



PLATTSBURGH HOUSING AUTHORITY

4817 S. Catherine Street • Plattsburgh • NY • 12901-3778 • 518-561-0720 • fax: 518-561-1769 • www.phaplattsburgh.com

REQUEST FOR PROPOSAL

Project Identification: Elevator Inspection Services

Submit Proposal: Plattsburgh Housing Authority
4817 South Catherine Street
Plattsburgh NY 12901
Phone: 518-563-0430 Ext 103
Cell: 518-572-6007
Fax: 518-561-1769
Email: glen@phaplattsburgh.com

The Plattsburgh Housing Authority (PHA) will receive proposals until 3:00 p.m. local time on March 2, 2018 at the aforementioned address. Proposals will be held in confidence and not released in any manner until after contract award. Email and fax proposals will be accepted. Any questions regarding this RFP should be directed to Glen LaMoy, Capital Fund/Maintenance Supervisor.

1) **Scope of Work**

Completion of annual and periodic elevator inspections with a three-year contract and the option to extend for one year. Inspections are to be in accordance with Code ASME A17.1. Pricing should be firm and fixed, broken down per site, per inspection, totaling six inspections at two per year.

3) **Description & Location of Elevators**

- a. Lakeview Towers – Two (2) traction elevators
- b. Robert S. Long Apartments – Two (2) hydraulic elevators
- c. Russell H. Barnard Apartments – Two (2) hydraulic elevators

- 4) Pre-proposal site visits are optional. Bidder may request to visit the project location prior to submitting a proposal for a clear understanding of the scope of work. Site visits may be arranged by contacting Glen LaMoy at the above-listed contact information.

The Plattsburgh Housing Authority encourages all relevant Section 3 business concerns to submit a proposal for consideration with documentation properly identifying itself as a Section 3 business.

Mark T. Hamilton, Executive Director