

## **CITY OF AURORA AGREEMENT**

**THIS AGREEMENT**, entered on this \_\_\_\_\_ (“Effective Date”), for the (Services”) is entered into between the **CITY OF AURORA** (“City”), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and Mid-American Elevator (“Proposer”), located at 175 Praire Lake Road Unit A, East Dundee, IL 60118

**WHEREAS**, the City issued a Request for Proposal (“RFP”) on October 22, 2025 for the Elevator Maintenance and Testing for the City of Aurora Facilities ; and

**WHEREAS**, the Proposer submitted a Proposal in response to the RFP and represents that it is ready, willing and able to perform the Services specified in the RFP and herein as well as any additional services agreed to and described in the Agreement; and

**WHEREAS**, on \_\_\_\_\_, the City awarded a contract to Proposer, \_\_\_\_\_.

**IN CONSIDERATION** of the mutual promises and covenants herein contained, the parties hereto do mutually agree to the following:

### **1. Agreement Documents.**

The Agreement shall be deemed to include this document, Proposer’s response to the RFP, to the extent it is consistent with the terms of the RFP, any other documents as agreed upon by the parties throughout the term of this Agreement, along with any exhibits, all of which are incorporated herein and made a part of this Agreement. In the event of a conflict between this Agreement and any exhibit, the provisions of this Agreement shall control.

Request for Proposal 25-191.

In connection with the RFP and this Agreement, Proposer acknowledges that it has furnished and will continue to furnish various certifications, affidavits and other information and reports, which are incorporated herein. Proposer represents that such material and information furnished in connection with the RFP and this Agreement is truthful and correct. Proposer shall promptly update such material and information to be complete and accurate, as needed, to reflect changes or events occurring after the Effective Date of this Agreement.

### **2. Scope of Services.**

Proposer shall perform the Services listed in the Proposal, attached hereto as Exhibit 1.

### **3. Term.**

This agreement shall remain in effect until the terms of the RFP and completion of services have been met, unless sooner terminated in accordance with the terms contained herein, ends upon completion of services.

#### **4. Compensation.**

**Maximum Price.** In accordance with the Proposer's negotiated cost, the price for providing the Services shall be as stated on the submitted proposal, Exhibit 2.

**Schedule of Payment.** The City shall pay the Proposer for the Services in accordance with the amounts set forth in Exhibit 2, price shall remain firm for the entire contract period. The Proposer shall be required to submit an itemized invoice as well as any supporting documentation as required by the City. Each invoice shall be accompanied by a statement of the Proposer of the percentage of completion of the Services through the date of the invoice. Payment shall be made upon the basis of the approved invoices and supporting documents. The City, after inspection and acceptance, and in consideration of the faithful performance by the Proposer, agrees to pay for the completion of the work embraced in this Contract. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, *et. seq.*) upon receipt of the invoice.

#### **5. Performance of Services.**

**Standard of Performance.** Proposer shall perform all Services set forth in this Agreement, and any other agreed documents incorporated herein, with the degree, skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude and in conformance with the applicable professional standards. Proposer shall, at all times, use its best efforts to assure timely and satisfactory rendering and completion of the Services. Proposer shall ensure that Proposer and all of its employees or subcontractors performing Services under this Agreement shall be: (i) qualified and competent in the applicable discipline or industry; (ii) appropriate licensed as required by law; (iii) strictly comply with all City of Aurora, State of Illinois, and applicable federal laws or regulations; (iv) strictly conform to the terms of this Agreement. Proposer shall, at all times until the completion of the Services, remain solely responsible for the professional and technical accuracy of all Services and deliverables furnished, whether such services are rendered by the Proposer or others on its behalf, including, without limitation, its subcontractors. No review, approval, acceptance, nor payment for any and all of the Services by the City shall relieve the Proposer from the responsibilities set forth herein.

#### **6. Termination.**

**Termination for Convenience.** The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Proposer with sixty (60) days notice specifying the termination date. On the date specified, this Agreement will end. If this Agreement is terminated by the City, as provided herein, the City shall pay the Proposer only for

services performed up to the date of termination. After the termination date, Proposer has no further contractual claim against the City based upon this Agreement and any payment so made to the Proposer upon termination shall be in full satisfaction for Services rendered. Proposer shall deliver to the City all finished and unfinished documents, studies and reports and shall become the property of the City.

## **7. Miscellaneous Provisions.**

**a. Illinois Freedom of Information Act.** The Proposer acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

**b. Entire Agreement.** This Agreement, along with the documents set forth in Section 1 and incorporated by reference elsewhere in this Agreement, with consent of the parties, represents the entire agreement between the parties with respect to the performance of the Services. No other contracts, representations, warranties or statements, written or verbal, are binding on the parties. This Agreement may only be amended as provided herein.

**c. Consents and Approvals.** The parties represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Agreement and the undertakings contemplated herein.

**d. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

CITY OF AURORA, ILLINOIS

(Contractor)

\_\_\_\_\_  
SIGNATURE

Jolene Coulter

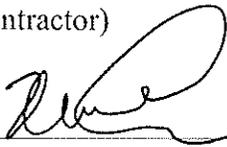
\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
DATE SIGNED

Director of Purchasing

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

  
Veronica Lamb

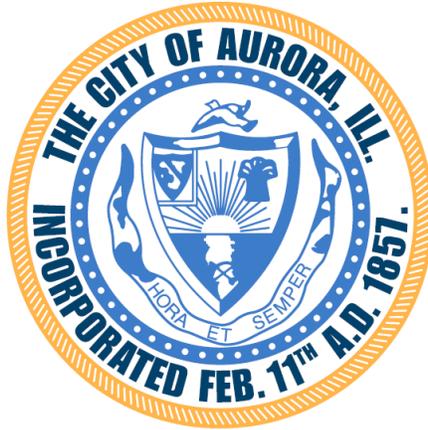
\_\_\_\_\_  
FULL NAME

11/3/25  
\_\_\_\_\_  
DATE SIGNED

National Maintenance Director  
\_\_\_\_\_  
TITLE

**CITY OF AURORA**  
**ELEVATOR MAINTENANCE AND**  
**TESTING FOR CITY OF AURORA**  
**FACILITIES**  
**EXHIBIT 1**

(REQUEST FOR PROPOSAL 25-191)



City of Aurora, IL

# **ELEVATOR MAINTENANCE AND TESTING FOR CITY OF AURORA FACILITIES**

## **25-191**

RELEASE DATE: October 22, 2025

DEADLINE FOR QUESTIONS: October 30, 2025

RESPONSE DEADLINE: November 4, 2025, 11:00 am

Please refer to the project timeline in this document for all important deadlines.

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/aurorail>

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Attachments:

A - Elevator\_List

## INSTRUCTIONS TO PROPOSERS

### 1. SUMMARY

The City of Aurora is soliciting proposals from qualified contractors to provide comprehensive maintenance, inspection, and performance evaluation services for various elevators and associated equipment within the facilities of the City of Aurora.

### 2. TIMELINE

Release Project Date:	October 22, 2025
Pre-Proposal Meeting (Mandatory):	October 27, 2025, 8:30am 44 E. Downer Place, Aurora, IL
Question Submission Deadline:	October 30, 2025, 8:00am
Response Submission Deadline:	November 4, 2025, 11:00am

### 3. ACCEPTANCE OF PROPOSALS

a. Proposers intending to respond to this opportunity must create a FREE account with OpenGov by signing up at <https://procurement.opengov.com/signup>. This step is necessary to establish a communication link with the City. The Proposer, not the City, is responsible for obtaining any addenda to the original specification. Addenda and other relevant information will be posted on the City's E Procurement System. Addenda notifications will be emailed to all persons on record as following this Proposal. Failure of any Proposer to receive any such addenda or interpretation shall not relieve such Proposer from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents. **Paper submissions will not be accepted.**

b. Proposals may be received up to, but **no later than the designated date and time as specified via the City's E Procurement System, OpenGov.** The City's E Procurement System Clock is the official clock for the determination of all deadline dates and times. Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. The City of Aurora strongly recommends completing your responses well ahead of time. All Proposals shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in order to be considered responsive.

- **Pricing shall not be mentioned anywhere in the body of the proposal.**

c. The City reserves the right to reject any and all proposals or parts thereof and to waive any technicalities and irregularities in the proposals and to disregard all nonconforming or conditional proposals or counter-proposals and to hold the proposals for ninety (90) days from the opening date set forth above. Proposer agrees to accept a notice of award, if selected, based on the terms of this Proposal in the event that a notification of award is received on or before expiration of the 90-day time period. The City reserves the right to cancel the Proposal at any time, without liability for any loss, damage, cost or expense incurred or suffered by any Proposer as a result of that cancellation. Each Proposer is solely responsible for the risk and cost of preparing and submitting a Proposal.

d. Although price is a major consideration, product quality, references, service, delivery time and past experience, if applicable, will also be considered. No Proposal will be considered unless the Proposer shall furnish evidence satisfactory to the City that he has the necessary facilities, abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the contract and execute the Work should the contract be awarded to him. Proposal documents which are not responsive to the requirements herein may not be considered by the City for an award of the contract.

The contract will be awarded to the lowest responsible Proposer. In determining the responsibility of any Proposer, the City may take into account other factors in addition to financial responsibility, such as past records of its or other entities transactions with the Proposer, experience, ability to work cooperatively with the City and its staff, adequacy of equipment, ability to complete performance within necessary time limits, and other pertinent considerations such as, but not limited to, reliability, reputation, competency, skill, efficiency, facilities and resources.

The Proposal will be awarded in the City's best interests based on these and other legally-allowable considerations. The City and its representatives and agents may make any investigations deemed necessary to determine the ability of the Proposer to perform the Work. The Proposer shall furnish any information and data requested by the City for this purpose.

#### **4. RECEIPT OF PROPOSALS**

a. **Proposals must be submitted electronically**, up to, but no later than the designated date and time as specified via the City's E Procurement System, OpenGov. It is the sole responsibility of the Proposer to see that their Proposal is received in the proper time.

b. **Proposals must be submitted electronically via the City's E Procurement System. There will be no exceptions!**

#### **5. WITHDRAWAL OF PROPOSALS**

**Proposals may be withdrawn prior to the deadline for submitting proposals through the City's E Procurement System, the responding Proposer may "un-submit" their proposal in OpenGov.**

Proposers are cautioned to verify their proposal before submission. Negligence on the part of the Proposer in preparing the proposal confers no right for withdrawal or modification of the proposal after it has been opened. Proposers may not withdraw their Proposal after the opening without the approval of the Director of Purchasing. Requests to withdraw a Proposal must be in writing and properly signed. No Proposal will be opened or accepted, which is received after the time and date scheduled for the Proposals to be received.

#### **6. QUESTIONS**

Proposers shall submit all inquiries, including requests for alternates or substitutions regarding this proposal, up to, but **no later than the designated date and time as specified via the City's E Procurement System, OpenGov.** All answers to inquiries will be posted on the City's E Procurement System. Proposers may also click "Follow" on this solicitation to receive an email notification when answers are posted.

**No questions will be accepted or answered verbally.**

**No questions will be accepted or answered after the cut-off date/time. It is the responsibility of the interested Proposer to ensure they have received addenda, if any issued.**

## **7. INVESTIGATION**

It shall be the responsibility of the Proposers to make any and all investigations necessary to become thoroughly informed of what is required and specified in the Proposal. No plea of ignorance by the Proposers of conditions that exist or may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the City of the compensation to the Proposer.

Each Proposer submitting a Proposal is responsible for examining the complete Proposal Package and all Addenda, and is also responsible for informing itself of all conditions that might in any way affect the cost or the performance of any Work. Failure to do so will be at the sole risk of the Proposer, and no relief will be given for errors or omissions by the Proposer. If awarded the contract, the Proposer will not be allowed any extra compensation by reason of any matter or thing concerning which such Proposer should have fully informed himself, because of his failure to have so informed himself prior to the Proposal. The submission of a Proposal shall be construed as conclusive evidence that the Proposer has made such examination as is required in this section and that the Proposer is conversant with local facilities and difficulties, the requirements of the Proposal Package documents, and of pertinent, local, state and federal laws and codes, prevailing local labor and material markets, and has made due allowance in its Proposal for all contingencies. Before any award is made of the contract to the Proposer, the Proposer may be required to, upon request of the City, furnish information concerning his performance record in his capacity to complete the Work in an efficient and timely manner.

## **8. PROPOSAL QUALIFICATION**

The City reserves the right to require of the Proposer proof of his/her capability to perform as required by the specifications. However, prequalification of the Proposer shall not be required. The City may, at its option, disqualify a Proposer and reject his Proposal for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among Proposers.
- Receipt of more than one Proposal on any project from an individual, or from a corporation. This restriction does not apply to subcontractors.
- Default on any previous contract.
- For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears.
- Inability to perform as revealed by an investigation of the Proposer's financial statement, experience and/or plant and equipment.
- **Any Proposer who owes the City money may be disqualified at the City's discretion.**

## **9. ALTERNATE PROPOSALS**

The specifications are prepared to describe the goods and/or service which the City deemed to be in the best interest to meet its performance requirements. Proposers desiring to submit a Proposal on items which deviate from the stated specifications, but which they believe to be equal, may do so by submitting all inquiries via the City's E Procurement System, OpenGov, but all specification deviations must be clearly stated. Proposers shall submit all inquiries, including requests for alternates or substitutions regarding this proposal via the City's E Procurement System by the designated date and time. All answers to inquiries, including requests for alternates or substitutions, will be posted on the City's E Procurement System. Proposers may also click "Follow" on this proposal to receive an email notification when answers are posted. It is the responsibility of the Proposer to check the website for answers to inquiries. The Purchasing Director reserves the right to rule upon specification deviation in a manner as best befits the needs of the City. The Purchasing Director will reject all deviations that amount to a material nonconformity with the specifications of the Proposal.

## **10. EVALUATION PROCESS**

### **Step #1: Initial Screening**

Minimum Qualifications and Responsiveness: City will review proposals for initial decisions on responsiveness and responsibility. Those proposals initially determined to be responsive and submitted by responsible proposers will proceed to Step 2.

### **Step #2: Proposal Evaluation**

The Project Evaluation Team, comprised of members of the cooperating City Departments, will evaluate proposals. Proposal responses will be evaluated on, but not limited to, organization, personnel and staffing, company qualifications and experience (including reference checks), project approach, price, and availability and capacity of the company to perform the work.

### **Step #3: Interviews**

The Project Evaluation Team reserves the right to interview top-ranked firms that are considered most competitive. The purpose of the interviews would be to allow for expansion upon the written responses. If interviews are conducted, rankings of firms shall be determined by combining results of interviews and proposal submittals.

### **Step #4: Selection**

The City will select the vendors that are evaluated to be most competitive. When evaluation of the responses produces ratings that are equivalent, the Project Evaluation Team will recommend award of the contract to the vendor(s) whose response is deemed to be in the best interests of the City. The highest ranked firm may be invited to enter into final negotiations with the City of Aurora for the purposes of contract awarding. If an agreement cannot be reached with the highest ranked firm, the City may start negotiations with the next highest ranked firm. Any contract resulting from this RFP will be subject to approval by the Aurora City Council.

## **11. PROPOSAL AWARD**

Except as otherwise may be stated in the Specifications, Proposal award shall be made to the lowest responsible Proposer meeting the requirements and/or intent of the specifications at the net delivered price(s) shown and best responding to the needs of the City, in the City's sole discretion. However, if the Proposer modifies limits, restricts or subjects his Proposal to conditions that would change the requirements of the specifications, this

would be considered a conditional or qualified Proposal and will not be accepted. The City reserves the right to delete any item listed in the Proposal Package.

## **12. PRICES**

Unit prices shall not include any local, state or federal taxes. In case of mistake in extension of price, unit price shall govern.

## **13. INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS**

Proposers shall promptly notify the City of any ambiguity, inconsistency of error which they may discover upon examination of the Proposal documents. Interpretations, corrections and changes will be made by addendum. Each Proposer shall ascertain prior to submitting a Proposal that all addenda have been received and acknowledged in the Proposal.

## **14. SIGNATURES**

Each Proposal must be signed by the Proposer with his/her usual signature. Proposals by partnerships must be signed with the partnership name by all members of the partnership, or an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and title of the person authorized to bind it in the matter.

When a corporation submits a Proposal, its agent must present legal evidence that he has lawful authority to sign said Proposal and that the corporation has a legal existence. In the event that any corporation organized and doing business under the laws of any foreign state is the successful Proposer, such corporation must present evidence before any contract is executed that it is authorized to do business in the State of Illinois. Proposals by corporations must be executed in the corporate name by the President or a Vice President (or other corporate officer accompanied by evidence of authority to sign), and the signature must be attested by the Secretary or an Assistant Secretary, along with the corporate seal. The corporate address and state of incorporation must be shown below the signature. Proposals by partnerships must be executed in the partnership name and signed by a partner whose title must appear under the signature, and the official address of the partnership must be shown below the signature. Any corrections to entries made on the Proposal forms shall be initialed by the person signing the Proposal. When requested by the City, satisfactory evidence of the authority of any signature on behalf of the Proposer shall be furnished.

## **15. ILLINOIS FREEDOM OF INFORMATION ACT**

**Illinois Freedom of Information Act.** The Contractor acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

## GENERAL REQUIREMENTS

### 1. REQUIREMENTS OF PROPOSER

The successful Proposer may be required to (a) enter into a fully signed contract in writing with the City of Aurora covering matters and things as are set forth in the Proposal Package; and (b) carry insurance acceptable to the City covering public liability, property damage and workers compensation.

### 2. BONDS AND INSURANCE

The Proposer awarded the contract will be required to furnish a 100% Performance Bond will be required, Public Liability Insurance, and Workers Compensation Insurance; all of which shall be acceptable to the City of Aurora.

### 3. CITY'S AGENT

The Purchasing Director, or delegate, shall represent and act for the City in all matters pertaining to the Proposal and contract in conjunction thereto.

### 4. PAYMENTS

Payment shall be made for services rendered. The City, after inspection and acceptance, and in consideration of the faithful performance by the Proposer, agrees to pay for the completion of the work embraced in this contract, payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, et. seq.)

Time, in connection with any discount offered, will be computed from the date of delivery to the City or from the date a correct invoice is received by the City of Aurora Purchasing Division, if the latter date is later than the date of delivery.

Prices will be considered NET, if no payment discount is shown.

**All invoices MUST contain a valid City of Aurora issued purchase order.**

The successful Proposer shall submit invoices via e-mail to:

[PurchasingDL@aurora.il.us](mailto:PurchasingDL@aurora.il.us)

or Mail to the following address:

**City of Aurora  
Attn: Purchasing Division  
44 E. Downer Place  
Aurora, IL 60507**

The City of Aurora offers electronic funds transfer (EFT) payment to our vendors. EFT is fast, simple, safe and secure and is *our preferred method of payment!*

### 5. TAXES

The City of Aurora is exempt, by law, from paying State and City Retailer's Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax (per Illinois Revised Statutes, Chapter 120, Paragraph 44) upon City works and purchases. The City of Aurora's Sales Tax Exemption Number is E9996-0842-07.

## **6. COMPLIANCE WITH LAWS AND REGULATIONS**

The Proposer shall at all times observe and comply with all Federal, State, Municipal and other local laws, ordinances, regulations, and requirements which in any manner affect the conduct of the Work, and with all Federal, State and local laws and policies of non-discrimination, sexual harassment, and others applicable thereto; and all such orders or decrees as exist at the present and which may be enacted later, of bodies or tribunals having jurisdiction or authority over the Work, and no plea of misunderstanding or ignorance thereof will be considered. He shall indemnify and save harmless the City and all its officers, agents, employees and servants against any requirement, claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree, whether by himself or his employees.

## **7. DEFAULT**

Time is of the essence of this Proposal and if delivery of acceptable items or rendering of services is not completed by the time promised, the City reserves the right, without liability, in addition to its other rights and remedies, to terminate the Proposal by notice effective when received by Proposer, as to stated items not yet shipped or services not yet rendered. The City will procure articles or service from other sources and hold the Proposer responsible for any excess cost incurred as provided for in Article 2 of the Uniform Commercial Code.

## **8. CANCELLATION**

The City reserves the right to cancel the whole or any part of the contract if the Proposer fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The Proposer will not be liable to perform if situations arise by reason of strikes, acts of God or public enemy, acts of the City, fires or floods.

If the awarded Contractor fails to maintain acceptable product quality or to perform adequately in accordance with the terms, conditions and specifications established in this Request for Proposal, the City reserves the right to cancel the contract upon thirty (30) days written notice to the Contractor.

## **9. INSURANCE AND HOLD HARMLESS PROVISION**

At the Proposer's expense, the Proposer shall secure and maintain in effect throughout the duration of this contract, insurance of the following kinds and limits to cover all locations of the Proposer's operations. The Proposer shall furnish Certificates of Insurance to the City before starting or within ten (10) days after the execution of the contract, whichever date is reached first. All insurance policies shall be written with insurance companies approved by the City of Aurora and licensed to do business in the State of Illinois and having a rating of not less than A IX, according to the latest edition of the A.M. Best Company; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the City. This provision shall also be stated on each Certificate of Insurance as: "Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 10 days written notice to the certificate holder named to the left".

If requested, the awardee of this Proposal will give the City a copy of the insurance policies. The policies must be delivered to the City within two weeks of the request.

The limits of liability for the insurance required shall provide coverage for not less than the following amount, or greater where required by law:

- (1) Worker's Compensation Insurance - Statutory amount.
- (2) General Liability Insurance:
  - (a) \$1,000,000 per occurrence and \$2,000,000 general aggregate
  - (b) \$500,000 per occurrence for Property Damage
  - (c) \$1,000,000 per occurrence for Personal Injury
- (3) Auto Liability Insurance:
  - (a) Bodily injury with limits not less than \$1,000,000
  - (b) Property damage with limits not less than \$500,000
- (4) Umbrella excess liability of \$1,000,000 per occurrence, \$2,000,000 aggregate

The Proposer shall include the City as a primary, non-contributory additional named insured on both General and Auto Liability Insurance policies and indicate said status on any Certificates of Insurance provided to the City pursuant to this project. All insurance premiums shall be paid without cost to the City.

The Proposer agrees to indemnify and save harmless the City of Aurora, their agents and employees from and against all loss and expenses (including costs and attorneys' fees) by reason of liability imposed by law or claims made upon the City of Aurora for damages because of bodily injury, including death at any time resulting therefrom sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this project work, whether such claims or injuries to persons or damage to property be due to the negligence of the Proposer or his Subcontractors. The Proposer shall assume total risk and shall be responsible for any and all damages or losses caused by or in any way resulting from the work and provide all insurance necessary to protect and save harmless the City of Aurora and its employees.

## **10. SUBLETTING OR ASSIGNMENT OF WORK**

Subletting or assignment of work shall not be permitted.

## **11. WORKERS COMPENSATION ACT**

The Proposer further agrees to insure his employees and their beneficiaries and to the employees and the beneficiaries of any subcontractor employed from time to time by him on said Work, the necessary first-aid, medical, surgical, and hospital services and any compensation provided for in the Workers Compensation Act of the State of Illinois that is or may be in force in the State.

Such insurance shall be placed by said Proposer in a company or association (to be approved by the City and to be accepted by the Council thereof) authorized under the laws of the State of Illinois to insure the liability above specified.

Said Proposer hereby further agrees to indemnify, keep and save harmless said City from all action, proceedings, claims, judgments, awards, and costs, loss, damages, expenses, and attorney's fees which may in

any way come against said City by reason of any accidental injuries or death suffered by any of his employees or the employees of any subcontractor employed by him in and about the performance of the Work provided for in the Proposal, and any and all liability resulting thereupon; and said Proposer, in case of any suit, action, or proceeding on account of any or all of the foregoing shall defend the same for and on behalf of said City and indemnify the City therefore, and pay the amount of any and all awards and final judgments and orders rendered and entered therein, together with all loss, costs, damages, attorney's fees, and expenses incurred therein. Said Proposer shall be the sole employer of its employees and workers, and in no way so shall the City be considered a joint employer of same under any circumstance.

## **12. MINORITY PARTICIPATION**

The City of Aurora encourages minority business firms to submit Proposers and encourages the successful Proposer to utilize minority businesses as sub-contractors for supplies, equipment, services and construction.

## **13. PROSECUTION OF WORK**

The Proposer shall begin the Work to be performed under the Proposal as specified in the specifications after the execution and acceptance of the Proposal, unless otherwise provided. The Work shall be conducted in such a manner and with sufficient materials, equipment and labor as is considered necessary to ensure its completion within the time specified in the Proposal.

## **14. TIME**

Proposer shall schedule its Work to meet the requirement of the City. Proposer shall perform the Work expeditiously in cooperation with the City's agent, employees, contractors and subcontractors. Proposer shall make no claim against the City and no claim shall be allowed for any damages which may arise out of any delay caused by City, its agents, employees, contractor or subcontractors. Proposer's sole remedy for delay shall be an extension in the contract time.

## **15. ILLINOIS NON-APPROPRIATION CLAUSE**

A forfeit clause is provided pursuant to the Illinois Non-Appropriation Clause of funds for government entities that if funds or budgets are not approved, service may be cancelled. No early cancellation penalties will be assessed, but the customer must be given 30-day notice of intent to cancel.

## **16. TERMINATION FOR CLAUSE**

This Proposal may be terminated by the City at any time upon thirty (30) days written notice, or by either party in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. This Proposal is also subject to termination by either party if either party is restrained by state or federal law of a court of competent jurisdiction from performing the provisions of this Agreement.

Upon such termination, the liabilities of the parties to this RFP shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination. Mailing of such notice, as and when above provided, shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

If this RFP is terminated due to the City's substantial failure to perform, the Proposer shall be paid for labor and expenses incurred to date, subject to offset of any damages, losses or claims against the City resulting from or relating to Proposer's performance or failure to perform under this agreement.

In the event of termination by the City upon notice and without cause, upon completion of any phase of the Basic Services, fees due the Proposer for services rendered through such phase shall constitute total payment for services. In the event of such termination by the City during any phase of the Basic Services, the Proposer will be paid for services rendered during the phase on the basis of the proportion of work completed on the phase as of the date of termination to the total work required for that phase.

## **17. TERM**

The term shall begin on the Effective Date and shall remain in effect for a period of two (2) years from the Effective Date, unless otherwise terminated as provided herein. The City of Aurora has the sole option to renew the Agreement for two (2) additional one (1) year periods if it is deemed to be in the City's best interest to do so.

## **18. DAMAGE TO PUBLIC OR PRIVATE PROPERTY**

The Contractor is responsible for anything damaged due to the direct result of inspection, installation or construction. Remove all debris from site and dispose of appropriately at Contractor expense. If property (public or private) is damaged while Contractor is performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the Contractor in a manner acceptable to the County prior to the final acceptance of the work. Contractor will be responsible for applying and securing any permits that may be required to complete such repairs.

Contractor must provide protection necessary to prevent damage to property being repaired or replaced.

If the work site has any pre-existing damage, the Contractor shall notify the City of Aurora in writing. Failure to do so shall obligate the Contractor to make repairs per the above section. Any damage to property (public or private) caused by the action of the Contractor shall be repaired or replaced at the expense of the Contractor to the satisfaction of the City of Aurora. Failure to restore said property within five (5) working days following notification will result in a deduction from the final payment invoice. All damages which occur as a result of the Contractor's application of materials shall be remedied by the Contractor at no additional cost to the City. Repairs made as a result of damage must be guaranteed for a period of thirty (30) days. Should the replacement be damaged within the thirty (30) day period, the Contractor shall replace the materials continually until the area is re-established.

Should the City of Aurora have any expenses incurred due to the Contractor not restoring the property/damage within said time, any appropriate labor, material, and/or equipment use or rental to restore damaged property to its original condition will be deducted from the final Invoice prior to a payment being made.

## **SCOPE OF WORK**

### **1. PROJECT INTRODUCTION AND PURPOSE**

The City of Aurora is seeking proposals from qualified contractors to provide comprehensive elevator maintenance services for its facilities. Contractors are expected to review and understand all information contained in this Request for Proposals (RFP). By submitting a response, Contractors acknowledge their understanding of and agreement to the terms and requirements outlined in the RFP.

The selected Contractor must ensure all services are performed in compliance with applicable local, state, and federal regulations, as well as manufacturer specifications. The scope of work includes routine monthly and annual inspections, cleaning, lubrication, and the timely execution of any necessary repairs or replacements to maintain safe, efficient, and reliable elevator operations.

The City aims to partner with a contractor that demonstrates a proven track record in delivering high-quality elevator maintenance, responsive emergency services, and consistent support aligned with the operational needs of municipal facilities.

The term of the contract shall be for two (2) years with the option to renew the agreement for two (2) additional one (1) year periods upon mutual agreement.

### **2. MINIMUM QUALIFICATIONS**

The following are minimum requirements that the Contractor must meet in order to be eligible to submit a proposal. Responses must clearly show compliance with these minimum qualifications. The City will reject without further consideration those applications that are not clearly responsive to these minimum qualifications. Each specification included in this package describes the services which the City feels is necessary to meet the performance requirements of the City, and shall be considered the minimum standards expected of the Contractor. The specifications are not intended to exclude potential Contractors.

### **3. GENERAL REQUIREMENTS**

The selected Contractor must ensure that all elevators remain in safe, reliable, and code-compliant operating condition.

The Contractor shall provide all labor, supervision, materials, parts, tools, equipment, and transportation necessary to perform preventive maintenance, repairs, and inspections on all elevators covered under this agreement.

Contractor must be able to perform maintenance, and testing on proprietary elevator equipment.

Contractor must have direct access to required parts, tools and software for proprietary systems.

Subcontracting shall not be permitted; all work must be performed directly by the Contractor's trained and certified staff.

**Work Days and Hours** – Normal work hours will be Monday through Friday, 8:00 AM to 5:00 PM. Any work performed outside of the normal City of Aurora business hours must have prior approval.

**Warranty** - The Contractor shall provide a warranty for all workmanship and materials for a period of two (2) years unless a longer manufacturer warranty/guarantee time is given.

All work must comply with:

- State and local codes
- OSHA safety requirements
- ASME A17.1 Safety Code for Elevators and Escalators
- ADA (Americans with Disabilities Act) accessibility standards

**Mandatory Site Visit Monday, October 27, 2025 8:30 am 44 E. Downer Place, Aurora, IL**

It is incumbent upon all Contractors to examine all sites and ensure that they are aware of all conditions that may affect the contract work. The City of Aurora will not be responsible for conclusions made by the Contractor. No claims for additional compensation will be considered on behalf of any Contractor, materials suppliers or others on account of that person's failure to be fully informed of all requirements of all parts of this RFP.

**4. REQUESTED SERVICES**

**Preventive Maintenance Services**

The Contractor shall perform regular preventive maintenance at the intervals required by manufacturer specifications and code. Services include but are not limited to:

- Lubrication & Cleaning of all moving parts (gears, bearings, guides, cables, sheaves, etc.).
- Adjustment & Calibration of safety devices, controls, brakes, governors, door operators, and leveling systems.
- Inspection & Testing of hoist-way, machine room, pit, buffers, car top, emergency systems, and safety circuits.
- Replacement of Worn Parts including belts, rollers, door gibs, fuses, lamps, filters, switches, and contacts.
- Hydraulic Elevators: Check oil levels, cylinders, seals, pumps, and relief valves.
- Traction Elevators: Inspect ropes, traction sheaves, brakes, gearboxes, and counterweights.

**Corrective Maintenance & Repairs**

- Must provide 24/7 emergency response for entrapments or elevator failures.
- Must respond to service calls within two (2) hours during business hours and two (2) hours after-hours.
- Contractor shall perform corrective repairs due to normal wear and tear at no additional cost.
- Contractor shall provide cost estimates for major component replacements (motors, controllers, hoist ropes, cylinders, etc.) not covered under routine maintenance.

### **Clean up & Restoration of Site**

- Contractor shall remove all debris from site daily
- Debris must be disposed of appropriately at the Contractors expense.
- Work site must be maintained in a safe manner.

### **Inspection & Testing**

- Must conduct and coordinate annual safety inspections and State-mandated tests (Category 1 & 5 tests)
- Test results, inspection reports, and certification stickers as required by law shall be provided to the project manager.
- Contractor must accompany State inspectors during required inspections.

### **Documentation & Reporting**

- Logbook in each machine room shall be kept with records of all service calls, preventive maintenance, and repairs.
- Provide monthly service reports to the Central Services Division detailing work performed and noting any recommendations.
- Must submit an annual condition report with recommendations for upgrades or modernization.
- Invoices shall remain consistent and detailed for work and services delivered and charged to the City.

### **Safety & Compliance**

- All technicians must be properly licensed, trained, and certified.
- OSHA lockout/tagout procedures and site safety requirements must be followed with all work performed.
- The Contractor shall carry insurance coverage including general liability, workers' compensation, and professional liability.

### **Special Inspections**

- Contractor shall be responsible for scheduling and granting access to City vendors for the Annual Third-Party Elevator Inspections and Maintenance Control Programs.

**Additional Services:** If the City of Aurora and/or awarded Contractor identifies any additional services to be provided by Contractor that are not covered under the Agreement but are beneficial to the City, such additional services shall be mutually negotiated between the City and the Contractor.

## **5. ELEVATOR LOCATIONS**

### **City Hall:**

One (1) Elevator - Passenger, Make: Reliance, Power: Hydraulic, Capacity:3500 lbs.

One (1) Wheelchair Lift - Make: Garaventa GVL-OP-42, Power: Screw Drive Traction, Capacity:750 lbs.

44 E. Downer Place, Aurora, IL consists of two adjacent buildings: a 5-story building that is over 90 years old and a 2-story building that is over 60 years old. The square footage of the building is approximately 50,000. There are three public entrances, the foot traffic is high, one elevator, and a lift chair present.

**Stolp Island Parking Deck:**

Elevator One (1) - Passenger, Make: Otis/Smartrise, Power: Hydraulic, Capacity: 2500 lbs

Elevator Two (2) - Passenger, Make: Otis/Smart rise, Power: Hydraulic, Traction, Capacity: 2500 lbs.

5 East Downer Place, Aurora, IL, is a five (5) level precast concrete parking structure located to the east of Stolp Island. This facility has been in service for approximately 28 years. Pedestrian access to the upper supported levels is available via two (2) stairways and elevator towers, located at the northwest and southeast corners of the structure. The building experiences high traffic.

**Elmslie Building:**

Elevator - Passenger, Make: Seco Model, Power: Hydraulic, Capacity: 3000 lbs

1-5 S. Broadway, Aurora, IL, is made up of three (3) adjacent remodeled buildings. These buildings are over 80 years old, totaling more than 12,000 square feet. Traffic is low to moderate, and there is one (1) elevator available.

**Public Art Building:**

Elevator - Passenger, Make: Valley Model, Power: Hydraulic, Capacity: 3500 lbs

20 E. Downer Place, Aurora, IL, is a three (3) story commercial structure built in 1866. It covers 10,800 square feet and contains one (1) elevator. The building experiences moderate traffic.

**Financial Empowerment Center:**

Elevator - Passenger, Make: Dover, Power: Hydraulic, Capacity: 2000 lbs

712 South River Street, Aurora, IL, is a two (2) story building measuring 3,500 square feet. It has one (1) entrance, three (3) exits, and contains one (1) elevator. The building experiences moderate traffic.

**Fire Museum:**

Elevator: Passenger, Make: Seco Model, Power: Hydraulic, Capacity: 4500 lbs

53 N. Broadway, Aurora, IL, is a two (2) story building built in 1894 with a lower level. The total square footage is approximately 4,000 square feet, and it contains one (1) elevator. The building experiences moderate traffic.

**Public Works Facility:**

Elevator - Passenger, Make: Otis, Power: Electric, Capacity: 5000 lbs.

2185 Liberty St, Aurora, IL is a newly constructed two (2) story building completed in 2024. It includes one (1) elevator. The building experiences high traffic.

**GAR (Grand Army of the Republic) Hall:**

Elevator - Wheelchair Life Conveyance, Make: Garaventa, Power: Rope and Chain, Capacity: 750 lbs

23 E. Downer, Aurora, IL. The building is approximately 2,185 square feet and has one (1) entrance, one (1) exit, and one (1) elevator. The building experiences moderate traffic, is a historic landmark built in 1877, featuring restoration and museum areas.

**Phillips Park Golf Clubhouse:**

Dumb Waiter

1001 Hill Ave, Aurora, IL. One dumbwaiter, building is approximately 2,700 sq. feet. 1001 Hill Avenue, Aurora, IL.

**Public Facilities Department:**

Elevator - Passenger, Make: Otis, Power: Hydraulic, Capacity: 2000 lbs

101 North Lake Street, Aurora, IL, is a two (2) story structure with a lower level. It covers approximately 3,800 square feet and contains one (1) elevator. The building experiences moderate traffic.

**18 W. Benton St, Aurora, IL:**

Elevator One (1) - Passenger, Make: Seco, Power: Hydraulic, Capacity: 2500 lbs

Hand Lift - Make: Concord, Power: Hydraulic/Cable, Capacity: 700 lbs

Two (2) Elevators. Two (2) story structure with a basement built in 1932. It covers 42,504 square feet. Previous SciTech Building

**Water Treatment Plant:**

Elevator One (1) – Passenger, Make: Automatic, Power: Hydraulic, Capacity: 2000 LBS.

Elevator Two (2) – Freight, Make: Automatic, Power: Hydraulic, Capacity: 8000LBS

Two (2) Elevators total for Water Treatment Plant, location 1111 Aurora Ave., Aurora, IL 60505. One building containing a passenger elevator on the west side of the building and a freight elevator on the east side of the building that is approximately 25 years old.

**Additional Locations:**

**RiverEdge Park**

Elevator One (1) - Passenger, Make: Otis Hydrofit, Power: Hydraulic, Capacity: 4500 lbs

360 N. Broadway, Aurora, IL, is a concert venue with river walks, bike paths, a pier, and a naturalistic landscape. The concert venue contains one (1) elevator, and there are two (2) landings. Location may be added upon mutual agreement.

#### **Fire Station Headquarters (Fire Station 4)**

Fire Station 4 - 1250 E Indian Trail Rd Aurora, IL 60505. Anticipated to have one (1) elevator. Further details will be provided upon closing of construction, initial maintenance contract with installation is 1 year. Location may be added for the 2027 year upon mutual agreement.

### **6. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT**

The Contractor warrants that the product(s) and/or service(s) supplied to City of Aurora shall conform in all respects to the standards set forth in the Occupational Safety and Health Act (OSHA) of 1970 as amended and the failure to comply will be considered a breach of contract. City of Aurora shall be held harmless against any unsafe conditions and contractor employee incidents.

Contractor certifies that all material, equipment, services, etc., furnished in this proposal meets all OSHA requirements for the applicable Sectors. Contractor further certifies that, if the successful Contractor, and the material, equipment, service, etc., delivered or provided is subsequently found to be deficient in any OSHA requirement in effect on date of delivery or service fulfillment date, all costs necessary to bring the material, equipment, service, etc., into compliance with the aforementioned requirements shall be borne by the Contractor. All Personal Protective Equipment used by the Contractor and their employees shall be ANSI certified and meet OSHA standards.

## SUBMITTAL CONTENT

### 1. TECHNICAL PROPOSAL

Submitted proposals shall be organized in the following order which allows for clarity and ease of review of the proposals. Where indicated, City forms must be completed and submitted. Proposals should not exceed 30 single sided, not including covers, table of contents and section dividers.

The following items shall be included in your Statement of Work (SOW):

**Cover Transmittal Letter** (1 page max.) – On company letterhead, provide a narrative which introduces the company and team highlighting the special strengths of the company to perform the work requested in this RFP. The letter should be signed by an authorized principal of the proposing company.

**Organization, Personnel and Staffing** (9 pages max.) – Provide a brief description of all key personnel to be involved and their relationship to the services to be provided.

- Include names, titles, licenses, certificates, fields of expertise, and relevant state and local area experience for all proposed personnel and staff.
- Identify the Project Manager for the proposed services.

**Company Qualifications, Experience and References** (10 pages max.) – Provide a narrative describing the company’s qualifications to perform the project work. Provide information on past relevant experience, including:

- Customer Name
- Project Name
- Award Amount
- Award Date
- Completion Date
- Reference Contact
- Project Description

**Project Approach** (10 pages max.) – Provide a detailed project schedule that illustrates the duration of each task: Preventive Maintenance Services, Corrective Maintenance & Repairs, Clean up & Restoration of Site, Inspection & Testing, Documentation & Reporting (include an example of an invoice for services rendered), Safety & Compliance, and Site Inspections. Provide a detailed plan for response times in emergency entrapments or elevator failures.

Provide a narrative which shows your company’s understanding of the project’s requirements and documents a logical technical approach to the project scope of work. Include a general work plan as well as the proposed approach to undertaking the scope of work described earlier in this RFP.

### 2. COST PROPOSAL

**Pricing** – The pricing *component* shall be uploaded electronically in Section 5 Pricing Table.

This section will be reviewed last. **Pricing shall not be mentioned anywhere in the body of the proposal.**

*Please note that pricing is only a portion of the evaluation criteria for award.*

**PRICING TABLE**  
**CITY HALL - 44 E. DOWNER PLACE, AURORA IL**  
 Elevator and Wheelchair Lift

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>Elevator - Passenger, Make: Reliance, Power: Hydraulic, Capacity:3500 lbs.</b>					
1	FAID Testing	1	Each Visit		
2	Witnessing Fee	1	Each Visit		
3	Quarterly Maintenance	4	Each Visit		
4	Service Call	1	Each Visit		
5	Consumables	1	Each Visit		
6	Gas Surcharge	1	Each Visit		
<b>Wheelchair Lift - Make: Garaventa gvl-op-42, Power: Screw Drive Traction, Capacity:750 lbs.</b>					
7	FAID Testing	1	Each Visit		
8	Witnessing Fee	1	Each Visit		
9	Quarterly Maintenance	4	Each Visit		
10	Service Call	1	Each Visit		
11	Consumables	1	Each Visit		
12	Gas Surcharge	1	Each Visit		
<b>TOTAL</b>					

**STOLP ISLAND PARKING DECK - 5 E. DOWNER PLACE, AURORA IL**  
 Elevator 1 Elevator 2

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>Elevator One (1) - Passenger, Make: Otis/Smart rise, Power: Hydraulic, Capacity: 2500 lbs.</b>					
49	FAID Testing	1	Each Visit		
50	Witnessing Fee	1	Each Visit		
51	Quarterly Maintenance	4	Each Visit		
52	Service Call	1	Each Visit		
53	Consumables	1	Each Visit		
54	Gas Surcharge	1	Each Visit		
<b>Elevator Two (2) - Passenger, Make: Otis/Smart rise, Power: Hydraulic, Traction, Capacity: 2500 lbs.</b>					
55	FAID Testing	1	Each Visit		
56	Witnessing Fee	1	Each Visit		
57	Quarterly Maintenance	4	Each Visit		
58	Service Call	1	Each Visit		
59	Consumables	1	Each Visit		
60	Gas Surcharge	1	Each Visit		
<b>TOTAL</b>					

**ELMSLIE - 1 S. BROADWAY, AURORA IL**

Elevator

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>Elevator - Passenger, Make: Seco, Model: Hydraulic, Capacity: 3000 lbs.</b>					
67	FAID Testing	1	Each Visit		
68	Witnessing Fee	1	Each Visit		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
69	Quarterly Maintenance	4	Each Visit		
70	Service Call	1	Each Visit		
71	Consumables	1	Each Visit		
72	Gas Surcharge	1	Each Visit		
<b>TOTAL</b>					

**PUBLIC ARTS - 20 E. DOWNER PLACE, AURORA IL**

Elevator

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>Elevator - Passenger, Make: Valley, Power: Hydraulic, Capacity: 3500 lbs.</b>					
73	FAID Testing	1	Each Visit		
74	Witnessing Fee	1	Each Visit		
75	Quarterly Maintenance	4	Each Visit		
76	Service Call	1	Each Visit		
77	Consumables	1	Each Visit		
78	Gas Surcharge	1	Each Visit		
<b>TOTAL</b>					

**FINANCIAL EMPOWERMENT CENTER (FEC) - 712 S. RIVER ST, AURORA IL**

Elevator

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>Elevator- Passenger, Make: Dover, Power: Hydraulic, Capacity: 2000 lbs.</b>					

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
79	FAID Testing	1	Each Visit		
80	Witnessing Fee	1	Each Visit		
81	Quarterly Maintenance	4	Each Visit		
82	Service Call	1	Each Visit		
83	Consumables	1	Each Visit		
84	Gas Surcharge	1	Each Visit		
<b>TOTAL</b>					

**FIRE MUSEUM - 53 N. BROADWAY, AURORA IL**

Elevator

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>Elevator: Passenger, Make: Seco, Model: Hydraulic Capacity: 4500 lbs.</b>					
85	FAID Testing	1	Each Visit		
86	Witnessing Fee	1	Each Visit		
87	Quarterly Maintenance	4	Each Visit		
88	Service Call	1	Each Visit		
89	Consumables	1	Each Visit		
90	Gas Surcharge	1	Each Visit		
<b>TOTAL</b>					

**PUBLIC WORKS BUILDING - 2185 LIBERTY ST, AURORA IL**

Elevator

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>Elevator- Passenger, Make: Otis, Power: Electric, Capacity: 5000 lbs.</b>					
91	FAID Testing	1	Each Visit		
92	Witnessing Fee	1	Each Visit		
93	Quarterly Maintenance	4	Each Visit		
94	Service Call	1	Each Visit		
95	Consumables	1	Each Visit		
96	Gas Surcharge	1	Each Visit		
<b>TOTAL</b>					

**GRAND ARMY REPUBLIC MUSEUM (GAR) - 23 E. DOWNER, AURORA IL**

Elevator-

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>Elevator- Wheelchair lift conveyance, Make: Garaventa, Power: Rope and Chain, Capacity: 750 lbs.</b>					
97	FAID Testing	1	Each Visit		
98	Witnessing Fee	1	Each Visit		
99	Quarterly Maintenance	4	Each Visit		
100	Service Call	1	Each Visit		
101	Consumables	1	Each Visit		
102	Gas Surcharge	1	Each Visit		
<b>TOTAL</b>					

**PHILLIPS PARK GOLF COURSE - 1001 HILL AVE, AURORA IL**

Dumb Waiter

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>Dumb Waiter</b>					
103	FAID Testing	1	Each Visit		
104	Witnessing Fee	1	Each Visit		
105	Quarterly Maintenance	4	Each Visit		
106	Service Call	1	Each Visit		
107	Consumables	1	Each Visit		
108	Gas Surcharge	1	Each Visit		
<b>TOTAL</b>					

**PUBLIC FACILITIES BUILDING - 101 N. LAKE ST, AURORA IL**

Elevator

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>Elevator- Passenger, Make: Otis, Power: Hydraulic, Capacity: 2000 lbs.</b>					
109	FAID Testing	1	Each Visit		
110	Witnessing Fee	1	Each Visit		
111	Quarterly Maintenance	4	Each Visit		
112	Service Call	1	Each Visit		
113	Consumables	1	Each Visit		
114	Gas Surcharge	1	Each Visit		
<b>TOTAL</b>					

**18 W. BENTON ST, AURORA IL**

Elevator and Hand Lift

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>Elevator One (1) - Passenger, Make: Seco, Power: Hydraulic, Capacity: 2500 lbs.</b>					
115	FAID Testing	1	Each Visit		
116	Witnessing Fee	1	Each Visit		
117	Quarterly Maintenance	4	Each Visit		
118	Service Call	1	Each Visit		
119	Consumables	1	Each Visit		
120	Gas Surcharge	1	Each Visit		
<b>Hand Lift - Make: Concord Power: Hydraulic/Cable, Capacity: 700 lbs.</b>					
121	FAID Testing	1	Each Visit		
122	Witnessing Fee	1	Each Visit		
123	Quarterly Maintenance	4	Each Visit		
124	Service Call	1	Each Visit		
125	Consumables	1	Each Visit		
126	Gas Surcharge	1	Each Visit		
<b>TOTAL</b>					

**WATER TREATMENT PLANT**

Elevator 1 Elevator 2

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>Elevator One (1) – Passenger, Make: Automatic, Power: Hydraulic, Capacity:2000 LBS</b>					
115	FAID Testing	1	Each Visit		
116	Witnessing Fee	1	Each Visit		

Request For Proposal #25-191  
 Title: Elevator Maintenance and Testing for City of Aurora Facilities

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
117	Quarterly Maintenance	4	Each Visit		
118	Service Call	1	Each Visit		
119	Consumables	1	Each Visit		
120	Gas Surcharge	1	Each Visit		
<b>Elevator Two (2) – Freight, Make: Automatic, Power: Hydraulic, Capacity: 8000LBS</b>					
121	FAID Testing	1	Each Visit		
122	Witnessing Fee	1	Each Visit		
123	Quarterly Maintenance	4	Each Visit		
124	Service Call	1	Each Visit		
125	Consumables	1	Each Visit		
126	Gas Surcharge	1	Each Visit		
<b>TOTAL</b>					

## EVALUATION CRITERIA

### 1. Phase 1

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p><b>Organization, Personnel and Staffing</b></p> <p>Provide a brief description of all key personnel to be involved and their relationship to the services to be provided.</p>	Points Based	30 <i>(37.5% of Total)</i>
2.	<p><b>Company Qualifications, Experience and References</b></p> <p>Provide a narrative describing the company's qualifications to perform the project work. Provide information on past relevant experience, including Customer Name, Project Name, Award Amount, Award Date, Completion Date, Reference Contact, and Project Description</p>	Points Based	30 <i>(37.5% of Total)</i>
3.	<p><b>Project Approach</b></p> <p>Provided a detailed project schedule that illustrates the duration of each task: Preventive Maintenance Services, Corrective Maintenance &amp; Repairs, Clean up &amp; Restoration of Site, Inspection &amp; Testing, Documentation &amp; Reporting, Safety &amp; Compliance, and Site Inspections. Provided a detailed plan for response times in emergency entrapments or elevator failures.</p>	Points Based	20 <i>(25% of Total)</i>

### 2. Phase 2

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p><b>Cost Proposals</b></p> <p>Cost of Services requested compare to the market value and current contracts.</p>	Points Based	20 <i>(100% of Total)</i>

## VENDOR SUBMISSIONS

### 1. Technical Proposal\*

See Submittal Content Section for more information.

**Pricing shall not be mentioned** anywhere in the body of the Technical Proposal.

\*Response required

### 2. Contact Information\*

Please download the below documents, complete, and upload.

- [COA Contact Information.docx](#)

\*Response required

### 3. References\*

Sufficient references of all like public and/or private agencies must be presented below. Listing must include company name, contact person, telephone number and date purchased. All Proposers, as a condition of and prior to entry into a contract, agree that a complete background investigation of the principals of the Proposer and all employees who will work on the project may be made. Proposers agree to cooperate with the appropriate City of Aurora personnel to supply all information necessary to complete these investigations. The City of Aurora in its complete discretion may disqualify any Proposer, including low Proposer, and may void any contract previously entered into based on its background investigation.

\*Response required

### 4. Eligibility\*

By signing this Proposal, the Proposer hereby certifies that they are not barred from bidding on this Proposal as a result of a violation of Article 33E, Public Bids of the Illinois Criminal Code of 1961, as amended (Illinois Compiled Statutes, 720 ILCS 5/33E-1).

Please confirm

\*Response required

### 5. Proposer's Certification\*

I/We hereby certify that:

A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.

B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.

C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).

D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.

E. The Proposer is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of “bid rigging” or “bid rotating” of any state or the United States.

F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

Please confirm

\*Response required

### **6. Proposer's Tax Certification\***

The Proposer's Executing Officer, being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the Proposer, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from contracting with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

Please confirm

\*Response required

### **7. Warranty Information\***

The Contractor shall provide a warranty for all workmanship and materials for a period of two (2) years unless a longer manufacture warranty / guarantee time is given or specified elsewhere in the plans and specifications associated with the RFP.

\*Response required

### **8. Standard City of Aurora Contract\***

Please download the below documents, complete, and upload.

- [Sample Standard Contract RF...](#)

\*Response required

### **9. Additional Information**

**CITY OF AURORA  
ELEVATOR MAINTENANCE  
AND TESTING FOR CITY OF  
AURORA FACILITIES**

**EXHIBIT 2**

**(PROPOSAL FORM 25-191)**



City of Aurora, IL  
Purchasing  
Jolene Coulter, Director of Purchasing  
44 E Downer Place, Aurora, IL 60502

---

## [MID-AMERICAN ELEVATOR] RESPONSE DOCUMENT REPORT

RFP No. 25-191

Elevator Maintenance and Testing for City of Aurora Facilities

RESPONSE DEADLINE: November 4, 2025 at 11:00 am

Report Generated: Thursday, November 6, 2025

### Mid-American Elevator Response

#### CONTACT INFORMATION

**Company:**

Mid-American Elevator

**Email:**

veronica@mid-americanelevator.com

**Contact:**

Veronica Lamb

**Address:**

175 Prairie Lake Rd  
Unit A  
East Dundee, IL 60118

**Phone:**

(773) 486-6900

**Website:**

[mid-americanelevator.com](http://mid-americanelevator.com)

**Submission Date:**

Nov 3, 2025 3:39 PM (Central Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Nov 3, 2025 1:59 PM by Veronica Lamb*

## QUESTIONNAIRE

### 1. Technical Proposal\*

*Fail*

See Submittal Content Section for more information.

**Pricing shall not be mentioned** anywhere in the body of the Technical Proposal.

Aurora\_Technical\_Proposal\_110325.pdf

Aurora\_cover\_letter\_110325.pdf

### 2. Contact Information\*

*Pass*

Please download the below documents, complete, and upload.

- [COA Contact Information.docx](#)

Aurora\_COA\_Contact\_Information\_MAE\_signed\_110325.pdf

### 3. References\*

*Pass*

Sufficient references of all like public and/or private agencies must be presented below. Listing must include company name, contact person, telephone number and date purchased. All Proposers, as a condition of and prior to entry into a contract, agree that a complete background investigation of the principals of the Proposer and all employees who will work on the project may be made.

Proposers agree to cooperate with the appropriate City of Aurora personnel to supply all information necessary to complete these investigations. The City of Aurora in its complete discretion may disqualify any Proposer, including low Proposer, and may void any contract previously entered into based on its background investigation.

Please see our attached technical proposal for our references.

#### **4. Eligibility\***

*Pass*

By signing this Proposal, the Proposer hereby certifies that they are not barred from bidding on this Proposal as a result of a violation of Article 33E, Public Bids of the Illinois Criminal Code of 1961, as amended (Illinois Compiled Statutes, 720 ILCS 5/33E-1).

Confirmed

#### **5. Proposer's Certification\***

*Pass*

I/We hereby certify that:

- A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
- B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.
- C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).
- D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.
- E. The Proposer is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.

F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

Confirmed

#### **6. Proposer's Tax Certification\***

*Pass*

The Proposer's Executing Officer, being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the Proposer, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from contracting with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

Confirmed

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Aurora\_cover\_letter\_110325.pdf

#### **8. Standard City of Aurora Contract\***

*Pass*

Please download the below documents, complete, and upload.

- [Sample Standard Contract RF...](#)

Aurora\_Contract.pdf

**9. Additional Information**

No response submitted

**PRICE TABLES**

*Pricing information has not been unsealed yet*

# **MID-AMERICAN ELEVATOR COMPANY, INC.**

## **TECHNICAL PROPOSAL & STATEMENT OF QUALIFICATIONS FOR ELEVATOR MAINTENANCE**

11/1/25

### **COMPANY HISTORY**

Mid-American Elevator Company, Inc. (MAE) is the largest independent elevator contractor in Chicago, Illinois. Founded in 1974, Mid-American presently performs approximately 35 million dollars of elevator construction, modernization and maintenance work each year.

Mid-American's corporate offices are located in East Dundee, Illinois with a major branch/parts warehouse in Chicago, Washington D.C, Miami, Seattle, California, and New Jersey. Mid-American presently employs approximately 100 people in Chicago, 50 in Washington D.C., 20 in New Jersey, 10 in Seattle and 20 in Miami, FL.

Approximately 50% of Mid-American's business is derived from construction and renovation of vertical transportation systems, and 50% from elevator and escalator maintenance and repair.

MAE is well respected in the service and construction industries. Some of Mid-American's most significant installations include:

- Elevator Renovation at the U.S. Customs House, Chicago
- Elevator Renovation at the Main State Department Building, Washington D.C.
- Elevator Renovation at the Export/Import Bank, Washington D.C.
- New Escalators at the Metropolitan Regional Transportation Authority, Atlanta, Ga.
- New Escalators at the Chicago Transit Authority, Orange Line extension
- New Elevators on the Chicago Transit Authority, Green Line Rehabilitation
- New Elevators on the Chicago Transit Authority, Brown Line Rehabilitation
- New Escalators for the Bay Area Rapid Transit Authority, San Francisco, Ca.
- Elevator Renovation at the Kennedy Space Center – 40 elevators
- Elevator Renovation at the IRS (Internal Revenue Service) Building, Washington D.C.
- New Observation Elevators at the Museum of Science & Industry, Chicago, IL
- Elevator Renovation at the U.S. Air Force Academy, Colorado Springs, Co.
- Elevator Renovation at the V.A (Veterans Affairs). Medical Center, North Chicago, IL
- New Elevators at the VA (Veterans Affairs) Medical Center, Ann Arbor MI
- Elevator Renovation at the Cook County Courthouse
- Elevator Renovation at the VAMC Jesse Brown
- Elevator Renovation at the VAMC Hines
- Elevator Renovation at Great Lakes Naval Base, Great Lakes, IL
- Renovation of sixteen elevators at Washington Park
- Installation of seven new elevators at Henry Horner Homes
- Major Renovation of over sixty elevators in CHA Senior Housing.
- Installation of new elevators for the CTA Blue Line
- Installation of new elevators for the CTA Red Line

In addition to these jobs, Mid-American is currently performing or has been contracted in the past five (5) years for the following maintenance and repair jobs:

- The VA Hines, North Chicago, and VA Jesse Brown Hospitals
- Dirksen, Kluczynski, USPO and Metcalfe Federal Loop Complex, Chicago, IL
- San Francisco Federal Building
- Chicago Housing Authority, 30 buildings
- The GSA (General Services Administration) Central Office Building in Washington DC
- The Export-Import Bank in Washington DC
- Over 40 WMATA Metro Stations in Washington DC and suburbs with over 150 elevators and escalators.
- Lyric Opera Building, Chicago, IL
- Fermilab Campus, Batavia, IL
- Metra Transit, Illinois
- Insight Hospital, Chicago, IL

### **EXPERIENCE FOR PUBLIC AGENCIES (3 YEARS)**

Mid-American has performed maintenance services for the following public agencies in the past three years:

- The VA Hines, North Chicago, and VA Jesse Brown Hospitals
- San Francisco Federal Building
- Metropolitan Water Reclamation Elevators and Hoists, IL
- The Chicago Housing Authority, Senior Housing over 80 elevators
- Metra Rail System, Chicago
- The Metcalfe Federal Building, Dirksen Federal Building and Kluczynski Federal Building, Chicago, IL
- The GSA Central Office Building in Washington DC
- The Export-Import Bank in Washington DC
- Over 40 WMATA Metro Stations in Washington DC and suburbs with over 150 elevators and escalators.

Mid-American can execute the administration, management, and maintenance for exceptionally large projects, all in a timely fashion with quality and safety being the first priority. Our management team can be rated as some of the most highly experienced, the most knowledgeable, and most effective people in the elevator industry. Most of our management team has been employed by MAE for over 20 years. They are extremely loyal and dedicated to the Company.

We are signatory to a national agreement with the International Union of Elevator Constructors and all field labor are IUEC members in good standing. We have no problem hiring additional qualified elevator constructors for work on large projects whether they be construction, modernization or maintenance related.

Mid-American has six experienced project managers and four extremely qualified control engineers on staff in Chicago. Our staff also includes fifteen clerical and warehouse employees in the Chicago office.

Mid-American works on all types of elevator and manufacturers including Schindler, Otis, Thyssen-Krupp, Kone, MCE, and vintage equipment. Mid-American is an authorized repair facility to all manufacturers.

MAE has some of the best facilities of any independent elevator contractor with 16,000 square feet of available office space, 20,000 square feet of warehouse, and ample on-site parking. In addition, our Chicago branch facility located at 4646 W Huron, Chicago, IL consists of offices and our parts warehouse. The properties are owned by the Company. Our facilities are open for inspection at any time during normal business hours.

MAE has extensive experience managing elevators in a mass-use environment including contracts for O'Hare Airport, Great Lakes Naval Base, Cook County Facilities Maintenance, VA Hospitals, and GSA Federal Buildings. We understand just how busy, chaotic, and difficult it can be to work in an active university and how critical the elevators are to be functional and in service.

We have a staff of 8 maintenance mechanics already on staff in the area with a backup of three additional service teams and troubleshooters. Along with the designated maintenance and service mechanics, we will have our additional roster of construction and hoist mechanics working in the immediate area to meet temporary surges in workload at any time with a fast response. In instances where the route mechanics may not be able to meet the emergency or normal response time, our additional manpower working the immediate area and our rotating on-call mechanic will help cover any calls coming during regular working hours.

Mid-American also has in place a daily on-call rotating mechanic schedule to provide sufficient manpower to cover any after-hour service calls 24/7/365 and the mechanics have the knowledge and skills to respond to emergency calls in an efficient and timely manner. All MAE field and management personnel carry Verizon phones with direct wireless communication.

We have implemented a Computerized Maintenance Management Program by the name of Liftkeeper which will be a major tool towards providing a first-class maintenance program for this project. Reports can be generated into multiple formats such as word documents, excel spreadsheets and pdf files which can then be sent to staff via email or fax as often as daily. We will also utilize the powerful capabilities of Microsoft Professional with Word, Excel, Power Point and Access for additional computerized management.

Furthermore, all repairs and trouble calls will be logged into Mid-American Elevator's computerized central database within Liftkeeper. Elevators with an excessive number of recurring calls (two or more calls in the same week on the same elevator) will be flagged so that immediate additional attention to those units can be provided to eliminate an incipient problem.

MAE maintains a detailed computerized maintenance management program for all pieces of equipment, we prefer to have all trouble calls reported to and dispatched by our dispatching operations at MAE. Reporting of service calls will require a phone call to our main phone number at MAE (773-486-6900). This number is monitored 24 Hrs. per day, 7 days per week either by our office or our answering service. All after-hour service calls are dispatched to a rotating Manager on call who then personally dispatches the service call to the mechanic to ensure reliable and fast service.

We self-perform all work unless required to be subcontracted out for participation goals.

## **REFERENCES**

Mid-American has never been terminated from a government contract.

The following is a list of references for projects similar in size and nature to the equipment to be maintained in this proposal:

- Fermilab Campus, Batavia, IL- 41 elevators hydraulic/traction. Full range of equipment and vintage. 2013-present, Full-time mechanic. Mandy Hoskins, Contract Administrator 630-659-8915 [ahoskins@fnal.gov](mailto:ahoskins@fnal.gov)
- Insight Hospital, 2525 S Michigan, Chicago, IL 16 elevators with a range of elevator equipment. 2022-present Mary Kay Mangan, Manager 219-629-2406 [marykay.mangan001@insightchicago.com](mailto:marykay.mangan001@insightchicago.com)

- Metra Rail System, 30 elevators, vintage, and new equipment, 547 W Jackson, Chicago, IL 2020-present Rosalinda Austin, Administrator, (312) 322-2752 [raustin@metrarr.com](mailto:raustin@metrarr.com)
- Chicago Housing Authority – Maintenance of approximately forty Senior Buildings and 75 elevators, 60 E Vanburen, Chicago, IL 2000-present Mr. Thurston Stimage, Portfolio Manager, (312) 296-1168. [tstimage@thecha.org](mailto:tstimage@thecha.org)
- Village of Arlington Heights, 15 elevators, various equipment. 2012- present John Gianetti, Building Foreman, (847) 368-5800 Ext. 5860 [dvanryn@vah.com](mailto:dvanryn@vah.com)
- Catholic Charities, Several senior housing buildings, over 15 elevators, vintage to new Schindler proprietary equipment, 721 N LaSalle, Chicago, IL 2006-present, James Bowman, Contract Administrator, 708-516-9200 [dmigler@catholiccharities.net](mailto:dmigler@catholiccharities.net)

## **OTHER CAPABILITIES**

In addition to being an elevator installation and maintenance contractor Mid-American is also a manufacturer and supplier of custom microprocessor-based elevator control systems to elevator companies throughout the United States. Mid-American's in-house staff of four experienced electrical control engineers can quickly, accurately, and cost-effectively design, build, and install any control, signal, or other equipment modifications that might be required. These could include fire service modifications, elevator security system installation, or diagnostic and monitoring devices.

### **Key Personnel:**

The Management team for this project will include:

Cullen Bailey, the President of Mid-American Elevator. Mr. Bailey graduated from Northern Illinois University. Mr. Bailey has over thirty years of experience in the elevator industry, having personally managed over twenty multi-million-dollar construction and maintenance projects. Mr. Bailey will oversee the management team and will be responsible for negotiating any contract change orders.

Mr. Bill Plastina will be assigned daily responsibility as Project Manager for this contract. Bill has been working in all aspects of the elevator business for over 30 years including international management and has managed \$87 million in sales. Responsible for all aspects of several ongoing new construction and modernization projects from sales inception to job completion.

Ms. Veronica Lamb is Mid-American's National Maintenance Director and will be responsible for administration of the documentation for this project. Ms. Lamb has held this position at Mid-American for over twenty five years and is intimately familiar with our computerized maintenance management system, time tickets, certified payrolls, and proper billing procedures.

We will implement a Computerized Maintenance Management Program called Liftkeeper. Our custom software will schedule preventative maintenance tasks by elevator and will manage weekly PM (Preventive Maintenance) tickets for each elevator and task. Our software will keep track of all trouble calls and will flag unusual or recurring problems that need extra attention.

Mr. Plastina and Ms. Lamb will be personally responsible for scheduling the preventative maintenance work on this contract. Mr. Plastina will also be responsible for direct supervision of on-site personnel, ensuring that the work is being accomplished by the right people at the right time and to the satisfaction of the contract.

Mr. Plastina will be responsible for acquiring all the information about the existing equipment so that decisions can be quickly made concerning preventative maintenance scheduling, quantities of spare parts, tools, supplies and other hardware to accomplish maintenance, repairs, upgrades, and modifications in the most efficient manner possible.

Mr. Plastina and Ms. Lamb will be backed up by Ms. Jaime Raskey. Ms. Raskey has worked in various capacities within the elevator business including new installations, service, repair, and maintenance. Ms. Raskey supervised several service/repair crews in downtown Chicago as well as in Seattle.

The procedures, designed specifically for the equipment to be maintained, will ensure that the work is being performed in accordance with the contract requirements and per the OEM's recommended procedures and operating characteristics.

Resumes for Key Personnel can be provided upon request.

### **Approach to Safety and Quality Management**

MAE has extensive experience managing elevators in a mass use environment. We understand just how busy, chaotic, and difficult it can be to work on an active city campus and how critical the elevators are to be functional and in service.

We have a staff of 7 maintenance mechanics already on staff in the area with a back-up of four additional service teams and troubleshooters. Along with the designated maintenance and service mechanics, we will have our additional roster of construction and hoist mechanics working in the immediate area to meet temporary surges in workload at any time with a fast response. In instances where the route mechanics may not be able to meet the emergency or normal response time, our additional workforce working in the immediate area and our rotating on call mechanic will help cover any calls coming in regular working hours.

Mid-American also has in place a daily on call rotating mechanic schedule to provide sufficient labor to cover any after hour service calls 24/7/365 and the mechanics have the knowledge and skills to respond to emergency calls in an efficient and timely manner. All MAE field and management personnel carry Verizon phones with direct wireless communication.

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Furthermore, all repairs and trouble calls will be logged into Mid-American Elevator's computerized central database within Liftkeeper. Elevators with an excessive number of recurring calls (two or more calls in the same week on the same elevator) will be flagged so that immediate additional attention to those units can be provided to eliminate an incipient problem.

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Page 6

MAE will utilize our Safety Director, Mike Smagacz as well as our team of highly qualified management staff who are all intimately experienced in the FRA's safety protocol, training, and quality control principles. Mike Smagacz has been our Safety Director since 2018. Mr. Smagacz has over twenty years as a safety manager. He is extremely knowledgeable in all aspects of safety management and training.



## Mid-American Elevator Company, Inc.

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November 3, 2025

City of Aurora  
Procurement & Contracts Department  
44 E Downer Place  
Aurora, IL 60507

**Subject: RFP #25-191 Elevator Maintenance and Testing Cover Letter**

Dear Procurement Division:

Please be advised Mid-American Elevator Co., Inc. is committed to provide the services described in Request for Proposal #25-191 Elevator Repair and Testing Services.

Preventative Maintenance will be performed on all elevators in accordance with the highest standards of the elevator industry and in strict accordance with manufacturers' standards.

Mid-American will have no trouble maintaining and rapidly repairing the elevators; you will have in a place a dedicated and concerned maintenance firm providing top notch service. Mid-American understands and is ready to meet and exceed the needs and requirements of this contract and perform a first-class job for the City of Aurora.

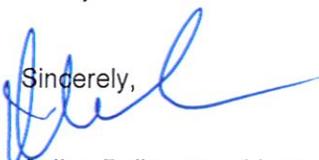
Mid-American would like to clarify our bid based on the following: Preventative Maintenance will be performed quarterly. Service calls will be billed at 10% our commercial rates with a straight time mechanic at \$314.00 per hour. Small parts are included in the maintenance inspections, but major components are not included and will be billable at our proposed rates. Our parts suppliers provide a warranty on replacement parts but the warranty varies depending on the part and manufacturer, and we cannot guarantee a 2 year warranty across the board.

Mid-American can execute the administration, management, and the maintenance for large projects, all in a timely fashion with quality and safety being the priority. Our management team can be rated as some of the most highly experienced, the most knowledgeable, and most effective people in the elevator industry. Most of our management team has been employed by MAE for over 20 years. They are extremely loyal and dedicated to the Company.

We are signatory to a national agreement with the International Union of Elevator Constructors, and all field labor are IUEC members in good standing. We have no problem hiring additional qualified elevator constructors for work on large projects whether they be construction, modernization or maintenance related.

Mid-American has six experienced project managers and four extremely qualified control engineers on staff in Chicago. Our staff also includes fifteen clerical and warehouse employees in the Chicago office.

Mid-American works on all types of elevator and manufacturers including Schindler, Otis, Thyssen-Krupp, Kone, MCE, and vintage equipment. Mid-American is an authorized repair facility to all manufacturers.

Sincerely,  
  
Cullen Bailey, President

**CITY OF AURORA, ILLINOIS**

**CONTACT INFORMATION**

Vendor shall provide the following contact information assigned to service the City of Aurora account.

Customer Service/General Information:      Ph: 773-486-6900

To place an order:

Name: Mid-American Elevator

Ph: 773-486-6900      Fax: 773-486-6605

E-mail: veronica@mid-americanelevator.com

Billing & Invoicing questions:

Name: Mid-American Elevator/ Veronica Lamb

Ph: 773-486-6900      Fax: 773-486-6605

E-mail: veronica@mid-americanelevator.com

Questions:

Name: Veronica Lamb

Ph: 773-486-6900      Fax: 773-486-6605

E-mail: veronica@mid-americanelevator.com

Bidder's Name: Mid-American Elevator

Signature & Date:  11/3/25



## Mid-American Elevator Company, Inc.

---

November 3, 2025

City of Aurora  
Procurement & Contracts Department  
44 E Downer Place  
Aurora, IL 60507

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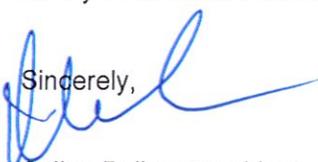
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Sincerely,  
  
Cullen Bailey, President

## CITY OF AURORA AGREEMENT

**THIS AGREEMENT**, entered on this \_\_\_\_\_ (“Effective Date”), for the (Services”) is entered into between the **CITY OF AURORA** (“City”), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and M A E (“Proposer”), located at \_\_\_\_\_.

**WHEREAS**, the City issued a Request for Proposal (“RFP”) on \_\_\_\_\_ for the \_\_\_\_\_; and

**WHEREAS**, the Proposer submitted a Proposal in response to the RFP and represents that it is ready, willing and able to perform the Services specified in the RFP and herein as well as any additional services agreed to and described in the Agreement; and

**WHEREAS**, on \_\_\_\_\_, the City awarded a contract to Proposer, M A E.

**IN CONSIDERATION** of the mutual promises and covenants herein contained, the parties hereto do mutually agree to the following:

### **1. Agreement Documents.**

The Agreement shall be deemed to include this document, Proposer’s response to the RFP, to the extent it is consistent with the terms of the RFP, any other documents as agreed upon by the parties throughout the term of this Agreement, along with any exhibits, all of which are incorporated herein and made a part of this Agreement. In the event of a conflict between this Agreement and any exhibit, the provisions of this Agreement shall control.

Request for Proposal \_\_\_\_\_.

In connection with the RFP and this Agreement, Proposer acknowledges that it has furnished and will continue to furnish various certifications, affidavits and other information and reports, which are incorporated herein. Proposer represents that such material and information furnished in connection with the RFP and this Agreement is truthful and correct. Proposer shall promptly update such material and information to be complete and accurate, as needed, to reflect changes or events occurring after the Effective Date of this Agreement.

### **2. Scope of Services.**

Proposer shall perform the Services listed in the Proposal, attached hereto as Exhibit 1.

### **3. Term.**

This agreement shall remain in effect until the terms of the RFP and completion of services have been met, unless sooner terminated in accordance with the terms contained herein, ends upon completion of services.

#### **4. Compensation.**

**Maximum Price.** In accordance with the Proposer's negotiated cost, the price for providing the Services shall be as stated on the submitted proposal, Exhibit 2.

**Schedule of Payment.** The City shall pay the Proposer for the Services in accordance with the amounts set forth in Exhibit 2, price shall remain firm for the entire contract period. The Proposer shall be required to submit an itemized invoice as well as any supporting documentation as required by the City. Each invoice shall be accompanied by a statement of the Proposer of the percentage of completion of the Services through the date of the invoice. Payment shall be made upon the basis of the approved invoices and supporting documents. The City, after inspection and acceptance, and in consideration of the faithful performance by the Proposer, agrees to pay for the completion of the work embraced in this Contract. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, *et. seq.*) upon receipt of the invoice.

#### **5. Performance of Services.**

**Standard of Performance.** Proposer shall perform all Services set forth in this Agreement, and any other agreed documents incorporated herein, with the degree, skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude and in conformance with the applicable professional standards. Proposer shall, at all times, use its best efforts to assure timely and satisfactory rendering and completion of the Services. Proposer shall ensure that Proposer and all of its employees or subcontractors performing Services under this Agreement shall be: (i) qualified and competent in the applicable discipline or industry; (ii) appropriate licensed as required by law; (iii) strictly comply with all City of Aurora, State of Illinois, and applicable federal laws or regulations; (iv) strictly conform to the terms of this Agreement. Proposer shall, at all times until the completion of the Services, remain solely responsible for the professional and technical accuracy of all Services and deliverables furnished, whether such services are rendered by the Proposer or others on its behalf, including, without limitation, its subcontractors. No review, approval, acceptance, nor payment for any and all of the Services by the City shall relieve the Proposer from the responsibilities set forth herein.

#### **6. Termination.**

**Termination for Convenience.** The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Proposer with sixty (60) days notice specifying the termination date. On the date specified, this Agreement will end. If this Agreement is terminated by the City, as provided herein, the City shall pay the Proposer only for

services performed up to the date of termination. After the termination date, Proposer has no further contractual claim against the City based upon this Agreement and any payment so made to the Proposer upon termination shall be in full satisfaction for Services rendered. Proposer shall deliver to the City all finished and unfinished documents, studies and reports and shall become the property of the City.

## **7. Miscellaneous Provisions.**

**a. Illinois Freedom of Information Act.** The Proposer acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

**b. Entire Agreement.** This Agreement, along with the documents set forth in Section 1 and incorporated by reference elsewhere in this Agreement, with consent of the parties, represents the entire agreement between the parties with respect to the performance of the Services. No other contracts, representations, warranties or statements, written or verbal, are binding on the parties. This Agreement may only be amended as provided herein.

**c. Consents and Approvals.** The parties represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Agreement and the undertakings contemplated herein.

**d. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

CITY OF AURORA, ILLINOIS

(Contractor)

\_\_\_\_\_  
SIGNATURE

Jolene Coulter

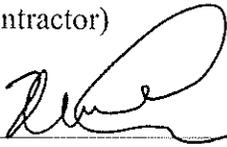
\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
DATE SIGNED

Director of Purchasing

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

  
Veronica Lamb

\_\_\_\_\_  
FULL NAME

11/3/25  
\_\_\_\_\_  
DATE SIGNED

National Maintenance Director  
\_\_\_\_\_  
TITLE