

Request for Bids

Elevator Project Management Services

Manistee County Library invites qualified firms and individuals to submit bids for project management services for the modernization of the elevator at the Manistee Library, 95 Maple Street.

The selected project manager will serve as the Library's representative throughout preconstruction, construction, inspection, and closeout. Responsibilities include coordinating Schindler Elevator Corporation and supporting contractors; monitoring schedule and costs; reviewing invoices and proposed change orders; coordinating inspections; and helping maintain safe access and Library operations during construction.

Elevator construction is scheduled to begin December 22, 2026, and continue for approximately six weeks. Preconstruction services must begin promptly after award. The Library intends to remain open during the project.

Important dates

- RFB issued: October 7, 2026
- Questions and site review requests due: October 19, 2026
- Bids due: November 2, 2026
- Anticipated award: November 6, 2026
- Elevator construction begins: December 22, 2026

Bidders should have experience managing elevator modernization, vertical transportation, or similarly complex projects in occupied public buildings. Bids must include qualifications, relevant project experience and references, a proposed work plan, availability, and a firm, not-to-exceed fee covering the complete scope. Consult the full RFB for all requirements.

Submit the completed bid and supporting materials in a sealed envelope addressed to:

Julie Herringa, Executive Director
Manistee County Library
95 Maple Street
Manistee, MI 49660

Mark the submission "Elevator Project Management Services Bid." Bids may also be submitted as a single electronic PDF; bidders must confirm electronic submission instructions with the Library before the deadline.

To request the complete RFB, submit written questions, or request a site review, contact Julie Herringa at jherringa@manisteelibrary.org.

The Library reserves the right to reject any or all bids, waive minor irregularities, request clarification, negotiate with bidders, or cancel the solicitation. Selection will be based on best value, including experience, qualifications, approach, availability, references, and fee. Late bids may be rejected.