



REQUEST FOR PROPOSAL (RFP)

Elevator Modernization – O’Connor Hall

Saint Elizabeth University

2 Convent Road

Morristown, NJ 07960

1. INTRODUCTION

Saint Elizabeth University invites qualified elevator contractors to submit proposals for the modernization of the elevator system located in **O’Connor Hall** at its Morristown, New Jersey campus.

The University seeks a contractor with demonstrated experience in elevator modernization projects within higher education or occupied institutional facilities.

2. PROJECT OVERVIEW

2.1 Project Location

O’Connor Hall

Saint Elizabeth University

2 Convent Road

Morristown, NJ 07960

2.2 Project Description

The project consists of the complete modernization of the existing elevator system(s) in O’Connor Hall. The intent is to improve safety, reliability, code compliance, ride quality, and energy efficiency while minimizing disruption to campus operations.

2.3 Existing Conditions (To Be Verified by Contractor)

- Hydraulic or Traction (confirm during site visit)



- Number of Stops:
- Capacity: ___ lbs
- Current Controller Manufacturer: ___
- Year Installed: ___

Contractor shall verify all field conditions.

3. SCOPE OF WORK

The scope shall include, but not be limited to:

3.1 Equipment Modernization

- New microprocessor-based controller
- New machine (if required)
- New door operators and door equipment
- New traveling cables
- New hall stations and car operating panel (COP)
- New position indicators and lanterns
- ADA-compliant fixtures
- New emergency communication system (ADA compliant)
- New lighting (LED)
- Ventilation fan replacement

3.2 Cab Interior (Alternate Pricing)

- New wall panels
- Ceiling replacement
- Flooring replacement
- Handrails
- Protective pads

3.3 Code Compliance

All work shall comply with:

- ASME A17.1 / CSA B44 (latest adopted edition)
- ADA requirements
- New Jersey Uniform Construction Code



- Local Florham Park code requirements
- NJ Department of Community Affairs (DCA) elevator regulations

Contractor shall obtain all permits and inspections required.

3.4 Electrical Work

- Disconnect/reconnect services
- Power upgrades (if required)
- New disconnects
- Coordination with University electrician

3.5 Testing & Commissioning

- Full operational testing
- Load testing
- Final inspection coordination
- Provide documentation and certification

4. PROJECT SCHEDULE

| Milestone | Target Date |
|--------------------------|--------------------|
| RFP Issued | 03/05/2026 |
| Mandatory Site Visit | 03/13/2026 |
| Mandatory Site Visit | 03/16/2026 |
| Questions Due | 03/20/2026 |
| Proposals Due | 03/27/2026 |
| Contract Award | 03/31/2026 |
| Substantial Completion : | |



- Lead times
- Shutdown duration
- Milestones
- Phasing (if applicable)

Work may need to be scheduled during academic breaks or off-hours to minimize disruption.

5. PROPOSAL REQUIREMENTS

Proposals must include:

5.1 Company Information

- Company background
- Years in business
- Office location(s)
- NJ Elevator Contractor License
- Proof of insurance
- Bonding capacity

5.2 Relevant Experience

- Minimum 5 similar modernization projects
- Higher education or institutional experience preferred
- Provide references (name, phone, email)

5.3 Technical Proposal

- Description of proposed equipment (manufacturer & model)
- Scope narrative
- Code compliance approach
- Warranty details
- Maintenance service offering (post-installation)

5.4 Schedule

- Detailed timeline
- Duration of elevator outage

5.5 Pricing



Provide:

- Lump sum base bid
 - Alternate pricing (cab interior, machine replacement, etc.)
 - Unit pricing (if applicable)
 - Optional multi-year maintenance agreement
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6. WARRANTY

Minimum warranty requirements:

- 12 months from substantial completion
- Parts and labor included
- Response time commitment

Extended warranty options shall be provided as alternates.

7. INSURANCE & BONDING

Contractor shall provide:

- General Liability (\$1,000,000 minimum per occurrence)
- Workers Compensation
- Auto Liability
- Umbrella coverage (\$5,000,000)
- Performance & Payment Bond (if required)

Saint Elizabeth University shall be named as additional insured.

8. SITE VISIT

A mandatory pre-bid site visit will be conducted at O'Connor Hall on 03/16/2026 at 10:00AM..
Contractors must attend to submit a proposal. Please RSVP no later than 3/13/2026

Contact: Mikayla Gantzhorn
Facilities Management Department



Saint Elizabeth University
Phone: 973-290-4331
Email: mgantzhorn@steu.edu

9. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Experience and qualifications
- Technical approach
- Project schedule
- Cost
- References
- Warranty and service support
- Ability to work in occupied academic building

The University reserves the right to reject any or all proposals.

10. GENERAL CONDITIONS

- The University is not responsible for proposal preparation costs.
 - The University may negotiate scope and pricing.
 - All materials must be new unless otherwise approved.
 - The contractor must coordinate with campus security and facilities.
 - Background checks may be required for on-site personnel.
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11. SUBMISSION INSTRUCTIONS

Submit proposals electronically (PDF format) to:

Billy Andrinopoulos
Interim Director of Facilities
Saint Elizabeth University
Email: Vandrinopoulos@steu.edu



Subject Line:

RFP – Elevator Modernization – O’Connor Hall

Proposals must be received no later than: 03/27/2026 at 5:00PM EST.

If you have any questions please contact Billy Andrinopoulos at Vandrinopoulos@steu.edu