



December 5, 2024

**TO:** THE DISTRICT BOARD OF TRUSTEES OF VALENCIA COLLEGE

**FROM:** DR. KATHLEEN PLINSKE  
President

**RE:** AWARD OF RFP 2025-05, ELEVATOR MAINTENANCE AND REPAIR SERVICES,  
CONTINUING SERVICES

On September 25, 2024, the College issued a Request for Proposal (RFP) 2025-05 to seek Elevator Maintenance & Repair Services on a continuing basis. On November 7, 2024, proposals in response to the RFP were received and opened. The following five (5) firms submitted proposals in response to the solicitation:

Oracle Elevator	SW Elevators, LLC
Orlando Elevator	Transel Elevator & Electric, Inc.
Skyline Elevator, Inc.	

A public evaluation meeting was held on November 14, 2024, to review each of the firms' experience and qualifications. Five (5) committee members reviewed and ranked the proposals based on the following criteria: experience & qualifications, proposed team and resources, technical approach, operating plan, support, maintenance/service logs, product proposal and pricing, and proximity/location. Following full discussion and deliberation, two (2) firms were shortlisted and invited to participate in Phase II, Presentations and Interviews: SW Elevators, LLC and Skyline Elevator, Inc.

On November 21, 2024, presentations by and interviews with each firm were held, followed by a public meeting in which presentations and interviews were evaluated and the firms ranked. After careful evaluation, the committee selected Skyline Elevator, Inc as the top ranked firm. It is the intent of the College to award a contract to begin upon approval and execution by the College to be effective for three (3) years. The contract then may be extended for an additional two one (1) year periods by mutual agreement of the parties.

**RECOMMENDED ACTION:**

The President recommends that the District Board of Trustees of Valencia College award RFP 2025-05, Elevator Maintenance & Repair Services, Continuing Services to Skyline Elevator, Inc., and authorize the College to enter into a contract with the selected vendor, subject to the negotiation of mutually agreeable terms and conditions. Any expenditures exceeding \$325,000 for work pursuant to the contract will be presented to the Board for consideration and approval.

  
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President