



**May 4, 2026**

**LA CROSSE COUNTY**

**CARROLL HEIGHTS ELEVATOR  
PROJECT**

**Request for Proposal**

FACILITIES DEPARTMENT  
LA CROSSE COUNTY  
212 6<sup>th</sup> STREET NORTH, ROOM 1800; LA CROSSE WI 54601

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## Section 1 - RFP Overview

### 1.1 Introduction

The objective of this procurement process is to select an Elevator Company to modernize the elevator in the La Crosse County Carroll Heights Building located at 3505 Park Lane Drive, La Crosse, Wisconsin. The elevator is the only one at the facility so timing is critical as residents will still occupy the building. The project must be completed within 8 weeks from the start of the project. We are asking for an alternate to have the contractor to work 2 shifts to lessen this time frame to 4-6 weeks.

### 1.2 Incurred costs

The County is not responsible for any costs incurred by the Elevator Company in the preparation of the proposal, participation in the Elevator Companies' meeting, or for any other cost to the Elevator Company associated with responding to the RFP.

## Section 2 - Proposal Submittal Instructions

### 2.1 RFP Schedule

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on its web site.

Activity	<i>Time</i>	Date
RFP released		May 4, 2026
Site visit	1:00 PM	May 11, 2026
Submission of proposals	1:00 PM	May 26, 2026
Public Works and Infrastructure Committee meeting	4:30 pm	June 8, 2026

### 2.2 RFP location

This RFP is posted on the La Crosse County web site and the [DemandStar Network](#). The County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site. It is the Elevator Company's responsibility to be aware of amendments that are posted on the web site. The address is: <https://lacrossecounty.org/home/business/requests-for-proposals/requests-for-proposals>

Amendments will also be posted on the [DemandStar Network](#).

### 2.3 Submission of Questions

Scope of Work Questions:

Ryan Westpfahl, Facilities Department, 608-785-9770

[rwestpfahl@lacrossecounty.org](mailto:rwestpfahl@lacrossecounty.org)

Procurement Process Questions:

Bryan Jostad, Finance Department, 608-785-5879

[bjostad@lacrossecounty.org](mailto:bjostad@lacrossecounty.org)

## **2.4 Submission of Proposals**

All proposals shall be submitted in complete original form using the [DemandStar Network](#) as the procurement information notification and document distribution system. **DemandStar** will also serve as the proposal collection destination.

\*RFP Terms and Conditions document is located on the La Crosse County RFP webpage:

<https://lacrossecounty.org/home/business/requests-for-proposals/requests-for-proposal>

\*Vendors submitting a proposal are acknowledging they have read and understand the RFP Terms and Conditions. The successful vendor shall sign the Certification Regarding Suspension and Debarment which is located on the link above.

**Proposals submitted will be marked as “Carrol Heights Elevator” and must be submitted to DemandStar no later than 1 pm, CST, May 26th, 2026.**

**Proposals received after the above date and time will not be reviewed.**

## **2.5 Opening of Proposals**

The proposals will be publicly opened at 1:05 pm, May 26, 2026, in:

**Facilities Department  
Room 1800  
212 North 6<sup>th</sup> Street  
La Crosse, WI 54601**

At that time, the names of Elevator Companies who properly submitted proposals will be announced. Announcement of the names of the Elevator Companies who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

## **Section 3 - Qualifications**

### **3.1 Elevator Company Information**

Name of contact person and contact information (email address, phone number, etc.)

- A. Office location(s) that would service this contract
- B. Provide client agency name, contact name, title, address, and phone number of references from at least three clients that have been, or are currently being provided similar service within the last five (5) years.

### **3.2 Relevant Experience and Staff Qualifications**

- A. Summarization of experience regarding similar projects
- B. Summarization of responsibilities and qualifications of the staff who are performing this service

### **3.3 Insurance**

- A. Elevator Company agrees that in order to protect itself as well as La Crosse County, its officers, Boards, and employees under the indemnity provisions set forth in the paragraph above, Elevator Company will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in WI Statutes, the types of insurance coverage and minimum amounts shall be as follows:
  1. Workers' Compensation: minimum amount statutory
  2. Comprehensive General Liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage
  3. Excess Liability coverage: \$1,000,000 over the General Liability
- B. The Purchaser shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the Elevator Company will furnish Purchaser with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against Purchaser upon any matter herein indemnified against, Purchaser shall within five (5) working days cause notice in writing thereof to be given to Elevator Company by certified mail, addressed to its post office address. Purchaser shall cooperate with Elevator Company and its attorneys in defense of any action, suit, or other proceedings.

## **Section 4 - Scope of Work**

### **Carroll Heights Elevator Replacement Specification**

RE: Traction Elevator Modernization – La Crosse County

**WORK INCLUDED BY ELEVATOR COMPANY**

This specification includes all labor, material and equipment necessary to modernize the existing traction passenger elevator at Carrol Heights Apartments 3505 Park Lane, La Crosse Wisconsin. This includes removal and disposal of all old equipment and materials.

**I. ELEVATOR DESCRIPTION AND IMPROVEMENTS**

- A. This Article includes the requirements for the modernization of the traction passenger elevator with the following duty requirements:
  - 1. Type: Gearless traction passenger
  - 2. Landings: 5 stops, 4 front openings and 1 rear opening.
  - 3. Capacity: 4000 pounds
  - 4. Speed: 150 feet per minute
  - 5. Roping 2:1
  
- B. The following equipment is to be installed in a manner that complies with all current State and Local Elevator Codes and with the American Disabilities Act:
  - 1. Install new controller: Existing relay logic to be replaced with a new variable voltage variable frequency microprocessor, non-proprietary control systems.
  - 2. Install new variable frequency drive.
  - 3. Install new AC drive motor. (Gearless Machine)
  - 4. Replace leveling unit with equipment that complies with new controller manufacturer's standard leveling system.
  - 5. Install new cab enclosure complete with new stainless-steel doors. The color of the cab interior will be selected by the Owner. (New platform and sill)
  - 6. Traveling cables and hoist way wiring.
  - 7. Install new labeled hoist way door panels.
  - 8. Install new hoist way door tracks, locks, closures, hangers, linkage, sheaves and pickup assembly on each hoist way entrance.
  - 9. Install new drive machine that will run at 150 FPM.
  - 10. Install new hoisting cables.
  - 11. Install a new code compliant governor, cable and tail sheave.
  - 12. Install new car safeties. (Reuse)
  - 13. Install new buffers per code.
  - 14. Install new door operators and related equipment.
  - 15. Install new G.A.L. door drives, tracks, unlocking devices, linkage and zone restricting clutch assemblies.
  - 16. Install new pit switches.
  - 17. Install new car guide rollers and assemblies.
  - 18. Install new counterweight guide rollers and assemblies.
  - 19. Install new electronic door screens.
  - 20. Install car lanterns and chimes.
  - 21. Install floor-passing chimes.
  - 22. Install digital position indicators in the elevator cab.
  - 23. Install emergency lights.
  - 24. Install new digital position indicators in the corridor to replace any existing indicators. (All floors)

25. Install new corridor call station fixtures to match the new fixtures in the car operating panel.
26. Install new car operating panel with all current code required fixtures.
27. Provide and install a legal pit ladder.
28. Install fire tabs on the top and bottom of each hoist way door as required by Code.
29. Install "In Case of Fire" signs at each entrance per code, engraved or inlaid in fixture.
30. Install a light and GFI outlet on car top and car bottom.
31. Provide an emergency lock box in the main egress lobby with all required keys (the Owner must supply the required building keys).
32. Provide "Elevator Personnel Only" key box and keys. Elevator keys will be provided by Elevator Company, building and other special keys will be provided by Owner.
33. Number all elevators consecutively, crossheads, toe guards, controllers and main line disconnects.
34. Install all code data plates.
35. Install a new code compliant telephone at required height. A working dedicated telephone line to the elevator controller in the elevator equipment room is to be supplied and installed by the Owner. A 24 hour per day, seven (7) days per week phone number must be supplied.
36. Install new cartop & counterweight sheaves.

## **II. TESTS AND PERMITS**

- A. At completion of installation and before final acceptance, Elevator Company shall perform all tests and inspections required for certification by the prevailing code regulatory agency.
- B. Test and inspection to certify compliance with all requirements of this section shall be conducted by the Owner or its representative before final acceptance of installation.
- C. Elevator Company shall obtain required permits and schedule tests with the jurisdictional code authority.

## **III. WARRANTY SERVICE**

- A. Provide a one (1) year warranty from date of final acceptance on all labor and equipment.
- B. Warranty shall include coverage of all elevator equipment including devices added, as defined in this section, that is defective, improperly installed or adjusted.
- C. Provide service on this elevator for a period of 12 months starting from the date the elevators are accepted by the Owner. Elevator Company will perform preventative maintenance on the elevator a minimum of 2 times per month during the 12-month free service period.

## **IV. FIREFIGHTER'S OPERATION**

- A. Provide automatic firefighter's operation in accordance with ANSI A17.1 Code requirements, initiated by building fire and smoke alarm sensing devices or main floor hall key switch.
- B. Locate three-position keyed switches marked OFF/ON/RESET with key removable in ON or OFF position, at designated level to be determined by Owner and Fire Department.

- C. Do not permit smoke sensors to restore normal service to elevators. Normal service will be restored by activation of the designated level fire service key switch to the RESET position. If a reset is available on the building fire panel or enunciator, this device may be used to reset the Phase I recall. Field verify conditions.
- D. Furnish three-positioned keyed switches marked OFF/HOLD/ON with key removable in a position, marked FIRE SERVICE in each car.
- E. The elevators shall be provided with an audible and visual signal system, which shall be activated to alert the passengers that the car is returning non-stop to the designated level. The signal shall remain activated until the car has returned to the designated level.
- F. Firemen's car call cancel button shall be provided in the car-operating panel.
- G. The smoke sensors will be furnished and installed by Owner's fire alarm vendor.
- H. Elevator Company shall demonstrate to the local Fire Authority the operation of the Recall Service at completion.

**V. ACCEPTABLE PRODUCTS**

- A. Fixtures: Manufactured by Innovation Industries or Stencil Cutting Supply Company including car-operating stainless-steel panels, stainless steel hall call stations, car riding lanterns. Digital position indicators in the cabs, and at the ground floor can be manufacturer standard.
- B. Controllers: Motion Control Engineering (MCE), GAL Manufacturing Corporation, and all other control manufacturers do not comply with these specifications and will not be accepted.
- C. Door operation equipment: GAL Manufacturing Corp. model MOVFR/MOVFE.

**VI. SUBMITTALS**

- A. All submittals will be approved by the Owner.
- B. Provide confirmation of manufacturers list for elevator components.
- C. Provide color samples of plastic laminate finishes.

**VII. MATERIALS**

- A. All fabricated components and material installed shall comply with ANSI A17.1 code requirements and items covered in this section if requirements exceed the minimum standards.
- B. Materials specified in this section shall be manufacturer's standard design and comply with all duty requirements of section.

**VIII. ELEVATOR MICROPROCESSOR CONTROLLER**

- A. The controlling devices shall be designed for elevator service as indicated herein and must be manufactured by one of the manufacturers listed above. Other manufacturer's units are not acceptable and do not conform with the requirements of these specifications.
- B. All circuits required by current ANSI A17.1 codes shall be included on controllers.

**IX. DOOR OPERATOR**

- A. Door operators shall be manufactured by GAL model MOVRF/MOVFE.
- B. Car door restricted opening devices shall comply with Rule 111.12 of ANSI A17.1 code.
- C. Door operators and controllers shall provide circuitry to reduce the kinetic energy to less the 2-½ foot-pounds as defined in Rules 112.4 and 112.5 of A17.1 code.

**X. HOISTWAY ENTRANCES**

- A. Existing entrance frames and sills shall be retained. Install new labeled baked enamel hoist way door panels at each landing, the color to be selected by the Owner.

**XI. CAR OPERATING PANEL**

- A. The car operating panel shall incorporate the following devices in a single unit:
  - 1. Floor call button, illuminated, when activated, car call buttons corresponding with appropriate floor designations.
  - 2. Door open and close button.
  - 3. Fire service key switch, light and buzzer.
  - 4. Emergency light.
  - 5. Light key switch.
  - 6. Fan key switch.
  - 7. Alarm bell push button.
  - 8. ADA compliant telephone marked PHONE.
  - 9. Fire service Phase II car call cancel button.
  - 10. Digital position indicator.
  - 11. Keyed emergency stop switch.
  - 12. Any other apparatus as required to meet current State Department of Commerce code.

**XII. ELEVATOR PIT**

- A. Install new buffers.
- B. Install a new pit ladder.
- C. Install a new pit switch.

**XIII. MACHINE ROOM EQUIPMENT**

- A. Drive machine shall be new and operate at 150 FPM with new AC Gearless machine.
- B. Governor shall be new.
- C. Elevator control systems shall be replaced with a microprocessor-based control systems with a variable frequency drive.

**XIV. CAR ENCLOSURE**

- A. Existing enclosures shall be replaced with new enclosures finished with offset laminate/stainless-steel panels. The color of the plastic laminate will be selected by the Owner from our standard selection.
- B. Car lighting will be LED lighting with stainless-steel ceiling.
- C. Install new guide rollers on car and counterweights as required.
- D. Adjust all roller guides for equal tensions on each rail surface.

**XV. ELECTRICAL**

- A. All electrical wiring runs shall contain ten percent (10%) spares and comply with National Electrical Code NFPA 70 requirements.

**XVI. FINISHES**

- A. All fixture covers, car doors and handrails shall be #4 stainless steel finish.

- B. The hoist way door panels will be stainless-steel or baked enamel finish, the color to be selected by the Owner from our standard selection.
- C. Interior finish of cabs shall be plastic laminate and or rigidized metals, the color to be selected by the Owner.

**XVII. DESIGN FOR HANDICAPPED**

- A. Provide 4" x 4" tactile and Braille floor designations mounted on each side of entrance jambs 60" above floor with a non-visible means of fastening.
- B. Tactile and raised Braille shall be furnished and installed on all hall call stations and car operating panels. The devices shall be located on the cover plate to the left of each device. The Braille shall not be recessed behind the cover plate and shall be accessible to the touch.

**XVIII. COORDINATION WITH OWNER - (Work to be Owner's Responsibility)**

- A. Elevator Company shall coordinate with Owner, requirements for fire alarm interface with recall service with Owner Fire Alarm Contractor.
- B. Supply and installation of shunt trip breaker, if the hoist way or machine room is sprinklered.
- C. Installation of smoke sensors and connect them to the elevator controller.
- D. Electrical disconnects, one for three phase and several single-phase power supplies, with properly sized wires, as required by the manufacturer.
- E. Dedicated telephone line connected to a 24-hour monitoring service, terminated at a designed point in the machine room, for an emergency telephone in the elevator cab. ADA telephone will be provided by Elevator Company.
- F. Provide a staging and storage area close to the elevator hoist way.
- G. Provide means to remove water from the elevator pit as required by code.
- H. Provide a legal machine room of adequate size, properly ventilated, lighted and maintained between 55- and 85-degrees Fahrenheit.
- I. Provide a separate 110-volt AC, 15-amp circuit fused disconnect for each elevator in the elevator equipment room terminated in the elevator controller.
- J. Provide electrical power with ground to machine room and connect to controller terminals, with an intervening fused disconnect properly located in machine room as required by code.
- K. Provide GFI outlet, light and switch in elevator pit and machine room.
- L. Provide a legal properly vented hoist way of proper size with adequate pit depth, overhead height and be constructed to withstand forces and loads resulting from the use of the elevator.
- M. Upon completion of cab interior, coordinate flooring installation with Owner's flooring contractor.
- N. Paint the existing door frames.

## **XIX. INSPECTION**

- A. Field verify all requirements for work specified in this section, including, but limited to, the following:
  - 1. Site dimensions.
  - 2. Hoist motor requirements.
  - 3. Requirements for fixture relocation.
  - 4. Interior cab dimensions for installation for specified improvements.
  - 5. Any dimensions or information that are required to furnish and install all items specified in this section.

## **XX. INSTALLATION**

- A. Install hoist way and machine room components for proper fit and alignment.
- B. Arrange equipment in machine room so that it can be removed for repairs or replaced without dismantling or removing other components. Arrange equipment to meet required working and electrical clearances.
- C. All cutting and patching of the hoist way walls to mount the new position indicators and hall call stations at code required height shall be the responsibility of the Elevator Company.
- D. Field Welds: Chip and clean away oxidation and residue; wire brush weld and paint.
- E. Adjust equipment for smooth and quiet operation.

## **XXI. FIELD QUALITY CONTROL**

- A. Field inspection and testing will meet tests required by ANSI/ASME A17.1.
- B. Supply instruments and execute required tests.
- C. Furnish test and approval certificates issued by jurisdictional authorities.
- D. Schedule inspection with local jurisdictional authority.

## **XXII. CLEANING AND PAINTING**

- A. Remove protective coverings from finished surfaces and components ready for inspection.
- B. Clean and paint machine room and pit floor.
- C. Elevator Company shall clean hoist way prior to acceptance of the elevator by the Owner.
- D. Clean all hoist way sills.

## **XXIII. ADJUSTING**

- A. Adjust for smooth acceleration and deceleration of each car.
- B. Adjust doors to open and close without binding or racking.
- C. Cars shall be capable of lifting and lowering code compliant load.
- D. Leveling speeds shall comply with manufacturer's standard adjustments. If car lands above or below the landing sill, re-level shall be prompt and return the car within  $\pm \frac{1}{4}$ " sill-to-sill leveling accuracy
- E. Mechanical door locks shall not bind
- F. Sill-to-sill leveling accuracy shall be  $\pm \frac{1}{4}$ ".
- G. Brakes shall operate smoothly

## Section 5 - Evaluation of Proposals

### 5.1 Evaluation Criteria

La Crosse County will evaluate the proposals using the criteria described below.

Category	Points
Qualifications	50
Scope of Work	50
Cost	50
Timeline	50
Total	200

Proposals will be reviewed by an Evaluation Team. After the review, should questions arise or clarifications needed, the Elevator Company will be contacted.

### 5.2 Final Selection

The final Elevator Company selection shall be made by the Public Works & Infrastructure Committee at their regular monthly meeting held on Tuesday, June 8, 2026.

## Section 6 - Cost Schedule

We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum of:

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Proposed Cost expressed as a number (8-week completion)

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Proposed cost expressed in the written word

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Proposed Cost expressed as a number (4–6-week completion)

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Proposed cost expressed in the written word

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Date of proposed cost

---

Printed name of person

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Signature of person

**End of RFP**