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Charleston, West Virginia 25305
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REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF TOURISM - WEST VIRGINIA INDEPENDENCE HALL
ELEVATOR MAINTENANCE AND REPAIRS CONTRACT
ARFQ TOR2600000010

Issued by:
The West Virginia Department of Tourism 1900
Kanawha Boulevard, East
State Capitol Complex, Building 9, Suite 106
Charleston, WV 25305

Date Issued: March 20, 2026

Solicitation Closes: April 6, 2026

1. **PURPOSE AND SCOPE:** The West Virginia Department of Tourism (“Agency”) is soliciting bids on behalf of the West Virginia Independence Hall Museum, located at 1528 Market Street, Wheeling, WV 26003, to establish an open-end contract to provide preventative maintenance, inspections, corrective maintenance, repairs, replacement parts, and installation of new devices and equipment.

2. **DEFINITIONS:** The definitions provided below will have the meanings specified. Further definitions are available in the General Terms and Conditions.
 - 2.1. **“Elevator Maintenance”** means Preventive Maintenance and Corrective Maintenance services provided by Vendor.
 - 2.2. **“Preventive Maintenance and Inspections”** means scheduled examinations of elevator systems and components in accordance with applicable laws and standards.
 - 2.3. **“Corrective Maintenance”** means repairs performed as needed to correct malfunctions. No work without Agency authorization.
 - 2.4. **“Pricing Pages”** means pages upon which Vendor should list its proposed price for the Contract Services.
 - 2.5. **“Costs for Parts”** means the actual documented cost paid by Vendor.
 - 2.6. **“Manadatory Requirements”** will be indicated by the use of the words *must*, *will*, and *shall*, and are required.

3. **GENERAL REQUIREMENTS:** Vendor shall provide Elevator Maintenance on a continuous basis.
 - 3.1. **Elevator Maintenance (Preventive and Corrective)**



- 3.1.1. Vendor shall provide services in accordance with manufacturer and industry standards.
- 3.1.2. Vendor shall furnish all tools, equipment, and expendables at no cost.
- 3.1.3. Vendor may only remove equipment from service for a period of twenty-four (24) hours or more with written permission from the Agency. Any request to remove equipment for twenty-four (24) hours or more must include a description of the work required and an estimate of the time the equipment will be out of service.
- 3.1.4. Vendor shall maintain a continuous 24-hour emergency telephone service where they can be reached every day of the week, including Sundays and Holidays.
- 3.1.5. Vendor shall not perform any Elevator Maintenance under this contract without prior approval from Agency.
- 3.1.6. Vendor shall furnish a warranty of twelve (12) months for all labor performed under this contract.

3.2. Preventive Maintenance:

- 3.2.1. Vendor shall perform Preventive Maintenance on a monthly basis in accordance with a schedule mutually agreed upon by the Vendor and Agency.
- 3.2.2. Vendor will be compensated for Preventive Maintenance activities through a monthly fee. Vendor must provide parts necessary to perform Preventive Maintenance at no additional cost to Agency. Any cost for such parts must be included in the monthly Preventive Maintenance fee.
- 3.2.3. Vendor shall submit a proposed schedule of all Preventive Maintenance within 5 days of Vendor being awarded this contract for approval by Agency.

3.3. Corrective Maintenance:

- 3.3.1. Vendor shall respond to Corrective Maintenance calls from Agency by phone or in person within two (2) hours and must arrive on site to begin performance as soon as possible, but no later than four (4) hours after Vendor is notified of the request. Vendor may only deviate from the required four (4) hour response time with written permission from Agency.
- 3.3.2. Corrective Maintenance must be performed between the hours of 9:00 A.M. and 5:00 P.M., Tuesday through Saturday, excluding Holidays, unless Agency approves work at another time. The facility is closed on Mondays.
 - 3.3.2.1. Notwithstanding section 3.3.3 above, Agency may request Corrective Maintenance on an emergency basis by notifying the Vendor of the emergency. Vendor must respond to all emergency requests within thirty (30) minutes of being notified of the emergency request and arrive on site to begin performance no later than two (2) hours after being notified



of the emergency. Emergency requests can be authorized by West Virginia Independence Hall Staff and must be completed anytime twenty-four (24) hours per day, seven (7) days per week unless otherwise permitted by Agency.

3.3.2.2. When possible, Vendor shall perform all corrective maintenance, replacing parts, and installation of new devices and equipment during regular business days and hours.

3.3.2.3. In this contract, at the facility's discretion, they may have the Vendor install new equipment, devices, and parts by using the corrective maintenance hourly labor rates provided by the Vendor on Exhibit C, Pricing Page.

3.4. Parts and Materials:

3.4.1. Vendor is responsible for procuring all necessary parts needed to perform Elevator Maintenance under this Contract within the required time frames established herein. Vendor must, however, obtain advanced approval from Agency prior to purchasing any part. Freight charges for parts are not permitted.

3.4.2. Vendor shall maintain a supply or inventory of routinely used replacement parts for the elevator systems utilized by the Agency. All replacement parts shall be equal to or better than original manufacturer's parts. All parts used for replacement for normal wear or failed parts shall be new and obtained from authorized parts suppliers of the appropriate equipment manufacturer.

3.4.3. Third Party Repairs: Third-party service required to repair parts or components (eg, motor rewinding, etc) can be charged as other parts, using the third-party vendor invoice total as the parts cost and any parts mark-up included in this Contract. Agency must pre-approve any parts charges.

3.4.4. Disposal: Vendor is responsible for disposal of all replaced parts, oils, or anything relating to elevators. Such disposal shall comply with all applicable EPA (Environmental Protection Agency) standards.

3.4.5. Parts Warranty: Vendor shall provide a copy of the manufacturer's warranty on parts with the invoice

4. FACILITIES ACCESS: The facilities identified in this contract may require access cards and/or keys to gain entrance.

4.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

4.2. Vendor will be responsible for controlling cards and keys and will pay a replacement fee, if the cards or keys become lost or stolen.

4.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

4.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.





DEPARTMENT OF TOURISM

4.5. Vendor shall inform all staff of Agency's security protocol and procedures.

5. **QUALIFICATIONS:** Vendor shall have the following minimum qualifications:

5.1. **Experience:** Vendor, or Vendor's employees that will be performing under this contract, must have successfully maintained elevator systems of the type, character and magnitude currently being utilized by Agency and included on the list of elevator equipment, attached hereto as Exhibit B, on two or more occasions in the last five years. Vendor should provide information confirming its experience prior to contract award.

5.2. **Training:** Vendor, or Vendor's employees that will be performing under this contract, shall be trained and/or certified to provide elevator maintenance and repairs on the equipment located at the Agency's facilities as shown on Exhibit B. Vendor must provide Agency with documentation satisfactory to verify training and certification upon request.

5.3. **Factory Authorization:** Vendor must be authorized by the applicable manufacturer to perform repair and warranty work on the equipment listed on Exhibit B.

5.4. **Certifications:** Vendor shall ensure that all elevator maintenance and repairs performed under this Contract is performed by an appropriately licensed individual. Required licenses may include, but are not limited to the following:

5.4.1. **WV Electricians License** - Electricians

5.4.2. **National Elevator Industry Educational Program (NEIEP)**
Certification or equal

5.4.3. **West Virginia Vendor's License**

5.4.4. **Elevator Mechanic License:** Required to erect, construct, install, alter, service, repair, or maintain elevators.

5.4.5. **Apprenticeship Program:** Applicants must complete a 4-year apprenticeship program registered with the US Department of Labor.

5.4.6. **Alternative Qualifications:** Candidates without a formal apprenticeship must prove 4 years of recent, active experience and achieve a 70% or better score on a written examination.

5.4.7. **Registered Apprenticeship:** To work under supervision while training, an individual must be registered as an "Elevator Apprentice".

5.5. **Building Codes:** At a minimum, the elevator maintenance and repairs shall comply with the current editions of building standards and codes in effect at the time of performance.

5.6. Agency reserves the right to request information from the Vendor as to experience, qualifications, and corporate references insofar as it relates to services being requested under this contract.



6. REPORTS: Vendor shall provide all of the reports as outlined below.

- 6.1. Preventive Maintenance Log:** Vendor shall provide and update a Preventive Maintenance log in the form of a chart posted in the vicinity of elevator equipment. The Preventive Maintenance log must include a listing of all Preventive Maintenance performed, the name of the individual performing the Preventive Maintenance, the date it was performed, and the time spent performing the Preventive Maintenance. Vendor shall also maintain a duplicate maintenance log that Vendor must submit to Agency on a monthly basis.
- 6.2. Corrective Maintenance Log:** Vendor shall maintain a log of all Corrective Maintenance performed under this Contract. The log must include the name of the individual performing the Corrective Maintenance, a description of the work performed, a list of any parts that were repaired or replaced, the total time spent performing the Corrective Maintenance, and the date and time Corrective Maintenance was performed. Vendor shall submit a copy of this log to Agency upon request.
- 6.3. Quarterly and Annual Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency when requested, with a detailed listing of Elevator Maintenance and Repair performed under this Contract during that period of time. The quarterly and annual reports must include a listing of the hours worked per project, the cost of hours worked per project, the total of all hours worked and corresponding cost, a listing of parts utilized per project, the cost of parts utilized per project, the total parts used for the period, the cost of parts for the period, a grand total of all costs for the period, and any other information that Agency may request.

7. ORDERING:

- 7.1. Preventive Maintenance Ordering:** After award of this Contract Agency and Vendor shall agree upon a Preventive Maintenance schedule. The Agency shall then issue a release order against this Contract covering the agreed upon Preventive Maintenance to be performed.
- 7.2. Corrective Maintenance Ordering:** The Agency shall define the scope of each Corrective Maintenance project to be performed under this Contract and submit it to Vendor for a cost quote prior to Vendor's commencement of any work. The cost quote must detail the intended scope of work required to complete the project and contain an itemized listing of time and parts that will be required. If the Vendor's quote is satisfactory to the Agency, then Agency will issue a release order allowing Vendor to commence work. This release order shall have a unique number, reference the master contract number, and detail the scope of work for the project in question. Issuance of the release order to the Contractor shall be considered authorization to begin work. If the Agency determines that the cost quote is not satisfactory, then Agency and Vendor shall work to obtain a satisfactory cost quote by modifying the project, requesting different parts, performing labor with state employees, or other methods that Agency and Vendor deem appropriate.
- 7.3.** Vendor is not permitted to perform any work other than that specified on the release order issued under this Contract.





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8. BILLING / PAYMENT:

8.1. **Preventive Maintenance:** All labor and parts associated with the Preventative Maintenance activities must be included in the monthly charge. Vendor may submit monthly invoices to obtain payment for Preventive Maintenance.

8.2. **Corrective Maintenance:**

8.2.1. **Labor:** Labor for Corrective Maintenance will be billed on a per hour basis using the number of hours actually worked and the single hourly rate bid by Vendor. Vendor may include Corrective Maintenance on its monthly invoices or submit requests for payment of Corrective Maintenance on a separate invoice provided the work has been completed.

8.2.2. **Parts:** Parts for Corrective Maintenance will be billed on a cost plus basis with the multiplier designated by Vendor on the Pricing Page to serve as the markup. (Examples of how the multiplier should be used are shown below) For purposes of this Contract, Vendor’s cost is the amount paid by Vendor to the manufacturer or supplier and does not include Vendor’s overhead, stocking fees, delivery charges, or other fees that are not direct payment for parts. All charges not associated with direct payments to the manufacturer or supplier must be accounted for in the markup represented by the multiplier.

Multiplier

<u>Example</u>	<u>Meaning</u>
0.5	Vendor sells parts to Agency at one-half of Vendor’s cost
1.0	Vendor sells parts to Agency at Vendor’s cost
1.25	Vendor sells parts to Agency at Vendor’s cost plus a 25% markup.
1.5	Vendor sells parts to Agency at its cost plus a 50% markup.

8.2.3. Notwithstanding the foregoing, Vendor may invoice Agency for expedited or emergency delivery of parts provided that the expedited or emergency delivery was requested by the Agency in advance, the delivery charge is specifically listed on the billing invoice to the Agency, the Agency pays no more than the actual delivery charge, and the actual delivery charge documentation is included with the invoice.

9. CONTRACT AWARD:

9.1. **Contract Award:** The Contract is intended to provide the Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the



Contract Services meeting the required specifications, at the lowest overall total cost, as shown on the Pricing Pages.

The initial term of this contract will be for one year (365 days). This contract may only be renewed upon the mutual written consent of the Agency and the Vendor. This contract may be renewed up to three (3) successive one (1) year periods.

- 9.2. Pricing Pages:** Vendor must complete the Pricing Page by entering their bid where indicated on the Pricing Page and signing the Pricing Page. Vendor should complete the Pricing Page in full, as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified. All costs must be included. No additional charges will be accepted.

10. VENDOR DEFAULT:

10.1. The following shall be considered Vendor default under this Contract.

- 10.1.1.** Failure to perform Elevator Maintenance and Repair in accordance with the requirements contained in herein.
- 10.1.2.** Failure to comply with other specifications and requirements contained herein.
- 10.1.3.** Failure to comply with any applicable law, rule, ordinance, or building code applicable to this Contract or Elevator Maintenance and Repair generally.
- 10.1.4.** Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

- 10.2.1.** Immediate cancellation of the Contract.
- 10.2.2.** Immediate cancellation of one or more release orders issued under this Contract.
- 10.2.3.** Any other remedies available in law or equity.
- 10.2.4.** Agency reserves the right to inspect the Elevator Maintenance and Repair to ensure that Vendor's performance is in compliance with this Contract. If Agency determines that Vendor has failed to perform in accordance with this Contract, Agency may demand that the Vendor immediately remedy the failure or consider the failure to be a default. Vendor's failure to remedy the deficient performance, if given the opportunity to do so, shall be considered a default.

- 11. INDEMNIFICATION:** Vendor shall indemnify, defend, and hold harmless the State of West Virginia, the Agency, and their officers, employees, and agents from and against any and all claims, damages, losses, liabilities, costs, and expenses, including reasonable attorney fees, arising out of or resulting from Vendor's performance of the Contract, including but not limited to bodily injury, property damage, or failure to comply with applicable laws or regulations.





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- 12. **FORCE MAJEURE:** Neither party shall be liable for delays or failures in performance resulting from causes beyond reasonable control, including but not limited to acts of God, weather events, fire, flood, government action, or other unforeseeable events. Vendor shall promptly notify the Agency of any such occurrence.
- 13. **COMPLIANCE WITH LAW:** Vendor shall comply with all applicable federal, state, and local laws, rules, regulations, licensing requirements, and safety standards.
- 14. **MISCELLANEOUS:**
 - 14.1. **Questions:** Any questions submitted concerning the RFQ must be received no later than March 27, 2026, at 12 pm ET. Questions must be submitted via wvOASIS or email to Mary Kemper at Mary.R.Kemper@wv.gov.
 - 14.2. **Answers** will be provided via the website (<https://wvtourism.com/purchasing/>) to all vendors no later than March 31, 2026, at 4 pm ET.
 - 14.3. **Bid Submissions:** Bids must be submitted by April 6, 2026, at 12pm via wvOASIS or email to Mary Kemper at Mary.R.Kemper@wv.gov.
 - 14.4. **Contract Manager:** Vendor shall designate a primary contract manager authorized to act on behalf of the Vendor. The contract manager must be available during normal business hours and during event operations. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____

Telephone Number: _____

Email Address: _____



EXHIBIT A – PREVENTIVE MAINTENANCE

Preventive Maintenance Activities Include:

1. Inspections

- a. Monthly inspections on all elevators.** Vendor shall perform monthly inspections of all elevators covered under this Contract. Equipment documentation provided to Vendor shall remain Agency property. Wiring diagrams, blueprints, or any equipment or parts thereof shall be provided to the Vendor; but shall remain in the possession and control of the Agency. Monthly inspections include:
- i. Controller, pump unit, belts, oil storage tank, door operator, hall and car call buttons, safety device, emergency lights, car exhaust fan and indicator lamps and signal devices shall be inspected for safe and proper operation and defective parts properly and timely repaired or replaced.
 - ii. Car top and pit shall be cleaned, pit oil shall be emptied, packing checked for excessive leakage.
 - iii. Door operation and leveling shall be observed to insure safe and proper operation of the Hydraulic Elevator. Adjustments shall be properly and timely made to correct deficiencies.
 - iv. Check and refill hydraulic fluid, if necessary, to maintain proper operating levels.
 - v. Supply the Site Manager with a completed copy of the Vendor generated Monthly Inspection Checklist, by the Elevator Technician, at the conclusion of each inspection noting necessary corrective repairs.

2. Corrective Repairs: Vendor will supply the Site Manager with a detailed proposal showing the itemized Labor and Material costs.

a. Repair Authorization Process:

- i. **All Repairs:** The Site Manager must submit the Repair Proposal to the Agency for review and approval before any work can begin.. Once the Repair Proposal is approved by the Agency, the Agency will issue an Agency Delivery Order (ADO) for the work. A copy of the ADO will be sent to both the Site Manager and the Vendor, serving as the official authorization for the repair.

3. Testing

- b. Annual safety test, five year full load safety test, I hydraulic relief test.** Vendor must arrange and perform all 5 year full load safety tests, all annual safety tests, and all I hydraulic relief tests. Tests must be in accordance with the standards set forth in



American Standard Safety Practices for the Inspection of Elevators A17.2---ASA and American Standard Safety Code for Elevators, A17.1---ASA, or later versions of the ASA if applicable. Vendor shall be responsible for coordinating the annual safety testing with an Inspector who is approved by the West Virginia Division of Labor. Vendor shall provide certified test reports to the Agency as soon as practicable. Vendor shall file the proper paperwork and tags with the Division of Labor. Vendor must also accomplish any corrective work as deemed necessary by the assigned Labor and industry Elevator Inspector, WV approved third party inspector and/or designated WV elevator consultant. Required repairs will be considered corrective maintenance and completed in accordance with the requirements of this contract.

- c. **Additional Testing.** Vendor must complete any additional testing required by the West Virginia Division of Labor to obtain and maintain certifications necessary to keep elevators in operation. Required repairs will be considered corrective maintenance and completed in accordance with the requirements of this contract.

2. Entrapment

- a. **Emergency Entrapment:** Vendor must arrive onsite within thirty (30) minutes to free passengers trapped in the elevator. This response requirement applies twenty-four (24) hours per day, seven (7) days per week. Passenger release is emergency corrective maintenance; subsequent repairs are corrective maintenance.
- b. Efforts to repair the problem that caused the entrapment must be treated as Corrective Maintenance.

3. **System Restart:** Vendor shall restart and/or reprogram the elevator systems after a power outage, power surge, or other electrical event that takes one or more elevators offline. This provision does not include mechanical repairs, which will be completed as Corrective Maintenance.

4. **Annual Cleaning Requirements:** Vendor shall perform the following "Annual Cleaning" one (1) time in each 12-month period of the Contract.

- i. First cleaning shall occur within sixty (60) days following contract award.
- ii. All dirt and oil shall be removed from the pump unit and controller. A complete cleaning of Machine room components, hoistway door hangers, hatch sills, rails, rail brackets, hatch door locks, hatch door rollers, hatch door closures, car top, safety devices, door operator, car door hangers, car fan and pit.
- iii. The piston shall be inspected for full travel of rise. Any defects on the surface of the piston shall be removed by utilizing a piston-refinishing collar mounted on



the cylinder head. The I hydraulic oil shall be checked for contaminants and filtered if required.

- iv. The Site Manager has the option of inspecting cleaned spaces and may request additional cleaning, within reason, with no charges to Agency.
7. **Annual Pressure Test Requirements:** Vendor is responsible for performing annual "Pressure Tests" on all Hydraulic elevators and is responsible for ensuring each piece of equipment maintains a current pressure test certificate. Scheduling of tests shall be coordinated with the Site Manager. This Inspection may be performed in conjunction with 8. Annual State Inspections below.
 8. **Annual State Inspections:** The Vendor shall be responsible for coordinating with the State of West Virginia elevator inspection Vendor and provide a technician on site during annual inspections to obtain recertification by the State of West Virginia within thirty (30) days prior to the expiration date for each piece of equipment.



EXHIBIT B - AGENCY FACILITIES AND UNITS

- **Facility Location:** West Virginia Independence Hall Museum
1528 Market Street
Wheeling, WV 26003
- **Phone:** 304-238-1300
- **Units:**
 - a. One (1) Hydraulic Elevator
 - i. Installed: 1975
 - ii. Brand: OTIS
 - iii. Type I Hydraulic
 - iv. Number of Stops: Four (4)
 - 1. Stop #1: Basement
 - 2. Stop #2: 1st Floor
 - 3. Stop #3: 2nd Floor
 - 4. Stop #4: 3rd Floor
 - b. Elevator Controller
 - i. Manufacturer: Motion Control Engineering, Inc.
 - ii. Type: Programmable Hydraulic Controller
 - iii. Model: HMC-1000, Series PHC
 - iv. Serial #: 13834
 - v. Installed 1995





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EXHIBIT C - PRICING PAGES

Preventive Maintenance:

Monthly Charge x 12 months = Total Yearly Charge

\$ _____ x 12 = \$ _____

Corrective Maintenance:

Hourly Labor Rate x Estimated Hours = Total Labor Cost

\$ _____ x 200 = \$ _____

Estimated Parts Cost x Multiplier = Total Parts Cost

\$10,000.00 x _____ = \$ _____

Total Cost * \$ _____

* Total Cost is calculated by adding the Total Yearly Cost, Total Labor Cost, and the Total Parts Cost.

