

**City of Gulfport, MS**  
**Request for Proposal**  
**Elevator Maintenance and**  
**Repair**

The City of Gulfport is seeking proposals for Elevator Maintenance Service and Repair. Proposals will be received at the Office of Procurement, 1410 24<sup>th</sup> Avenue, Gulfport, MS 39501 until **2:00 pm February 14, 2023** in the Purchasing Office in the Hardy Building 2<sup>nd</sup> Floor. Promptly thereafter the proposals will be delivered to the selection committee.

A prebid walk through is scheduled for **February 2, 2023 at 10:00 A.M.** Meet at Hardy Bldg., 1410 24<sup>th</sup> Avenue, Gulfport, MS 39501. All interested contractors are encouraged to attend. There will be no other allowed access to the site. Contractors shall not attempt to contact anyone and request other times to view the site.

The City of Gulfport offers electronic bidding. Official bid documents can be downloaded from [www.gulfportmsbids.com](http://www.gulfportmsbids.com). For any questions relating to the electronic bidding process, please call Plan Room at 662-407-0193.

Questions – All questions regarding this bid should be directed to [jversiga@gulfport-ms.gov](mailto:jversiga@gulfport-ms.gov). All questions must be submitted *in writing*; telephonic inquiries will not be considered.

The City is NOT responsible for bids which are mailed to the wrong address or which arrive in the mail after the designated bid opening time. Bids may be delivered in person to the Office of Procurement prior to the bid opening at the time, date and location listed above.

One (1) original and one (1) electronic copy of the proposal shall be submitted to City of Gulfport. All proposals must be sealed and clearly marked on the outside of the envelope as indicated “Elevator Maintenance and Repair” and addressed to the Office of Procurement, 1410 24<sup>th</sup> Avenue, Gulfport, MS 39501. All proposals must be received by the Office of Procurement, no later than **2:00p.m. local time on February 14, 2023**, after which time they will be referred to the Selection Committee. Any submittal received after the above stated date and time will be returned unopened

In addition to the above, the sealed envelope shall list the Company Name and Address. Envelopes not so marked are submitted at the risk of the Proposer and the City nor any of its affiliates, employees, officers, or commissioners assume any responsibility for the premature opening of same by any City affiliate, employee, officer, or commissioner.

All inquiries shall be in writing and directed to the following office. No questions or requests for clarifications will be addressed within seven (7) business days of the due date of the proposal.

The selection committee will review each proposal based on the grading criteria as noted in the RFP package. The City retains the ultimate authority in making these determinations. The selection committee may develop a short list from which interviews may be scheduled and evaluation will be based ONLY on the data submitted in response to the request for proposal and such other information as the City may deem necessary or appropriate. Upon final selection(s) and a determination made by the City a written contract may be awarded to the

individual(s)/firm(s) whose proposal is determined by the City to be the most advantageous to the project.

The City reserves the right to reject any and all proposals, in whole or in part, and to discontinue contract execution with any party at any time prior to final contract execution.

**Direct contact with the City of Gulfport, including but not limited to City of Gulfport employees, including the Mayor and City Council, the City of Gulfport Board of Commissioners, The GRC or the City of Gulfport's employees or affiliates regarding the subject of this proposal is strictly forbidden. Violation of this paragraph will result in disqualification of your submission.**

Minority and Women's business enterprises are solicited to submit a proposal and are encouraged to make inquiries regarding potential subcontracting opportunities and equipment, material and/or supply needs.

The City of Gulfport is NOT responsible for proposals which are mailed to the wrong address or which arrive in the mail after the designated opening time.

The successful proposer must adhere to the City of Gulfport's policy concerning non-discrimination without regard to race, creed, color, age, sex, national origin or handicap.

Ad Dates: 1/19/2023 & 1/26/2023

Send Invoice and Proof of Publication to: Jessica Versiga  
1410 24<sup>th</sup> Avenue,  
Gulfport, MS 39501