

DATE: August 15, 2025

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **AWARD OF ELEVATOR SERVICE QUOTES (2025-26 and 2026-27 School Years)**

Quotations were sought from local contractors to provide for Elevator services for the period beginning July 1, 2025 and ending June 30, 2027. Based on the attached quotation, we are recommending the following:

Contracted Service	Vendor
Elevator Maintenance & Inspection	Otis Elevator

Administration recommends approval of the award of Elevator Maintenance quote.

Cc: Colin Gedrose



# Detroit Lakes Public Schools

Independent School District No. 22  
702 Lake Avenue, Detroit Lakes, MN 56501  
Phone: 218.847.9271 Fax: 218.847.9273

## QUOTATION FOR ELEVATOR MAINTENANCE

From: Colin Gedrose-Supervisor of Operations

Service Provided: July 1, 2025-June 30, 2027

Quotation shall include cost of labor to cover monthly inspections, annual "no load test" and repair of the District's five elevators. They are located at Roosevelt Elementary (1), Middle School (1), High School (3).

Bidder certifies that they carry sufficient liability insurance to indemnify the firm; that all workers will be covered by the contractor's workers' compensation plan; and, as a condition of this project, will provide the District with a copy of those certificates of insurance before commencing any work. Failure to do so may be sufficient cause for review of the quote.

All work requested by the District shall be performed within a reasonable amount of time, with two exceptions:

1. Emergency work, as defined by the District, shall be done the same day.
2. Work projects which, by their nature, can be postponed due to the owner's flexibility, school calendar, or necessitated by the contractor's lead time to obtain materials.

Repair rate per hour: \$ \$225/hour \$450/Team per hour Same

Routine Quarterly Inspections: \$ \$70<sup>00</sup> per month per elevator per school \$5<sup>00</sup>/month

Annual "No Load Test": \$ Included in monthly Rate per elevator per school

Trip Charge: \$ N/A per     Mile     Hour Other    

It is understood that throughout the school year (when school is in session), the contractor may typically be required to work before or after regular school hours in order to minimize disruption to students and staff.

An invoice shall be completed monthly, due on the 25th of each month, describing the work for which reimbursement is demanded, and itemize by project within each building the nature of the work. Payment shall be made, subject to School Board approval, within thirty (30) days of receipt of the invoice.

OTIS Elevator  
Name of Firm

701-232-3384  
Telephone Number

JJ Loew  
Signature

8/5/2025  
Date