The performance and payment bonds shall be in an amount equal to the base bid, but do not include the cost of bonds within the base bid. Rather, the costs should be identified separately. The bonds shall be solely for the protection of the District and shall be executed by a surety company authorized to do business in the state of Michigan and be listed in Federal Register or have an AM Best Rating of B+ or better.
16. All Bidders, by submitting proposals, agree that they have read and are familiar with all the terms and conditions of the RFP and applicable federal and state laws, rules and regulations and will abide by the terms and conditions thereof.
17. **Each Bidder complete Appendix A as the three forms are the proposal bidding documents. The documents include Affidavit of Bidder, Iran Economic Sanctions Act Certification, and the bid proposal sheet.**

APPENDIX A

Proposal Bidding Documents

Proposal

Please make sure you have accounted for everything within Appendix B.

TOTAL PROPOSAL PRICE: $_____

Payment & Performance Bond Cost (not included in base bid): $_____

Estimated Lead Time for Equipment: _____ Weeks

Anticipated Installation Duration: _____ Days / Weeks

If you believe the timeline cannot be met, when can the work be completed by: ___ / ___ / 2027

Authorized Signature: _____ Date: _____

Printed Name / Title: _____ / _____

Company Name: _____

FAMILIAL RELATIONSHIP DISCLOSURE FORM AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____(the Bidder), pursuant to the familial disclosure requirements provided in the Advertisement for Bid, hereby represents and warrants, except as provided below, that no familial relationships exist between the owner(s) or any employee of _____(the Bidder) and any member of the Board of Education of the School District or the Superintendent of North Muskegon Public Schools.

List and describe any Familial Relationships:

_____
_____
_____
_____

BIDDER: _____
By:_____
Its:_____

STATE OF MICHIGAN)

) ss.
COUNTY OF _____)

The instrument was acknowledged before me on the _____ day of _____, 2026, by _____.

_____
, Notary Public
_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named applicant (the "Applicant"), pursuant to the compliance certification requirement provided in the North Muskegon Public Schools (the "School District") Request For Proposals (the "RFP"), hereby certified, represents and warrants that the Applicant *(including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Applicant is awarded a contract as a result of the aforementioned RFP, the Applicant will not become an "Iran linked business" at any time during the course of performing any services under the contract.

The Contract further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or 2 time the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

APPLICANT: _____
Name of Applicant By:_____
Title:_____
Date:_____

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

The instrument was acknowledged before me on the ____ day of _____, 2026,
by_____.

_____
Notary Public
_____ County, Michigan

Acting in the County of: _____

My Commission Expires: _____

APPENDIX B

Requirements

Code Compliance

All work shall comply with the current ASME A17.1 Safety Code for Elevators and Escalators (as adopted by the State of Michigan, currently the 2016 edition with Michigan amendments) and all applicable State of Michigan Elevator Rules and Regulations. The completed installation shall pass all required inspections and tests and receive a Certificate of Operation prior to final acceptance.

SCOPE OF WORK

- Equipment Removal: Disconnect, remove, and properly dispose of the existing elevator car, equipment, controls, and associated materials. Protect existing building finishes, structure, and adjacent areas.
- New Equipment Installation: Furnish and install one (1) new passenger elevator complete with all required components, including but not limited to: car, doors and operators, controller, motor/drive, safety devices, fixtures, and all associated equipment necessary for a complete and code-compliant installation.
- Hoistway, Pit, and Machine Room Work: Perform all necessary modifications, repairs, or upgrades to the existing hoistway, pit, and machine room as required to accommodate the new elevator and meet current code clearances, lighting, ventilation, and safety requirements.
- Electrical: Provide all necessary electrical disconnections, modifications, new wiring, disconnects, and connections from the existing electrical service to the new elevator equipment. Verify compatibility and capacity of existing service.
- Controls and Safety Devices: Install a new non-proprietary elevator controller and all required safety circuits, door lock monitoring, phase protection, and other devices required by ASME A17.1 and Michigan rules. All equipment shall be maintainable by any licensed independent elevator contractor without proprietary tooling or restricted access.
- Permits, Inspections & Testing: Obtain all required elevator, electrical, and related permits. Coordinate and complete all inspections and acceptance tests required by the State of Michigan Elevator Division. Provide all required documentation and certificates.
- Factory-Authorized Start-Up & Commissioning: Include factory-authorized or manufacturer-authorized start-up, adjustment, and commissioning of the new elevator. Provide completed start-up documentation.
- General Conditions: Include all labor, materials, equipment, tools, subcontractors, temporary protection, debris removal, and services necessary for a complete installation. Coordinate work with school personnel to minimize disruption. Protect existing facilities.
- Warranty: Provide a minimum one (1) year workmanship warranty on all installation labor. Provide the manufacturer's standard equipment warranty (minimum one year full parts and labor on major components). Warranty period begins on the date of final state certification and District acceptance.

BID REQUIREMENTS

All contractors shall provide a lump-sum proposal including the complete scope of work outlined above.

Proposals shall identify equipment lead time, anticipated installation duration, and any exclusions or deviations from the specified scope.

All associated costs, including permits, inspections, testing, crane/rigging (if required), subcontracted work, and start-up, shall be included in the base bid. Bond costs shall be listed separately as noted on the Proposal Form.

End of Request for Proposal