

REQUEST FOR PROPOSALS (RFP)

Elevator Inspection and Maintenance Services

The Wayne County Board of Education is soliciting proposals from qualified vendors to provide comprehensive elevator inspection, maintenance, and repair services for six (6) school facilities located throughout Wayne County, West Virginia.

Contract Term

The contract shall be for an initial term of **one (1) year**, with the option to renew for **two (2) additional one-year terms**, subject to mutual agreement and satisfactory performance.

Scope of Services

The selected contractor shall provide the following services, at a minimum:

- Routine inspections and preventive maintenance for all district-owned elevator systems
 - Testing, certification, and compliance with all applicable local, state, and federal regulations
 - Emergency maintenance and repair services on an as-needed basis
 - Written reports detailing inspections, identified deficiencies, and recommended or completed corrective actions
-

Proposal Requirements

Proposals must include the following information:

- Company qualifications, certifications, and relevant experience with similar systems
 - Proof of current licensure and insurance coverage
 - Detailed pricing structure, including rates for inspections, preventive maintenance, and emergency services
 - References from comparable contracts, preferably with public agencies or educational institutions
-

Submission Instructions

All proposals must be submitted in a sealed envelope clearly labeled:

“Elevator Inspection and Maintenance Services Proposal”

Proposals shall be mailed or hand-delivered to:

Wayne County Board of Education
Attn: Superintendent Todd Alexander
212 North Court Street
Wayne, WV 25570

Submission Deadline

Proposals must be received no later than:

July 14, 2026 at 11:59 p.m.

Rights Reserved

The Wayne County Board of Education reserves the right to reject any or all proposals, waive informalities or irregularities in the bidding process, and award the contract to the vendor deemed most responsive and in the best interest of the school system.