

**CITY OF PORTLAND, MAINE**  
**PUBLIC BUILDINGS & WATERFRONT DEPT.**  
**City Hall Elevator Modernization**  
**Bid #24033**

Sealed bids for Elevator Modernization at City Hall located at 389 Congress St in Portland shall be submitted electronically to [bidssubmit@portlandmaine.gov](mailto:bidssubmit@portlandmaine.gov) with the name of the Bidder, Contract Name and Bid number in the subject line will be **received until 3:00 p.m., Thursday, January 11, 2024**, at which time they will be publicly opened, for:

**Project Name:**           **City Hall Elevator Modernization**  
Bid #24033

**Location:**               389 Congress St  
Portland, Maine 04101

**Outline of Work:**       Briefly and without force and effect upon the contract documents, the work of the contract can be summarized as follows: Decommission, dismantle, demolish and dispose of all controls, motors, wiring, ropes, governors, etc. at the existing Otis traction passenger elevator. Install new AC motor, controller, cab & hall stations, indicators, ropes, cab lighting, cab interior, door operator, etc. in order to provide a modernized, code compliant, fully functional tested & inspected passenger elevator.

**MANDATORY PRE-BID CONFERENCE**

It is mandatory that all prospective bidders attend a pre-bid meeting that will be held starting in the ground floor level corridor outside the elevator at City Hall, 389 Congress St. Portland, ME 04101 on **Thursday, December 21, at 10:00 a.m.** Only those firms represented at this meeting may bid on the project.

In the event of inclement weather, please check the local media outlets, the City of Portland Purchasing website ([www.portlandmaine.gov](http://www.portlandmaine.gov)) and/or call the City's Purchasing Office, 207-874-8654 regarding any postponement. If City operations have been cancelled, any scheduled pre-bid meetings will be cancelled as well. NOTE: Every effort will be made to provide as much forewarning as possible regarding these decisions.

Copies of the above documents will be available at the Purchasing Office, Room 103, City Hall, 389 Congress Street, Portland, ME 04101, electronic (emailed) documents will be at no charge, hard copies are available with advance notification of need of paper copies. Each prospective bidder will be required to obtain from the City a copy of the proposal form and each set of plans; e-mail Jim at [jrl@portlandmaine.gov](mailto:jrl@portlandmaine.gov), or phone (207) 874-8654, fax (207) 874-8652.