



**LAKE FOREST LIBRARY**  
**360 East Deerpath Road, Lake Forest, IL 60045**

**Elevator Maintenance Services**

The Lake Forest Library, 360 East Deerpath Road, Lake Forest, Illinois (hereinafter “the Library”) is requesting proposals from qualified elevator firms to maintain its elevator and related systems with routine and systematic preventative maintenance checks and services on the elevator and its systems. The Library has one four-stop elevator installed in 1978.

Interested firms are advised to make an appointment with Joe Faust, Facilities Manager to view the elevator and its systems. Contact information: Joe Faust, [jfaust@lakeforestlibrary.org](mailto:jfaust@lakeforestlibrary.org); 847.810.4624.

The Library will review the submitted proposals and negotiate with the best qualified firm. The anticipated start date is January 1, 2020.

All questions regarding this proposal should be sent to Joe Faust, Facilities Manager, at [jfaust@lakeforestlibrary.org](mailto:jfaust@lakeforestlibrary.org). Please use subject line: Elevator Maintenance Services.

**General Requirements for Proposals**

Include proposed contract, which responds to the Library’s environment, including all terms and conditions. Contract to include provision that the Library may terminate contract at any time with written notice with or without cause and without penalty.

Also include three references from current clients of a similar size operation to the Library.

Failure to provide the above information may result in disqualification from consideration.

The proposal must be received by 5:00 p.m. on Friday, October 18, 2019. Send proposals to the Lake Forest Library, Attn: Joe Faust, Facilities Manager, Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045.