

REQUEST FOR PROPOSAL

Town of Norwich – Elevator System Modernization

ISSUE DATE:	August 13, 2026	
QUESTIONS DUE BY:	August 27, 2026	4:00 pm
DUE DATE and TIME:	September 21, 2026	4:00 pm

Request for Proposals:

The Town of Norwich, Vermont is soliciting proposals from qualified vendors for an elevator modernization initiative in the Tracy Hall Municipal Building at 300 Main Street, Norwich, VT 05055.

Introduction and Background:

The Town of Norwich installed a Dover Elevator System in 1994 which is now in need of a modernization investment. The Town is seeking proposals for a qualified vendor to perform appropriate modernization work, including a replacement of the existing Dover DMC microprocessor controller which is believed to be approximately 35 years old.

The Town's goal is to effectively ensure the elevator system in the primary municipal building remains functional and safe.

The Elevator information is as follows:

Manufacturer – Dover

Type - Oil-Hydraulic Passenger

Serial/Contract #s - Serial # EE8743, BSE #C-12210

State ID# VTEL-3039

Capacity 2,100 lbs.

Speed (feet per minute) 100

Proposal Information:

Proposals are due no later than 4:00 pm September 21, 2026.

Questions shall be directed in writing, by 4pm on August 27, 2026, to Brennan Duffy, Town Manager, P.O. Box 376, Norwich, VT 05055 or bduffy@norwich.vt.us

A site visit to inspect the elevator system is encouraged and can be arranged by contacting the Town Manager.

In order to be considered responsive to this RFP, each submission shall send an electronic copy labeled Town of Norwich - Elevator System Modernization, via email to bduffy@norwich.vt.us by the date stipulated above.

Proposal Expectations and Requirements

Proposals will be evaluated based on responsiveness to the RFP. Successful companies must demonstrate that they have the equipment, financial resources, and proven ability to provide the services required.

To assist in the evaluation process, please include the following information in the proposal.

A. Cover Letter

B. Statement of Capability

1. Contact Information - List the name of the company, address, contact person, phone number, and e-mail address.

3. Firm's Capabilities - Briefly describe three (3) similar projects which your company has completed in the past ten (10) years. Please provide references for each project.

C. Methodology and Pricing

Proposed steps, timing, components, and labor with comprehensive pricing to complete the project.

Town Rights:

The Town reserves the right to negotiate the terms with any and all companies that submit a proposal.

All proposals become the property of the Town upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the proposer. Revisions to the request for proposal will be posted on the Town's website. The Town of Norwich reserves the right to modify any technical and submission requirements associated with this request for proposals. The Town of Norwich reserves the right to reject any or all proposals or to award contracts in whole or in part, if this is held to be in the Town's best interest.

All plans, data, reports, and materials, in digital and hard copy form, used or created for this project will be delivered to and become the property of the Town upon completion.