



DEPARTMENT OF FACILITIES MANAGEMENT
EXPRESSION OF INTEREST
FOR
ELEVATOR MODERNIZATION, REFURBISHMENT, AND
MAINTENANCE SERVICES

Procurement Number: EOI-042-26
Issued: Monday, July 27, 2026

Submission Deadline: Thursday, August 20, 2026
@ 3:00 PM NDT

EXPRESSION OF INTEREST (EOI)			
Title:	ELEVATOR MODERNIZATION, REFURBISHMENT, AND MAINTENANCE SERVICES		
RFP Number:	EOI-042-26	Issue Date:	Monday, July 27, 2026
Questions Deadline:	Seven (7) calendar days prior to close time at 3:00PM NDT	Closing Date and Time: Proposal Submission Format: Opening Date & Time:	Thursday, August 20, 2026 @ 3:00PM NDT opencalls@mun.ca Thursday, August 20, 2026 @ 3:30 PM NDT Via Conference line: 1-416-915-6530 (toll free) Access Code: 2774 090 0004 Attendee ID: Please press Pound(#)
Proposals Irrevocable Period after Submission Deadline:		N/A	
Proposal Submission: Responses to this solicitation must be submitted by email to opencalls@mun.ca. Email subject line must read: EOI-042-26 ELEVATOR MODERNIZATION, REFURBISHMENT, AND MAINTENANCE SERVICES			
Inquiries and Communication			
Inquiries and communication: Strategic Procurement Office, Financial and Administrative Services, Memorial University of Newfoundland, opencalls@mun.ca . Inquiries accepted only via email. No phone calls will be accepted.			
Please reference EOI-042-26 & ELEVATOR MODERNIZATION, REFURBISHMENT, AND MAINTENANCE SERVICES in subject line. Emails not containing this requirement information in the subject line will NOT be responded to.			
Proposals submitted by fax, mail, courier, drop-off or by any other means of delivery other than by email stated above shall not be accepted.			

ABOUT MEMORIAL UNIVERSITY

As Newfoundland and Labrador's only university, Memorial has a special obligation to the people of this province. Established as a memorial to the Newfoundlanders who lost their lives on active service during the First and Second World Wars, Memorial University draws inspiration from these shattering sacrifices of the past as we help to build a better future for our province, our country and our world.

We are a multi-campus, multi-disciplinary, public university committed to excellence in teaching and learning, research and scholarship, and to public engagement and service. We strive to have national and global impact, while fulfilling our social mandate to provide access to university education for the people of the province and to contribute to the social, cultural, scientific and economic development of Newfoundland and Labrador and beyond.

The Memorial experience goes beyond academics; it invites a discovery of self, community and place. At Memorial, we celebrate our unique identity through the stories of our people – the work of scholars and educators, the ingenuity of students, the achievements of alumni – and the impact we collectively make in the province, the country and the world. Memorial is the natural place where people and ideas become.

Memorial University has more than 18,500 students and 3,600 faculty and staff spread across four campuses and nearly 100,000 alumni active throughout the world. From local endeavors to research projects of national importance, Memorial's impact is felt far and wide.

Mission, Vision and Values

Vision

Memorial University will be one of the most distinguished public universities in Canada and beyond, and will fulfill its special obligation to the people of Newfoundland and Labrador.

Mission

Memorial University is an inclusive community dedicated to innovation and excellence in teaching and learning, research, scholarship, creative activity, service and public engagement. Memorial welcomes and supports students and scholars from all over the world and contributes knowledge and expertise locally, nationally and internationally.

Values

Excellence: Encouraging and promoting excellence through innovation and creativity, rigor and pragmatism.

Integrity: Being honest and ethical in all interactions, maintaining the highest ethical standards in teaching, research, public engagement and service.

Collegiality: Engaging others with respect, openness and trust in pursuit of a common purpose, having regard for individuals, ideals and the institution as a whole.

Inclusiveness and diversity: Embracing and acting on responsibility to guarantee diversity and equity.

Responsiveness: Being receptive to individuals and communities.

Accountability: Accepting responsibility for achievement of common goals and objectives.

Freedom and Discovery: Supporting the freedom to pursue knowledge that is based on individual and collective intelligence, curiosity, ingenuity and creativity.

Recognition: Acknowledging, tangibly, all aspects of university enterprise including teaching and learning, research, scholarship, creative activity and public engagement.

Responsibility to place: Valuing and fulfilling the special obligation to the people of Newfoundland and Labrador by supporting and building capacity for excellence that:

- addresses needs and opportunities for Newfoundland and Labrador;
- engages the university community on matters of national and international significance;
- produces and delivers academic programs of national and international caliber and;
- Recognizes the dynamic opportunities presented by a multi-campus institution.

Responsibility to learners: Recognizing students as a first priority and providing the environment and support to ensure their academic and personal success.

Interdisciplinary collaboration: Supporting overarching themes in all pursuits that cut across academic units and address significant opportunities and challenges for which Memorial is particularly well positioned to build nationally and internationally recognized capacity.

Sustainability: Acting in a manner that is environmentally, economically and socially sustainable in administration, academic and research programs.

Memorial's exceptional staff and students contribute to the vitality and positive environment of the university through active community engagement. Memorial University has always been a publicly engaged institution. Since the founding of the University in 1949, the work of many of Memorial's students, faculty and staff has emphasized the importance of strong, sustained partnerships with members of the public of Newfoundland and Labrador and beyond.

Faculty and Staff

Memorial is one of the largest employers in the province, with approximately 3,600 faculty and staff. Memorial has been recognized as an Employer of Distinction by the Newfoundland and Labrador Employers' Council, which is reflective of its investment in comprehensive benefits, services such as childcare and recreation facilities, emphasis on work-life balance, and its vibrant work environment.

Governance and Administration

The management, administration and control of the property, revenue, business and affairs of the University are vested in a Board of Regents. The Board is appointed under the *Memorial University Act* and is responsible for the management, administration, and control of the property, revenue, business and affairs of the university. Matters of an academic character are in general charge of the Senate of the University.

For more information on Memorial University of Newfoundland, please visit: Memorial home page: <http://www.mun.ca/>

Territory Acknowledgements at Memorial:

We acknowledge that the lands on which Memorial University’s Campus are situated are in the traditional territories of diverse Indigenous groups and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi’kmaq, Innu, and Inuit of this province.

Table Of Contents

APPENDIX A – INFORMATION FOR RESPONDENTS..... 1-2

APPENDIX B – SUBMISSION FORM 3-4

APPENDIX C – PROPOSAL PARTICULARS..... 5-6

APPENDIX D – PROPONENT’S COVER LETTER, PROMOTIONAL MATERIALS AND/OR
ADDITIONAL DOCUMENTATION..... 7

APPENDIX A – INFORMATION FOR RESPONDENTS

This Expression of Interest (“EOI”) is issued by Memorial University to invite prospective Proponents (Contractors) to indicate their interest in providing elevator modernization, refurbishment, and replacement construction services, together with ongoing elevator maintenance services, for elevators located at the University’s St. John’s campus.

The St. John’s campus operates a large portfolio of approximately 62 passenger and service elevators that vary considerably in age and condition. The University is contemplating a multi-year program to address elevators that are at or beyond their end of life and that require refurbishment, modernization, or replacement. Elevators have been identified as a priority because of their impact on accessibility, the student experience, health and safety, general campus operations, and the University’s reputation.

The University is undertaking a condition assessment to inform the prioritization, scope, sequencing, and timing of any future program. Accordingly, the scope, number of units, phasing, durations, and timing referenced in this EOI are preliminary and are subject to change.

Subject to the above, any future program is presently anticipated to consist, in broad terms, of two components:

- A multi-year capital phase, presently estimated at approximately five (5) years, to upgrade, refurbish, modernize, and/or replace elevators across the campus on a prioritized basis. Preliminary plans include the modernization of 18 elevators over these five (5) years; and
- A long-term maintenance phase, presently anticipated to be in the order of 15-20 years, for the ongoing maintenance and servicing of campus elevators that are included in the multi-year capital phase of the project. Contractors also have the opportunity to grow their maintenance portfolio over the duration of the maintenance contract by performing repairs or modernizations on other elevators on campus.

Through this EOI, the University is seeking to identify and engage with prospective contractors that can demonstrate, among other things:

- Experience delivering multi-year elevator modernization, refurbishment, and replacement programs, particularly in occupied and operational facilities;
- The ability to service and maintain a diverse, multi-vendor (multi-manufacturer) elevator portfolio;
- Reliable access to, and supply of, replacement parts and components, including for legacy equipment;
- The supply and use of open source (non-proprietary) components and software;
- Local presence or the intent to develop a local presence, and the ability to support long-term service requirements.

Information gathered through this EOI may be used to inform the University’s approach to

a future procurement, which may include developing a Request for Proposals (RFP) or another competitive process. This EOI is for information-gathering purposes only and will not result in the award of a contract.

APPENDIX B – SUBMISSION FORM

Proponent's Information

Please complete *Table 2: Proponent's Information*:

TABLE 2: PROPONENT'S INFORMATION

Please fill out the following form, naming one person to be the Proponent's contact for the Open Call process and for any clarifications or communication that might be necessary	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Proponent's Contact Name and Title:	
Proponent's Contact Phone:	
Proponent's Contact Email:	

Disclosure of Information

The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this Proposal by the Owner to the advisers retained by the Owner to advise or assist with the EOI process.

Signature of Witness

Signature of Bidder Representative

Name of Witness

Name of Bidder Representative

Title of Bidder Representative

Date

I have the authority to bind the bidder.

**IN SIGNING THIS PAGE AND
SUBMITTING YOUR PROPOSAL, THE
PROPONENT ACKNOWLEDGES
HAVING READ, UNDERSTOOD AND
AGREED TO THE TERMS AND
CONDITIONS OF THIS DOCUMENT**

APPENDIX C – PROPOSAL PARTICULARS

In this Appendix, prospective respondents are invited to provide particulars regarding their organization and their ability to deliver the two components of the program described in Appendix A. Responses are provided for information-gathering purposes only, are not binding, and will not result in the award of a contract. **Respondents may attach additional pages as required.**

(a) Company Information

Please provide an overview of your organization by completing the table below.

TABLE 3: COMPANY INFORMATION

Please complete the following information about your organization.	
Current local presence in the St. John's area (Yes / No – if No, please describe any intent to establish one):	
Relevant licenses, certifications, and trade qualifications:	
Elevator manufacturers (OEMs), your organization is able to service and maintain:	

(b) Ability to Complete the Modernization Program (Five-Year Capital Phase)

Please describe your organization's ability and proposed approach to completing the elevator modernization, refurbishment, and/or replacement work within the anticipated five (5) year capital phase described in Appendix A (preliminary plans contemplate the modernization of approximately 18 elevators over this period).

General feedback and input on the Modernization Program and the anticipated duration are welcome.

In addition, please identify and comment on any barriers, constraints, or risks that you foresee which may hinder, delay, or prevent the completion of this work within the five (5) year period. This may include, for example, parts and equipment lead times or supply-chain availability (including for legacy equipment); availability of skilled labour and trades; sequencing and phasing constraints; code, permitting, or regulatory requirements; or any other factors. Where possible, please describe how such barriers could be mitigated.

(c) Ability to Complete the Maintenance Agreement (Long-Term Maintenance Phase)

Please describe your organization's ability and proposed approach to providing the ongoing maintenance and servicing of campus elevators over the anticipated 15–20 year maintenance phase described in Appendix A, including across a diverse, multi-manufacturer elevator portfolio.

General feedback and input on the Maintenance Agreement and contract duration are welcome.

In addition, please identify and comment on any barriers, constraints, or risks that you foresee which may hinder or prevent your organization from fulfilling or completing the maintenance agreement over its full term. This may include, for example, long-term availability of parts and components for legacy or obsolete equipment; workforce continuity and retention; equipment obsolescence; the ability to meet response-time or uptime expectations; or any other factors. Where possible, please describe how such barriers could be mitigated.

**APPENDIX D – PROPONENT’S COVER LETTER, PROMOTIONAL MATERIALS
AND/OR ADDITIONAL DOCUMENTATION**