

---

# Request for Proposal (RFP)

## Elevator Hydraulic Jack Replacement

### 1. Project Overview

Vernon County is soliciting proposals from qualified elevator contractors to perform a **hydraulic elevator jack (cylinder) replacement** in accordance with codes and standards. The intent of this project is to replace the existing hydraulic cylinder with a compliant, safe, and fully operational system.

---

### 2. Project Location

Vernon County Courthouse

100 W Cherry St.

Nevada, MO 64772

---

### 3. Applicable Codes & Standards

All work shall comply with:

- **ASME A17.1 – 2000 Elevator Safety Code**
- All applicable state and local codes
- OSHA safety regulations

---

### 4. Scope of Work

The contractor shall furnish all labor, materials, equipment, and supervision necessary to complete the hydraulic jack replacement, including but not limited to the following:

#### **Mobilization & Safety**

- Erect safety/site barricades
- Install protective floor coverings in work areas

- Secure elevator in the uppermost portion of the hoist way using two independent methods

### **Disassembly & Removal**

- Disconnect, remove, and retain hydraulic plunger for reuse (unless replacement is required)
- Remove oil line, shutoff valve, pit channels, and buffers
- Perform jackhammer removal of concrete around jack head
- Remove and properly store existing hydraulic fluid
- Extract and dispose of existing cylinder in accordance with regulations
- Remove hazardous debris from well casing and store in approved containers
  - Includes one vacuum truck service trip (up to 8 hours regular time)

### **Inspection & Preparation**

- Inspect plunger and jack head for reuse suitability
  - Provide new jack assembly if existing components are obsolete or damaged
- Reuse existing PVC protective liner with monitoring capability for corrosive moisture
- Apply protective coating to new cylinder

### **Installation**

- Thread and weld cylinder sections; allow proper cooling and apply protective wrapping at joints
- Install new hydraulic cylinder with:
  - Double bulkhead bottom
  - Steel pipe construction
  - Compliance with **ASME A17.1 – 2000**
  - Same internal and external dimensions as existing cylinder
  - New jack head
- Backfill space between PVC liner and cylinder for stabilization
- Replace concrete pit floor with appropriate insulation material
- Reinstall hydraulic plunger (or new assembly if applicable) and align within 1/8" tolerance
- Reinstall hydraulic piping, shutoff valve, pit channels, and buffers
- Reconnect plunger to elevator platen and ensure proper alignment

### **System Restoration**

- Install new jack seal and gasket
- Provide and install new hydraulic fluid
- Adjust control valve as required for proper operation

### **Testing & Commissioning**

- Perform full-load safety test in presence of state-approved elevator inspector

- Verify proper operation and code compliance

### **Closeout**

- Remove all tools, materials, and debris
  - Perform general site cleanup
  - Return elevator to full service
- 

## **5. Contractor Qualifications**

Bidders must:

- Be licensed elevator contractors
  - Have demonstrated experience with hydraulic elevator jack replacements
  - Be familiar with **ASME A17.1** standards
  - Provide references for similar completed projects
- 

## **6. Proposal Requirements**

Proposals shall include:

- Company background and qualifications
  - Detailed project approach and schedule
  - Breakdown of costs (labor, materials, subcontractors)
  - Identification of subcontractors (e.g., vacuum truck, welding)
  - Warranty information
  - Safety plan
  - Proof of insurance and licensing
- 

## **7. Project Schedule**

- Proposal Due Date: April 28, 2026
  - Bid Opening: April 29, 2026 @ 10 AM
  - Anticipated Start Date: As quickly as possible
  - Estimated Project Duration: As quickly as possible
- 

## **8. Site Conditions & Special Notes**

- Work must be coordinated to minimize disruption to building operations
  - Contractor responsible for proper handling and disposal of hazardous materials
  - All work areas must be maintained in a safe and clean condition
- 

## **9. Evaluation Criteria**

Proposals will be evaluated based on:

- Experience and qualifications
  - Compliance with scope
  - Cost competitiveness
  - Project timeline
  - References
- 

## **10. Contact Information**

For questions or site visits, contact:

Joseph Wilson

Vernon County  
Presiding Commissioner  
courthouse: 417-448-2505 cell: 816-804-0915  
commission@vernoncountymo.org

---