DELGADO COMMUNITY COLLEGE
PURCHASING DEPARTMENT
501 CITY PARK AVENUE
NEW ORLEANS, LOUISIANA 70119
(504) 762-3031

INVITATION TO BID

BID NAME:
PROVISION OF ELEVATOR MAINTENANCE
BID NO.: 40006-70

TO BE OPENED ON:
JULY 27, 2016 AT 2:00 PM

CONTACT PERSON:
SUSAN VARBLE
DIRECTOR OF PURCHASING

_____
NAME OF COMPANY

_____
ADDRESS

_____
CITY **STATE** **ZIP**

_____
PHONE NUMBER **FAX NUMBER** **E-MAIL ADDRESS**

_____
SIGNATURE OF COMPANY REPRESENTATIVE

_____
NAME (PRINTED) & TITLE OF COMPANY REPRESENTATIVE

GENERAL INFORMATION

1. Any questions regarding this Invitation to Bid shall be in writing and shall be addressed to Susan Varble at the following address:

Delgado Community College
O'Keefe Administration Building
501 City Park Avenue, Building 37
New Orleans, La 70119-6222
Email: svarbl@dcc.edu
Fax: (504) 762-3089

Any additional information resulting from such inquiries shall be distributed to all bidders via addenda. The College will not be responsible for any other explanation of the documents.

2. Bids may be submitted by mail or in person. Bids will not be accepted via fax or by any other method. Mailed bids and hand carried bids shall go to the address in item #1. Do <u>not</u> leave hand carried bids at the front desk. If bids are delivered via an express mail carrier, the bid name shall be on the outside of the packaging. Please note that express mail or USPS carriers may not deliver directly to 501 City Park Avenue. The bidder/proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to 501 City Park Avenue.

3. Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the College.

4. Each bidder is solely responsible for the timely delivery of its bid. Delgado Community College will not be responsible for any delays in the delivery of bids, whether delayed in the mail, or for any reason whatsoever.

5. Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the College.

6. Assuming there is no prompt payment discount provision, payment will be made within 30 days from receipt of products in satisfactory condition, or within 30 days from receipt of invoice, whichever is later.

INSTRUCTIONS TO BIDDERS

A. Project:

Maintenance and repair of vertical transportation systems for Delgado Community College City Park Campus (including Junior Achievement)West Bank Campus, Charity School of Nursing, and Sidney Collier Site.

B. Proposals:

Proposals must be in accordance with these instructions in order to receive consideration.

C. Documents:

Documents include the bidding requirements, instructions to bidders, general information, supplementary conditions, technical specifications, plus addenda which may be issued by the Owner during the bidding period.

D. Examination of Documents and Site:

Bidders shall carefully examine the bidding documents and the sites to obtain first-hand knowledge of the scope and the conditions of the work. Each Contractor, by submitting a proposal to perform any portion of the work, represents and warrants that he has examined the specifications and site of the work, and from his own investigation, has satisfied himself as to the scope, accessibility, nature and location of the work; character of the equipment and other facilities needed for the performance of the work; the character and extent of other work to be performed; the local conditions; labor availability, practices and jurisdictions and other circumstances that may affect the performance of the work. No additional compensation will be allowed by the Owner for failure of such Contractor or sub-contractor to inform himself as to the conditions affecting the work.

E. Interpretation of Documents:

If any person contemplating submitting a bid for the proposal contract is in doubt as to the meaning of any part of the specifications, or other proposed contract documents, he may submit to the Owner not later than seven (7) working days prior to the date set for opening of bids, a written request for an interpretation or clarification. Bidders should act promptly and allow sufficient time for a reply to reach them before preparing their bids. Any interpretation or clarification will be in the form of an addendum duly issued. No alleged verbal interpretation or rulings will be held binding upon the owner.

F. Substitutions:

Requests for substitutions must be received by Owner ten (10) working days prior to the established bid date.

G. Addenda:

Interpretations, clarifications, additions, deletions, and modifications to the documents during the bidding period will be issued in the form of addenda and a copy of such addenda will be mailed or delivered to each person who has been issued a set of the bidding documents. Addenda will be a part of the bidding documents and contract documents, and receipt of them should be acknowledged in the bid form. Addenda will not be issued with-in three (3) working days of the established bid date.

H. Preparation of Bids:

Prices quoted shall include all items of cost, expense, fees and charges incurred or arising out of the performance of the work to be performed under the contract. Any bid on other than the required form will be considered informal and may be rejected. Erasures or changes in the bid shall be explained or noted over the initials of the bidder. Bids containing any conditions, omissions, unexplained erasures, alterations, or irregularities of any kind may be rejected. Failure to submit all requested information will make the bid irregular and subject to rejection.

I. Submittal of Bids:

The “non-collusion affidavit” should be completed and signed by each bidder and submitted with the bid.

J. Performance Bond:

The successful bidder shall be required to provide a performance (surety) bond in the amount equal to the total contract price for the first year of the contract, and renewed every 12 months during the contract term to insure the successful performance under the terms and conditions of this bid. Any performance bond furnished shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with a least an A- rating in the latest printing of the A.M. Best’s Key Rating guide to write individual bonds up to 10 percent of policyholders’ surplus as shown in the A.M. Best’s Key Rating Guide or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds.

No surety or insurance company shall write a performance bond which is in excess of the amount indicated as approved by the U.S. Department of the Treasury Financial Management Service list or by a Louisiana domiciled insurance company with an A-rating by A.M. Best up to a

limit of 10 percent of policyholders' surplus as shown by A.M. Best; companies authorized by this Paragraph who are not on the treasury list shall not write a performance bond when the penalty exceeds 15 percent of its capital and surplus, such capital and surplus being the amount by which the company's assets exceed its liabilities as reflected by the most recent financial statements filed by the company with the Department of Insurance.

The performance bond is to be provided within 10 working days from request. Failure to provide within the time specified may cause your bid to be rejected.

In addition, any performance bond furnished shall be written by a surety or insurance company that is currently licensed to do business in the state of Louisiana.

K. Modification or Withdrawal of Bid

Prices shall be firm for acceptance for a minimum of 60 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.

Prior to the time and date designated for receipt of bids, bids submitted early may be modified or withdrawn only by notice to Owner's Purchasing Office at the place and prior to the time designated for receipt of bids.

L. EEOC Compliance

By submitting and signing this bid, bidder certifies that he agrees to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246, as amended; and the Americans With Disabilities Act of 1990. Bidder agrees to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

M. Claims or Controversies

Any claims or controversies associated with the contract or purchase order issued as a result of this solicitation will be resolved in accordance with the Louisiana Procurement Code, 39:1673.

N. Payment and Late Payments

Contractor will be paid after each job is satisfactorily completed and upon recommendation of the College Representative.

Payment for services shall be made to the Contractor once a month after receipt by the College of an invoice (or invoices) by which the Contractor certifies, and the College agrees, that all the invoiced work was performed in accordance with the specifications.

All invoices should be submitted to the College's Office of Accounts Payable AND clearly indicate the Purchase Order Number assigned by the College's Purchasing Office. The Contractor must have all service and repair tickets signed by the College Representative for all repairs and service. A copy of the signed services and repair tickets must be provided to the College with the Contractor's invoice. Failure to have service tickets signed and a copy provided will result in non-payment of all work performed. The service ticket must reference who requested the work, why the work was needed, and what work was performed. Lump sum invoices will not be processed. All work must be itemized and include a breakdown per the unit pricing and material markup, if applicable, per the bid.

Any and all elevator code deficiencies which are unresolved, not corrected, or not documented for correction will be assessed and valued by the College, and subsequently reduced from Contractor's invoice.

Late payments; if any shall be paid in accordance with R.S. 39:1695.

O. FY Funds

Any orders resulting from this solicitation will be paid with the new FY funds, if appropriated by the legislature. Delivery cannot be made prior to July 1 and your bid prices must be firm for acceptance and delivery accordingly.

P. Term

This contract shall be effective from date of award and shall terminate June 30, 2017.
At the option of Delgado Community College and acceptance by the Contractor, this contract may be extended for three additional twelve (12) month periods.

Q. Escalation Clause

Prior to any renewal term, the contractor may request a price increase for that renewal term based on documented increase costs. The price increase may not be greater than the

Consumer Price Index (All Urban Consumers, Current Series) average increase for the prior 12 months. The Owner reserves the right to approve or disapprove the price increase.

R. Remedies

Notwithstanding any other provisions to the contrary regarding warranties or remedies for breach, the remedies available to the state shall include forthwith repair or replacement of any provided product whose non-compliance is discovered and reported by Delgado Community College to the Contractor.

S. Insurance Requirements for Contractors

The Contractor/Vendor shall purchase and maintain for the duration of the contract/work insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor/Vendor, its agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. Workers Compensation

Workers Compensation insurance shall be in compliance with the Workers Compensations law of the State of Louisiana. Employers Liability is included with a minimum limit of $500,000 per accident/per disaster/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the Employers Liability increased to a minimum of $1,000,000.

2. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of $1,000,000 and a minimum general aggregate of $2,000,000. The Insurance Services office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims made form is unacceptable.

3. Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of $1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

B. DEDUCTABLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor/Vendor shall be responsible for all deductibles and self-insured retentions.

C. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain the following provisions:

1. General Liability and Automobile Liability Coverage's

    a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards to negligence by the contractor/vendor. ISO Form CG 20 10 (current form approved for use on Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection to the Agency.
    b. The Contractor's/Vendor's insurance shall be primary as respects to the Agency, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
    c. The Contractor's/Vendor's insurance shall apply separately to each insured against whom claim is made or suit brought, except with respect to the policy limits.

2. Workers Compensation and Employers Liability Coverage

    The insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

    a. Coverage/Vendor shall not be cancelled, suspended, or violated by either party (the Contractor/Vendor or the insurer) or reduced in coverage or in limits except after 30 days written notice has been given to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's/Vendor's policy.
    b. Neither the acceptance of the completed work nor the payment thereof shall release the Contractor/Vendor from the obligations of the insurance requirements or the indemnification agreement.

c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
d. Any failure of the Contractor/Vendor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

D. ACCEPTABILITY OF INSURERS

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A-: VI or higher**. This rating requirement may be waived for workers compensations only.
If at any time an insurer issuing any such policy does not meet the minimum A.M Best rating, the Contractor/Vendor shall obtain a policy with an insurer that meets the A.M Best rating and shall submit another Certificate of Insurance as required in the contract.

E. VERIFICATION OF COVERAGE

Contractor/Vendor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal thereafter.

In addition to the Certificates, Contractor/Vendor shall submit the declarations page and cancellation provision endorsement for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor/Vendor to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor/Vendor to purchase and/or maintain any required insurance shall not relieve the Contractor/Vendor form any liability or indemnification under the contract.

F. SUBCONTRACTORS

Contractor/Vendor shall include all subcontractors and as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

G. WORKERS COMPENSATION INDEMNITY

In the event the Contractor/Vendor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor/Vendor, its owners, agents and employees will have no cause of action against, and it will not assert a claim against the State of Louisiana, its departments, agencies, agents and employer, whether pursuant to the Louisiana Workers Compensation Act, or otherwise under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents, and employees shall in no circumstance be, or considered as, the employer or statutory employer of the Contractor/Vendor, its owners, agents and employees. The parties further agree that the Contractor/Vendor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor/Vendor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless form any such assertion or claim that may arise from the performance of this contract.

H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT

Contractor/Vendor agrees to protect, defend, indemnify, save and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents servants, employees and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of the Contractor/Vendor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by the Contractor/Vendor as a result of any claims, demands, suits or causes of action, except those claims, demands suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

Contractor/Vendor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

T. Mandatory Job-Site Visit

Contractor must inspect job site to verify measurements and/or amount of supplies needed prior to bidding. If vendor finds conditions that disagree with the physical lay-out as described in this bid, or other features of the specifications that appear to be in error, same shall be noted on proposal. Failure to do so will be interpreted that bid is as specified.

Vendor may contact Mr. Curtis Kennedy at (504) 818-4692 for directions and location of the mandatory jobsite visit.

Mandatory Job-Site visit required

WHERE: Delgado Community College, Bldg. 10, Room 117

WHEN: Wednesday, July 6, 2016

TIME: 2:00 p.m.

This signed statement certifies that the Contractor named below has visited the job site and is familiar with all conditions surrounding fulfillment of the specifications for this project.

_____	Delgado Community College_____
Contractor's Company Name	
_____	_____
Contractor's Signature	Curtis Kennedy or Appointed Designee
	_____
	Printed Name of Curtis Kennedy or Appointed Designee

SUPPLEMENTARY CONDITIONS & TECHNICAL SPECIFICATIONS

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1. NOTICE

Proposal, price sheets, verification of qualifications and engineering responsibility should be completely filled out with detailed information requested or your bid may be rejected.

In accordance with R.S. 37:2163A contractor's license number must appear on the bid opening envelope on all projects in the amount of $50,000 or more. All bids not in compliance with this requirement shall be automatically rejected and not read.

For any bid submitted in the amount of fifty thousand dollars or more, the Contractor shall certify that he is licensed and show his license number on the bid.

Definitions:

Department – Division of Administration Office of State Purchasing, Colleges and Universities, Office of State Buildings and/or Department of Health & Hospitals, Engineering Section.

Owner/College – Delgado Community College

College Representative – James Royer

2. CONTRACTOR

I (we) do hereby declare that I (we) have carefully examined the specifications and the contract documents, including all addenda, prepared by the project supervisor of this proposal and I (we) have a clear understanding of said documents and premises, and hereby propose to provide the necessary tools, machinery and apparatus along with other needs necessary to complete the work specified. We will provide all material, furnish all labor and services specified in the contract or called for in the contract documents including permits necessary for the completion of the project or work listed for the sum below.

I (we) also agree to follow requirements, sequence and frequency listed under "maintenance procedures".

If I (we) fail to follow these specifications and document the "Maintenance Procedures" with the Owner or if there is any evidence of fraudulent documentation I (we), will without reservation, freely forfeit the contract along with any monies due from the date of such finding. All materials and labor will be left intact and I (we) will not seek any restitution.

I (we) have read the entire specifications and will not use oversight as an excuse for not fulfilling my (our) obligation.

Contractor: _____

By: _____

Title: _____

Date: _____

Contractor's License No.:_____

We acknowledge the following addenda 1.____2.____3.____ 4.____

3. SPECIFICATIONS FOR ELEVATOR MAINTENANCE

General:

Based on these specifications, bids shall be received by the Delgado Community College Purchasing Department for servicing the vertical transportation at the City Park (including Junior Achievement), West Bank, Charity School of Nursing Campus, and Sidney Collier Site. Delgado Community College shall be hereafter denoted by the term "Owner" or "College". The use of the word "Vendor" or "Contractor" shall be interpreted to be the firm or corporation who has been awarded a contract by the Owner. The successful bidder will be required to sign a contract with the Owner in strict accordance with these specifications for service which includes the contract document.

With the complexity of equipment and the liability exposure of today's vertical transportation, it is necessary to not only provide top quality maintenance, but to also have a professional engineering group to verify the quality of material and safe operation of any wiring changes being used or integrated into the system. Also, in the case of microprocessor equipment, the Contractor shall have complete access to all software and diagnostic programs. Prior to award of the contract, the successful bidder shall demonstrate to the Owner, the ability to comply with this section. For the protection of the Owner, passengers, and other related exposures connected to fulfillment of this contractual obligation, the bidder will include in this bid, monies for engaging licensed registered professional electrical engineer on staff committed by letter to this responsibility, along with their address and signature shall be provided in the space for the verification of this information under "engineering responsibility".

Bids will be considered only from bidders who are regularly established in the business called for and who, in the judgment of the Owner, are financially responsible and able to show evidence of the reliability, ability, experience, facilities, and persons directly employed and supervised by them to render prompt and satisfactory service.

Compliance with the latest edition of A.N.S.I. A 17.1 Code with and including supplemental adoptions will be required.

The Owner reserves the right to add or delete elevators as necessary.

*The Contractor must be licensed by the State of Louisiana Licensing Board for Contractors under Category IX: Specialties: Elevators, Dumbwaiters, and Escalators.

4. SPECIAL CONDITIONS

The name of this proposal should be referenced on all correspondence to the Division of Administration Office of State Purchasing, to the Office of State Buildings and to Delgado Community College.

It shall be specifically agreed and understood that the bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined by parties seventy-two (72) hours after the bid opening. Where any award is being considered, bidders shall comply with requests from the Division of Administration or the Owner's personnel to visit their facilities and/or furnish additional information in order to assist evaluating bids.

Bid prices must be firm for a period of sixty (60) days from the date of the bid opening to allow for evaluation if necessary.

If any problems occur or questions arise concerning the "original manufacturer's parts" or "equal" it shall be the responsibility of the Contractor to provide such verification as may be requested by the Owner. See "Clarifications".

Termination for Cause:
The Owner may terminate this contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract; provided that the Owner shall give the Contractor written notice specifying the Contractor's failure. If within fifteen (15) days after receipt of such notice, the Contractor shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then the Owner may at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Owner to comply with the terms and conditions of this contract; provided that the Contractor shall give the Owner written notice specifying the Owner's failure.

Termination for Convenience:
The Owner may terminate any contract entered into as a result of this bid at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

The Owner reserves the right to cancel this contract with a thirty (30) day written notice.

5. RECORDS

The Contractor shall maintain a complete, orderly and chronological file, including drawings, parts lists, specifications and copies of all prepared reports. A record of all callbacks and repairs shall be kept by the Contractor indicating any difficulty experienced and the corrective

measures taken to eliminate these difficulties. A copy of the Elevator Maintenance Log furnished with the contract must be filled out then forwarded to the Office of State Buildings and the Owner monthly. The reports or trouble calls must be verified and signed by a person designated by the Owner, who will retain a copy. All trouble calls (call backs and repairs) are indicated by a "call ticket" and signed by the Contractor and the Owner. A copy of these "call tickets" is to be forwarded to the Office of State Buildings monthly.

Guarantee:

The Contractor agrees to accept all of the equipment, (except as excluded by these specifications) on full maintenance, on the effective date of this contract, unless it is otherwise indicated by a detailed report, on each unit, and attached to his bid. It is also agreed that he will leave the units in the same condition and with the same performance when the contract is terminated, as on the date the contract was made effective.

The Owner reserves the right from time to time to employ others to make such checks as they may deem necessary or advisable. When it is found that any of the units of vertical transportation are not up to proper standards, or that safety requirements or tests are not being performed as required by the current A.N.S.I. code of the State of Louisiana, the Owner may exercise any or all of its options as set forth in these specifications. If these demands are not promptly complied with within fifteen (15) days after receipt of such notice, the Owner may cancel this agreement and enter into an agreement with others to perform such work, and deduct the total cost thereof from the Contractor's monthly charges for maintenance service. If the contract has been terminated or has expired, the Owner will demand payment from the Contractor or his bonding agent for the additional costs incurred.

The Owner, through the Division of Administration Office of State Purchasing, reserves the right to act as sole agent in determining if service is satisfactory, including a determination of whether parts need replacing in accordance with A.N.S.I. code. The Contractors' failure to comply with the Owner's demands in this regard, within ten (10) days of mailing a certified letter containing such demands, will constitute a circumstance under which the Owner may immediately terminate the contract. The Owner shall conduct, through the operational unit, periodic inspections to determine the status of individual elevators. This inspection shall be conducted in accordance with a uniform maintenance plan formulated by the Division of Administration. Results and reports of such inspection will be furnished to the Contractor and the Owner.

Insurance:

Public Liability Insurance and Workman's Compensation shall be carried by the Contractor, and a Certificate of Insurance shall be furnished at least ten (10) days prior to the effective date of the contract. The limits of such insurance shall be as follows and shall be from a company licensed to do business in the State of Louisiana.

Permits, Licenses, Laws and Taxes:

The Contractor shall furnish all necessary permits, licenses, and certificates and comply with all laws or ordinances applicable to the locality of the building site and the State of

Louisiana. The Contractor shall include in his bid all applicable state, federal, or other taxes required.

Contents of the signed agreement:
The purchase order and the bidder's specifications will be combined to form the complete contract when the award is made.

6. ELEVATOR MAINTENANCE

Contractor agrees to provide all material, furnish all labor and services specified in this contract including permits necessary for maintenance (where conditions warrant, adjust, lubricate, repair or replace the mechanical and electrical parts) of the type elevator(s) listed and related equipment located in the facility specified in accordance with the specifications annexed hereto.

This contract shall be effective from date of award and shall terminate June 30, 2017.

All work is to be performed during regular working hours and on the regular working days of the elevator trade unless otherwise specified below.

Call-outs maybe requested outside of regular working hours and regular working days, i.e. Saturday, Sunday, and holidays. Contractor will respond to these call-outs and be onsite at Owner's facilities within one (1) hour, if required. Contractor will provide emergency contact numbers to Owner.

Call back services shall be proved 24 hours a day to minimize downtime and inconvenience. Call back services shall be performed as part of the contract without additional charge.

The Contractor at its expense, shall within ten (10) days from the commencement date of this contract, provide owner with a copy of its present maintenance checklist, for his approval, that shall sequentially follow the format of the specifications annexed to this agreement. All elevators should be up to code throughout the term of this contract.

Contractor shall complete the aforementioned check list at the times provided in the specifications and regularly provide the Owner and the Office of State Buildings with copies thereof.

Notwithstanding anything herein to the contrary, it is expressly agreed and understood that at any time(s) during the term of this contract, Owner shall have the right, but not the obligation, to employ, at its expense, a certified ANSI elevator consultant to make periodic inspections of the elevator and related equipment (ie: smoke detectors, emergency power switches) to determine if said equipment is, in consultant's judgment, being maintained in accordance with the specification subject to this agreement. The Contractor, at his own expense, may elect to have a representative present for these inspections. Should the Owner's consultant determine that the equipment is not being maintained in accordance with the aforementioned specifications,

the Contractor shall, at his own expense, correct all noted deficiencies with thirty (30) calendar days. Should the Contractor fail to correct the deficiencies in a timely manner, the Owner shall have the right to deduct the estimated cost for repairs from the Contractor's normal monthly payment until such time as the deficiencies are corrected, or to unilaterally terminate the contract without penalty or liability by giving the Contractor ten (10) days written notice by a certified letter. Any reinspection as a result of the Contractor's failure to maintain the equipment in accordance with the specifications shall be performed at the expense of the Contractor. Payment for subsequent inspection shall be remitted to the Owner. Failure to remit timely payment will result in the cost being deducted from the contract.

The submittal of bid without exceptions means Contractor has inspected all elevators and related equipment in the building specified and has found same to be in a proper working and satisfactory condition.

The submittal of bid without exceptions means that Contractor is satisfied that a governor and safety test was made within the past twelve (12) months and therefore Contractor assumes the liability for operation of the governor and safety devices of these elevators throughout the term of this contract.

Owner agrees that it will not permit others to make alterations, additions, repairs, replacements or adjustments to the equipment subject to this contract, unless Contractor is notified by owner, prior to commencement. It is understood that Contractor shall not assume possession or management of any part of the equipment. (The intent is to have the Contractor awarded the bid perform the work, however, in the event that equipment has seemingly insolvable problem, the Owner at it's expense, reserves the right to have other competent contractor(s) examine and make repairs.) In such case, the service shall be terminated for that period of time.

7. MAINTENANCE AND REPLACEMENT PARTS

The following tests and parts lists are subject to check by Owner or their designated representative. If parts are not available in type or number on each unit of vertical transportation covered by these specifications, then the Contractor must document that these parts are on order and when they will be placed on the job and in the warehouse. Maximum delivery time for parts to be on the jobsite is two (2) weeks.

The maintenance Contractor shall have available on request:

1. Complete "as built" and up to date wiring diagrams. (All diagrams will be ordered by the Owner at the expense of the elevator contractor only). The cost shall not exceed $200.00 for the first page and $25.00 for each additional page. The total cost cannot exceed $500.00 per set. The diagrams must be delivered within 2 weeks unless an extension is granted by the department. (This only applies to elevators in which diagrams are not in the Owner's possession.)

2. Complete parts leaflets.

3. Engineering data for all load reactors and safety devices.

4. Parts and part numbers of stock listed under maintenance replacements parts to be stocked at the jobsite. Steel parts cabinet, wiring diagrams and maintenance replacement parts to be warehoused in the elevator machine room.

5. When microprocessor control is utilized, the diagnostic tools shall be maintained on the job site. The tools shall be listed under verification of qualifications for the type equipment applicable to this requirement. Up-to-date and "as built" wiring diagrams and software are to be kept on the jobsite. Diagnostic tools will be the property of the contractor as well the maintenance and repair of such diagnostic tools.

6. When the state owns the diagnostic tool, the elevator contractor shall maintain the diagnostic tool as part of the full maintenance contract. The contactor shall be responsible for parts, adjustments, calibration, labor, and repairs to the diagnostic tool.

Periodic Tests Required:

All tests required by current A.N.S.I. Code A 17.1, the state of Louisiana, and the Louisiana Fire Marshall must be made in the week of the date on which the test is due and shall be documented in writing to the Owner. If this documentation is not received within four months after effective date of contract, monthly payment for maintenance shall be withheld until this report is received.

Cost Control:

Since elevator shut-downs increase the cost of manpower and slow down the performance of their responsibilities, the tests shall be scheduled by letter.

A. Examine periodically all safety devices and governors and conduct annually a no-load test, and every five (5) years perform a full-load, full-speed test of safety mechanisms, overhead speed governors, car and counterweight buffer. If the tests are due, such tests will be performed at the inception of this contract and thereafter within one week of these dates. Contractor shall be responsible for any elevator equipment damages caused during the performance of any tests. The car balance will be checked and the governor tested and, if required, the governor will be adjusted for proper tripping speed and sealed. Reports shall be submitted to the Owner within thirty (30) days for the date the test was made. The report shall include: machine number, manufacturer, type, governor, condition, tripping speed, type safety, safety rope pull out, car slide, pull through force of governor, then the governor setting shall be sealed and tagged with date of test and name of the mechanic performing test. All tests will be performed in accordance with the current A.N.S.I. Code A17.1. **All 5 year full load tests must be witnessed by the State Inspection Service Contractor.**

B. When necessary renew guide rollers as required to insure a quiet operation.

C. Maintain in each building, at all times for immediate delivery and installation, a sufficient supply of emergency parts for repair of each elevator. This inventory shall include as a minimum, the following for each size and type used. Materials or parts to be used are to be genuine original manufacturer's renewal parts or equal to those furnished with the original installation. Contractor shall maintain an up to date inventory of all spare parts by part number in steel cabinets on the jobsite. The following are the list of parts to be stored on site for each type of elevator covered by these specifications:

1. Coils, minimum of one (1) for each type relay contactor used.
2. Contact; minimum of three (3) for each type used.
3. Conductor; a supply for each type used.
4. Motor brushes; minimum of one set for each type used.
5. Supply of lubricants for each requirement.
6. Supply of fuses.
7. Interlock rollers and contacts; minimum of two (2) each.
8. Car and hoistway door hanger rollers; minimum of two (2) each type.
9. Car and hoistway door gibs, minimum of one (1) set each type.
10. Car and hoistway door closer parts (springs, spirators, etc.)
11. Door operator belts, chains and brushes; minimum of one (1) set each type.
12. Door operator drive block, clutch rollers, and fingers; minimum of one (1) set each type.
13. Photo electric tube, minimum of one (1) each type.
14. Landing switch equipment and magnetic inductor; minimum of one (1) each type. To include microprocessor boards.
15. Solid state timers and printed circuit regulator board, minimum of one (1) each type.
16. Saf-t-edge pivot arm assembly and switch; minimum of one (1) each type.
17. Signal fixture lamps; minimum of five (5) each type.
18. Selector cams and contact assembly; minimum of one (1) each type.
19. Brake contact; minimum of one (1) of each type.
20. Normal renewal parts peculiar to equipment covered by this specification.
21. *Supply of selector tapes to handle highest rise.
22. Roller guides and gibs for car and counterweight.
23. *Power supplies and pre-amplifiers for electronic proximity device.
24. *Car and hoistway door shields.
25. *Car door electric eye photo cell replacement units.
26. Complete car door safety edge (mechanical).
27. *Transformers and rectifiers for all controller power supplies.
28. *Door operator motors for each type used.
29. *Door operator gear reduction units for each type used.
30. Controller and selector coils for each type used.
31. Component parts, including contacts, for each type switch.
32. Car and hall buttons, including electronic, with contacts for each type used.
33. *Hatch switch cams supports to handle highest rise.

34. Replacement relay for each type used.
35. *Selector drive motor.
36. *Geared machine brake shoe and lining assembly; minimum of one (1) set for each type.
37. Hydraulic jack packing, or seals, gasket, wiper ring, minimum of one (1) for each type used.
38. *Dash pot and thermal overloads; minimum of one (1) each type.
39. *Hydraulic valves, pistons, springs, gasket/"O" ring kit, solenoid needle, solenoid coil.
40. *Bearings for each type used.
41. *Transformers and rectifiers for all controller power supplies.
42. *Hydraulic valve parts, gaskets, "o" rings and hoses; minimum of one (1) for each type used. Valve includes relief, pilot, lowering, up and check valve, or any of the parts thereof.
43. *Hydraulic fluid (110 gallons) as per original equipment manufacturer's lubrication specifications.
44. *Escalator step treads; minimum of two (2) each.
45. Escalator step wheels, minimum of six (6) each.
46. Escalator step chain rollers; minimum of six (6) each.
47. Complete step assembly; minimum of one (1).
48. Handrail brushes; minimum of two (2).
49. Comb plates; minimum six (6) each.
50. Microprocessor diagnostic tool (if microprocessor controlled)

*These parts may be warehoused at location near jobsite.

The following replacement parts are to be available and ready for immediate delivery to the building within twenty-four (24) hours: Seven days will be allowed to complete repairs.

1. Rotating elements for each type and size used.
2. Stators for each type used.
3. Brake coils for each type and size used.
4. One complete set or step chains.
5. One complete set of escalator tracks.
6. One solid state power converter.

Where any of the parts listed are required, these may be deleted. The contractor hereby agrees to allow the facility's authorized person to visit the contractor's parts storage facilities before the effective date of this contract so as to make certain that the inventory is complete and in compliance with the terms set forth.

D. Keep the exterior of the machinery and other parts of the equipment subject to rust, properly painted and presentable at all times. The motor windings and controller coils are to be periodically treated with proper insulating compound.

E. Only use lubricant furnished by the manufacturer of the equipment or those as recommended by the manufacturer.

F. Maintenance parts to be furnished and installed or replaced.

The Contractor shall warehouse and have available at all times for immediate delivery and installation, a sufficient supply of emergency parts for repair of each elevator. This inventory shall include, as a minimum, the following for each size and type used. Materials or parts to be used are to be genuine original manufacturer's renewal parts or equal to those furnished with the original installation. The Contractor shall maintain an up-to-date inventory of all spare parts by part number in the warehouse or in steel cabinets on the job-site. The following is the list of parts to be kept in inventory for each elevator covered by these specifications.

1. Coils, minimum of one for each type relay used.
2. Contacts, minimum of three for each type used.
3. Conductors; a supply for each type used.
4. Supply of lubricants for each requirement.
5. Motor and generator brushes; minimum of two sets for each type used.
6. Supply of each type fuses.
7. Interlock rollers and contacts; minimum of two of each type.
8. Car and hoistway door hanger rollers; minimum of two of each type.
9. Car and hoistway door gibs; minimum of two of each type.
10. Car and hoistway door closer parts; springs; spirators, etc.
11. Door operator belts, chains and brushes; minimum of one set each type.
12. Door operator drive block, clutch rollers, micro-switches, fingers etc; minimum one of each type.
13. Landing switches and magnetic inductor; minimum of one each type.
14. Solid state timers and printed circuit regulator boards; minimum of one each type.
15. Microprocessor and control boards where required; minimum one each type.
16. Retractable safety arm pivot assembly and switch; minimum of one each type.
17. Signal fixture lamps and indicator's; minimum of five each type.
18. Normal renewal parts peculiar to equipment covered by this specification.
19. Complete car door safety edge. (Mechanical)
20. Roller guides for the car and counterweights: minimum of one set each type.
21. Transformers and rectifiers for controller power supplies; minimum of one each type.
22. Car and hall buttons with contacts for each type used; minimum of one each type.
23. Replacement relay for each type used.
24. Car door electric eye photo cell replacement units.
25. Electronic door detector and infra-red sensors; minimum of one set.
26. Power supplies and pre-amplifiers; minimum of one each type.
27. Selector drive motor for each type used.
28. Door operator motor for each type used.
29. Supply of selector tapes and cables to handle highest rise.
30. Hatch switch cams support to handle highest rise.

31. Geared machine brake shoe and lining assembly: minimum of one set for each type.
32. Dash pot and thermal overloads; minimum of one each type.
33. Bearings for each type used.
34. Hydraulic jack packing or seal, gasket, wiper ring; minimum of one each type.
35. Thermal overloads; minimum of one each type.
36. Hydraulic valves, pistons, springs, gasket/o-ring kit, solenoid needle and solenoid coil. Minimum of one set each type used.
37. Hydraulic valve parts, gaskets and hoses; including relief valve, lowering, up and check valve or any parts thereof; minimum one set each type.
38. Hydraulic fluid; minimum 50 gallons as per original equipment manufacturer's lubrication specifications.

Maintenance Parts To Be Furnished And Installed Or Replaced:

Elevator Contractor shall furnish, replace, maintain, adjust, service and install when and as necessary, the following: Machine bearings, motors, pumps, pump bearings, sheaves and sheave assemblies, controllers, selectors, worm gears, thrust bearings, radial bearings, brake magnet, coils, brake shoes, brushes and brush holders, motor & generator windings, rotating elements, commutators, commutations, armatures, overspeed governors, governor shafts and assemblies, governor jaws, gears, bearings, valves, packing glands, rotating elements, contacts, coils, generators, mechanical and electrical driving equipment, condensers, car and hoistway wiring, controller wiring, auxiliary door closing devices, load weighing equipment and devices, car and counterweight frames, car safety mechanism, buffers, platform resistors for operating and motor circuits, machine room lighting, car lighting and transformers, car top lighting, pit lighting, car ventilation fan and fan motor, car emergency lighting, fire-fighters service phase I & II, dispatching systems, hall lanterns, car travel lanterns, starters, indicators and control panels, relay panels, all relays, electrical contacts and coils, control and isolation transformers, rectifiers, shunts, wiring harness, leveling devices, slow down devices, operating devices, switches on the car and in the hoistway, door re-opening devices, top and bottom limit switches, push buttons, annunciators, elevator signal and accessory system circuitry, leveling vanes, jack seals, scavenger pumps, valve body solenoids, hoses, belts, all fuses, terminals, and connections, all car top operating devices, handicap signals, motor couplings, isolation pads, relay leads and wiring connectors, overload devices, corridor position indicators and car position indicators, signal chimes, alarm bell, signal lamps and indicators, hoistway pushbuttons and indicators, timers, hoistway limit switches, computer devices, switch and switch assemblies, electronic circuit boards and discreet solid state components, two way communication devices, door operator motors, door safety edges, infra-red sensors, hoist cables and governor ropes, cable shackles, selector cables and tapes, travel cables, compensation cables, car and counter-weight guide rails and brackets, equipment guards and covers, all sheaves and bearings, magnet frames, leveling devices, cams, car and hoistway door hangers, door tracks and guides,

door eccentrics, car and hoistway door gibs, door closures, car door and hoistway door operating devices, interlocks and electric contacts, car and counterweight roller guides and slide guide assemblies. The contractor shall furnish shaft and car light fixtures. The contractor shall furnish and replace signal system lamps. Re-lamping of light and signal fixtures shall be done at least once per month, but more often if required.

G. The Contractor shall also examine, adjust, repair and/or replace the following necessary equipment; 2-way communication devices, exhaust fans, cab lights, all parts for hall lanterns, starters indicator, firemen service, handicap signals and control panels installed and connected into the operating system by the elevator contractor.

H. Annual Cleaning: All steps, wellways, hoistways, cars and weights shall be cleaned once a year and documented in writing, listing the date each unit was cleaned.

I. Check charts: check charts shall be placed in each machine room (and must be kept current). The date each item is checked must be entered in the block (not a check mark).

J. The equipment room should be clean and free of debris. Control cabinet doors are to be closed when not in use.

8. ENGINEERING RESPONSIBILITY

The successful vendor will be required to have the following form notarized.

Engineering Responsibility

We will use the following licensed registered professional electrical engineer or private consulting group and/or firm with a licensed registered professional electrical engineer on staff which meets the criteria outlined in the specifications. This electrical engineer will be required to have his engineer's seal on all approved wiring, schematic and/or design changes

.

Name of Engineering Group and/or Firm _____

Address _____

City of _____ State Of _____

Signature _____
(Licensed Professional Electrical Engineer)

Title _____

Registration Number: _____

_____Notary

Subscribed and sworn to, this _____ Day of _____ 20 _____.

The Contractor's engineering department may make application with the Louisiana State Board of Professional Engineers, 10500 Coursey Blvd., Suite 107, Baton Rouge, LA 70818-4045. The department understands there will be a waiting period of approximately 60 days to process this application.

9. AFFIDAVIT OF QUALIFICATIONS

In keeping with the specifications, the Contractor shall demonstrate that he has successfully maintained for a period of twelve (12) months within the past five (5) years the following elevator plants of the same type and control to those elevators specified in this bid. In lieu of the above, in complying with the specifications, the Contractor may submit a list of fulltime journeyman mechanics who have successfully maintained elevator plants of the same type and control to those elevators specified in this bid together with a list of the plants, the number of elevators, the address of the elevator plant and the name and telephone number of a contact person at the location of the elevators in question. This information should be submitted with the bid. However, if not, the Owner reserves the right to request this information from the bidder(s). If requested, the Contractor will have five (5) days to provide this information to the Owner. Failure to comply will be cause to reject the bid.

Building Name Address

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

We also have and own the following tools and written procedure designed specifically for programming and adjusting these elevators. List the tools and also the type of microprocessor applicable to this equipment:

1. _____

2. _____

3. _____

4. _____

Date _____ Signed _____

By _____ Title _____

10. NON-COLLUSION AFFIDAVIT

The successful bidder will be required to have the following form notarized.

Non-collusion Affidavit

State of _____

Parish of _____

_____, being first duly sworn, deposes and says that:

(1) He is (owner) (partner) (officer) (representative) or (agent), of _____, the bidder that has submitted the attached bid.

(2) Such bid is genuine and is not a collusive or sham bid.

(3) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for the attached bid or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other bidder, to fix any overhead, profit or cost element of the bid price or bid price of any bidder, or to secure through any advantage by using contacts through _____ _____ or any person interested in the proposed contract.

(4) The price or prices quoted in the attached bid are fair and proper and are not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of it's agents, representatives, owners, employees, or parties of interest, including this affidavit.

_____ Notary

Subscribed and sworn to, this _____ Day of _____ 20 _____.

11. CLARIFICATIONS

Maintenance:
The maintenance of vertical transportation covered by this contractual agreement shall include all parts, including replacements that have been modified or updated, all labor and the performance of all tests, along with the frequency of examinations as required here-in by these specifications unless specifically excluded.

B. Call backs will **NOT** include maintenance of car lights and exhaust fans. These items will be maintained during regular visits.

Exclusions:

1. Hoistway entrance frames and door panels.
2. Car enclosure.
3. Finishes.
4. Floor covering.
5. Underground hydraulic casing or buried pipes.
6. Escalator panels, decks, trim and skirts unless damage is caused by misalignment of steps.
7. Smoke detectors, emergency power switches and other non-elevator controls. (All equipment included in the elevator hoistway and machine room related to the operation or function of emergency power and firemen's service, phase I and phase II, shall be part of the elevator contract. The point at which these devices are attached to the controller shall be the dividing line between the elevator contractor's responsibility and other contractors).

Or Equal:
"Or Equal" shall be measured as identical replacement of part or component installed by the manufacturer or a part or component proven superior. In no case shall a part or component with smaller parts or horsepower be considered equal or will a part that requires any modification to existing equipment be acceptable unless the part is a modification recommended by the engineering department of the original manufacturer.

Vandalism:
Misuse of the term vandalism will not be accepted as extra cost to the owner. Vandalism shall be defined as the intent to destroy. Contractor shall immediately notify the building owner of any misuse, abuse or accidental damage and document incident before the owner accepts as extra cost. Contractors will not be responsible for misuse, abuse, or accidental damage by others.

Performance:
Performance shall be measured by that which was designed and built into the original installation. Eliminating the operations or shunting any circuits without written permission shall give the owner the right to terminate the contract.

Non-Performance is determined to include the following:

1. If any vertical transportation is out of service for more than seven (7) days,(without permission in advance).
2. If a call is not answered in less than two hours.
3. Any failure to perform regular inspections within two (2) days of schedule or falsifying records.
4. Failure to correct problems on the third call-back.
5. Failure to follow and document maintenance procedures and frequencies with the owner each trip.
6. Non-compliance with minimum performance standards. Failure to meet the preceding requirements shall give the owner the right to suspend payments for that period of time at regular monthly billing rates or terminate the contract.
7. Failure to submit monthly “call tickets”, maintenance records and test reports to the Office of State Buildings and Delgado Community College.

The owner reserves the right to have a consultant check and make a report on conditions as he finds them. If such conditions are not corrected by the next report, or the elevator contractor can not furnish a valid reason for the delay, the owner reserves the right to employ another elevator contractor to complete the work. The accumulated costs of such expenditure will be billed to the contractor as a contractual obligation.

Call-Outs

The Contractor must obtain an authorization from one of the persons listed below, otherwise the cost will not be approved nor will payment be made for unauthorized call-outs.

The following are persons who may approve answering an overtime call-out.

1. Mr. James Royer (504) 671-5477 or appointed designee.

Nuisance Calls:

A nuisance call shall be defined as a call where the elevator shut-down was caused by a known or unknown source, and is outside the scope of contract, but the call is answered by the elevator personnel not knowing the cause. If time at the building is one (1) hour or less (to be documented by a person at the building), the cost is to be absorbed by the contractor. Any fraudulent documentation shall be cause for cancellation of the contract.

12. FREQUENCY OF REGULAR EXAMINATIONS

It is absolutely necessary to lubricate, adjust and check operation of all units of vertical transportation at regular intervals and anything less will place the contractor in default. A callback must be entered in the records as just what it is and will not be listed as an inspection. Inspections will be made on schedule. A route sheet will be furnished for owners record and follow-ups.

All inspections, cleaning and tests will be made at intervals as specified in the maintenance procedures. Contractor must call Owner's contact, James Royer (504) 671-5477 or appointed designee to schedule the work.

Inspections shall be made within two (2) days of schedule.

Type Vertical Transportation	Frequency
Gearless Elevators	Weekly
Geared Elevators	Semi-Monthly
Hospitals (over 400 beds)	Weekly
Hydraulic Elevators	Semi-Monthly
Cleaning of Hoistways	Each Year
Cleaning of Wellways	Each Year
Tests current ANSI A17.1	As Required

Each visit to the building must be documented and signed by the building representative. Invoices will not be paid until the above information is received.
(Note: Copies of records, including building representative's signature, with invoices will be satisfactory.)

A repair which results in down time or is not covered under this contract must be listed as just what it is and must be scheduled with the above office before proceeding.

A check sheet must be maintained in each machine room marked with dates, not check marks.

Obsolete parts must be certified by the manufacturer and approved by the department. If a part becomes obsolete during the period of the contract, it is the contractor's responsibility to replace the part and the owner's responsibility for expenses incurred to perform the modification, i.e. piping, electrical.

The contractor shall (upon request) provide proof of having successfully maintained five (5) elevators of the same type and control for a period of twelve (12) months within the past five (5) years. In lieu of the above, the contractor shall (upon request) submit a list of full time journeyman mechanics who have successfully maintained five (5) elevators of the same type and control for a period of twelve (12) months within the past five (5) years as stipulated in the affidavit of qualifications. The contractor shall have a minimum of two (2) mechanics and one (1) helper for each forty (40) elevators under maintenance in the local area, for the State of Louisiana. Response time shall not require more than 2 hours to arrive on the site.

Normal response time to be no more than two (2) hours. However, in the event someone is trapped in an elevator, response time shall be no more than 30 minutes. Failure to meet these response times will be cause for cancellation of the contract.

It is understood that parts required to be maintained on the premises remain the property and responsibility of the contractor.

Whenever these documents refer to the state employing others to perform inspection services, they will be required to be a certified ANSI inspector.

13. MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Frequency of Inspection: Semi-Monthly

Each inspection must be signed for by the owners representative.

Hydraulic Passenger Elevators:

1. Specific Equipment Performance Standards

   A) Call-backs: Nominally 4 to possibly 6 per year, excluding nuisance calls.

2. Minimum expected periodic servicing, checking oiling, and adjustments:

   A) Every two weeks: Ride the car observing operation, adjust in tank with car at top.

B) Every 13 weeks: Check adjustment of car doors and door operator, adjust if needed, check landing switches, check guide lubricators and lubrication.

C) Every 26 weeks: Clean and examine saf-t-edge, door guides and fastenings.

D) Every 52 weeks: Clean, oil and adjust all hoistway doors, check all control switches, car and corridor stations. Check and make sure that all electrical connections are tight.

E) Other: Every five years consideration should be given to the need for oil filtration or replacement. If it is dirty, change the oil, you are being paid to maintain the equipment. The determination for oil filtration or replacement should be performed immediately after award of the contract.

3. Doors and operation: Frequency of inspection and adjustment briefly covered above.

A) Car and hoistway doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, relating devices to insure tightness. Check up-thrust adjustment and fastenings (normal 0.010" to track), should clearance exceed 0.035" it should be adjusted. Door relating cables should be taut enough that they will not sag in normal operation of opening and closing but provide some flexibility in door reversal to reduce the shock of reversal on the cable and fastenings. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check contact setting for pressure and wipe. Bottom door guides should be fastened tight and replaced when panel may be moved in and out by 1/4" or more. Check and tighten non-vision or sight guards at each inspection. Car door contact should be adjusted to prevent the movement of the car unless the car door is 2" or less from full closure.

B) Saf-t-edge: Device should be checked quarterly from freedom of movement to permit it to operate with even a somewhat glancing blow, but not sloppy permitting it to rub against the door. Where there is a retractable projection at opening, it should be slightly in front of the door and should permit the door to be held in the open position with pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before the leading edge or the vane and doors are in the same plane, i.e. at or before the complete collapse of the edge. Action contact line of edge should be free of cuts or bulges. Control contact cable and retracting cable, where used, should be held clear of snagging other moving parts.

C) Door operator: Check, lubricate and adjust quarterly. Where geared operators are used, gear oil level should be checked and the unit cleaned, flushed and

refilled within every five years. Opening motion should be at designated speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Drag at this point can prevent full opening of the door and drop out of the opening relay preventing the door from closing. Closing time should be adjusted to the requirements of ansi code, considering the weight and speed's effect on the kinetic energy developed. Closing adjustment should permit door reversal within travel of the saf-t-edge, as described above and without drift.

4. Control:

   A) Regular inspection and adjustments as outlined in the above. The effects of control fault can most easily be detected from individually car operation by riding the unit and observing the operation. At each scheduled control inspection, the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with the power off, testing contact pressure and wipe, as well as friction where relays appear to be sluggish. At first power cut off check frequent operating relays for over heating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared with the posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient, they should only be dressed if they have developed ridges, blisters or are excessively pitted. Should this condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing.

      Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used for checking adjustment and freedom of movement. A log of corrections and adjustments of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventive maintenance adjustment. Contractor is advised that any burnout and/or fire damage to the elevator equipment due to normal equipment malfunctions or negligence in service or repair is the contractor's responsibility.

5. Valve and power unit:

   A) Valve adjustment is only required when trouble is encountered with control contact and valve coil failures, and is the first area to check. Strainer should be checked on a quarterly basis, with oil level checked each visit. The condition of the oil, clarity, color and odor should be checked each year or in the event of excessive leveling and speed adjustment problems. Any evidence of moisture in the oil suggests

replacement; clarity - a cloudy oil should be filtered and the filtering sequence repeated at least once several days later to make sure the residual oil in the cylinder circulates and is also filtered. Change in odor or color suggests that a chemical analysis is needed. Check the condition of belts and their tension on the power unit quarterly. Should oil which seeped through the packing be reintroduced, check for clarity.

B) Motor: Check bearings for heating and lubrication every four weeks. Blow out yearly, check insulation of coils and apply insulating paint every three years. Dry and brittle insulation can result in a burn and fire. It must be remembered that coils in motors that are in stock can get brittle and their insulation should be examined and restored as needed.

6. Cupped Equipment:

A) Jack unit and piping: Plunger and guide bearing, packing gland, casing gasket, packing and piping system including valves should be checked quarterly and adjusted and repaired as required. It is understood that the casing, underground piping and unaccessible wall lines in wall and ceiling are not an obligation of the contractor.

B) Cupped switches: Should be checked for contact pressure, wear and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.

C) Guides and guide shoes: Should be checked monthly for lubrication, wear and condition. Oilers should be filled as required. Rails should be examined for possible scoring and redressed if necessary. If roller guides are used they should be checked and lubricated as necessary, if there are signs of wear, deterioration or rough surfaces, new rollers should be installed to replace those removed.

D) Car and corridor stations: Should be opened up each year for cleaning and each switch examined for positive action, contact pressure, wipe and wear. All connections should be checked to see that they are tight.

14. MAINTENANCE PROCEDURES

Minimum equipment performance standards and preventive maintenance required under this contract.

Frequency of inspection shall be as follows: Semi-Monthly

Type: Geared passenger elevators:

1. Specific equipment performance standards:

A) Call backs: Nominally 4 to possibly 6, excluding nuisance calls, per year average.

2. Minimum expected periodic service check, oil, or adjust:

A) Weekly: Ride each car, check operation and correct problems found.

B) Every two weeks: Observe operation of control, selector, machine, brake, motor, mg set, clean and adjust as needed. Check lubrication of machine, motor, mg set, and overhead sheaves.

C) Every four weeks: Check lubrication of door operators and selectors.

D) Every 13 weeks: Check waiting times on corridor calls, test and record rectifier voltages of control supply, check car doors and door operator adjustment and check hoistway doors. Check all hoist ropes, lubricate and adjust as required. Lubricate selector tapes or steel air cords and clean as needed.

E) Every 26 weeks: Lubricate (graphite/slipit) pushbutton guides, check overload relays and mark tripping time and date on tag and fasten to relay. Clean and examine saf-t-edge, roller guide shoes, lubricate, adjust and replace worn or damaged ones.

F) Every 52 weeks: Clean and check all control stations, car and corridor, clean and check hoistway switches, controllers and selectors including all electrical connections for tightness, burning or oxidation. Check all safety equipment to see that it operates freely and lubricate if needed. Perform full brake check, oil, and adjust; check worm and gear clearance.

G) Other: Machine bearings should be drained, flushed, and refilled each year and a half, and the door operator gear case every 4 years.

3. Door and door operation: Frequency of inspection and adjustment shall be covered hereafter.

A) Car and hoistway doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, and relating devices, to insure tightness. Check up-thrust adjustment and fastening (nominal 0.010” to track), should clearance exceed 0.035” it should be readjusted. Check and lubricate the door closing device, check fastening, set closing adjustment to permit the doors to close without power and without interfering with the action of the saf-t-edge during door reversal. Door interlock adjustment should be set to permit the latch to drop within 3/8” but preferably less if full closure can be obtained. Check contact setting for pressure and contact wipe. Bottom door guides should be fastened tight and replaced when the panel may be moved in and out by 1/4” or more. Check and tighten non-vision wings or sight guards at each inspection. Car door contact should prevent movement of the car unless the car door is 2” or less from being fully closed.

B) Saf-t-edge: This device should be checked quarterly for freedom of movement to permit it to operate with a somewhat glancing blow, but not sloppy, permitting it to rub against door. Where retractable, projection at opening should be slight and permit the door to be held open with pressure on the edge, in closing, the edge should permit door to reopen with 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before the leading edge of the vane and door are in the same plane, i.e. at or before complete collapse of the edge. Active contact line of edge should be free of cuts or bulges. Control contact cable and retracting cable, when used, should be held clear of snagging on other parts.

C) Door operator: Check, lubricate, and adjust quarterly. Where gear operators are used, gear oil level should be checked and the unit drained, flushed and refilled within five years. Opening motion should be at designed speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Drag at this position can prevent full opening of the door and drop out of the opening relay, preventing the door from closing. Closing time should be adjusted to that given herein above. Closing adjustment should permit door reversal within travel of saf-t-edge as above and without further drift.

4. Control:

A) Regular inspection and adjustment as outlined herein before. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. If the control includes solid-state modules or cards these should be checked periodically for loose clips, cold solder joints and open circuits. Touch-up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with power off testing contact pressure and wipe, as well as friction where relays appear sluggish. At first power cut off check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient and they should only be dressed if they have developed ridges, blisters, or if they are excessively pitted. Should the condition be
beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used checking adjustment and freedom of movement. A log of corrections and adjustments of

each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventive maintenance adjustment. Contractor is advised that any burnout and/or fire damage to the elevator equipment due to normal equipment malfunctions or negligence in service or repair is the contractor's responsibility.

B) Selector: Operation should be observed every two weeks, lubricating the traveling nut carriage bearings, cams, and shafts as needed, and the ball bearings, hinge pins and lever pins, and the leveling switch magnet cores every 6 months, with the leveling switch rollers to be lubricated every 2 months. Tapes should be lubricated every 3 months and cleaned as required.

5. Machine Motors, and Motor Generator Sets:

A) Machine bearings should be checked every two weeks for oil leakage, throwing away the oil which has dripped from the worm gland (some oil leakage at the gland prevents galling the wormshaft) check the work gear clearance at the time the brake is dismantled by turning the brake drum to see how far it may be moved before the drive sheave moves. On machines which can be reset, gear or worm may have to be recalibrated which should be done on those machines where the movement is 1/2 to 1" i.e. when clearance between worm and gear (nominally 0.005") exceeds 0.075". Gear rock is virtually impossible to take out by recalibration and can only get worse. Also note when clearance can no longer be taken up, as we can no longer lower the gear, gear rock cannot be eliminated, and replacement is inevitable, (worms and gears are not shelf items and require 3 to 6 months lead time). Clean, flush, and replace worm gear oil every 1-1/2 years, examine oil wiper between drive sheave and gear inside the machine to reduce oil seepage to drive sheave. Drive sheaves may be regrooved but never so deep that the metal below the groove is less than 1/2". If there is any chance that cutting the groove might be getting close to the 1/2" minimum the sheave should be replaced.

B) Machine Brake: Should be thoroughly cleaned, lubricated, and checked for freedom of operation, at least once a year. Since this requires dismantling for thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle 125% of full load and was so set at initial adjustment. To retain this setting, compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be checked periodically and the spring/springs readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before wear reaches a point where the drum could be scored. Check operating armature and its guide for excessive wear to avoid erratic brake operation.

C) Motor MG Set: Check bearings for heating and lubrication every two weeks, check brushes and commutators for wear and color. Care should be exercised in brush wear, brush pressure and the type brushes used. Using the wrong brushes, the wrong pressure and allowing brushes to get too short will cause excessive wear on the commutator bars and eventually require turning and undercutting. Blow out yearly,

check insulation of coils and apply insulating paint every three years. Dry and brittle insulation can result in a burnout and fire. It must be remembered that coils in stock can get brittle and their insulation should be examined and restored as needed.

6. Hoistway Equipment:

A) Car and corridor stations: Should be opened up each year for cleaning and the switches each examined for positive action, contact pressure, wear and wipe. All connections should be checked to see that they are tight.

B) Hoistway Switches: Should be checked for contact pressure, wear, and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.

C) Safety Equipment: Should be checked for freedom of movement yearly and lubricated as required, with governor and its tension sheave lubricated each quarter, oil buffers should be checked for oil level yearly. Note: Should water level in pit rise above buffer reservoir, buffers should be drained, flushed, and refilled.

D) Overhead Deflector Sheaves: Check lubrication and grooves annually, same stipulation to regrooving and groove depth as for drive sheaves.

E) Guide rails and roller guides: Should be cleaned annually, roller guides adjusted to rail where this is applicable. Check guide oilers and refill as required where they are used, and oil as required. Should a safety have set for any reason, rail should be examined carefully for possible scoring and filed where necessary to restore a smooth surface.

F) Cables: Should be examined every 13 weeks. Control cables or traveling conductors for cover deterioration which may be corrected by retaping unless individual wire insulation is affected or major portions of the cover are brittle. When retaping, care should be taken to secure the ends so that they do not land on hoistway equipment. Guards may be required to cover points which may cause traveling cable abrasion. Governor and hoist cables should be examined for breaks, particularly in the valley of the cable which could indicate internal breakage and ultimate strand separation. Hoist cables may need cleaning and on occasion added lubricant (rope dressing). Governor cables should never be lubricated. They should remain dry in order to assure consistent setting should the governor trip.

15. <u>MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTATIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT</u>

Frequency of Inspections: Weekly
Each inspection must be signed for by the owner's representative.

Gearless traction with group supervisory control:

1. Specific Equipment Performance Standards:

A) Call-backs: Normally 6 to possibly 8, excluding nuisance calls, per year average per elevator.

If Door Light Ray Is Used:

B) Door Operator: The door closing speed must be within the limits of the current ansi code. On car calls, doors can close 0.9 to 1.6 seconds after the last passenger clears the light ray. On a 1st floor or lobby call, doors can be set to close, 4 to 7 seconds after the least person has cleared the light ray. If variable car call and hall call time are used, the hall calls should be set for walking distance at upper floors. Also, check for ADA compliance.

If Load Weighing Is Used For Dispatching:

(Use percentage of load for dispatching)

C) Nudging: Effective after 20 seconds +/- 10%, depending on traffic patters. The doors should close, with a buzzer sounding, stopping only when the saf-t-edge is collapsed and then the doors should not reopen. If the manufacturer's manual has specific procedures, then the manual should be followed.

D) Call Response Time: The nominal expectation is that a call will be answered in an average waiting time of 25 to 30 seconds when all cars are in operation. Should the average corridor waiting time exceed 40 seconds with all cars running, a system failure is possible and the cause should be investigated. If all cars are not running during any peak period then the reason should be investigated.

E) Annual Test: The contractor will be expected to assist the building maintenance personnel or a representative selected by the management in making a check of the system performance each year, (120 days) before the anniversary date of the contract. The contractor will be expected to make all corrections before this anniversary date arrives.

F) Floor Levels: The car is to be level in accordance with ansi-code.

Check Chart:

2. Minimum expected periodic servicing, checking, oiling, and adjustments: If your standard requires more frequent checks it should be posted on your check chart.

A) Weekly: Ride car, check operation and correct problems found.

B) Every Two Weeks: Observe operation of control, machine, brake motor, and mg set, clean and adjust as needed. Check lubrication of machine motor and mg set.

C) Every 13 Weeks: Check call response of supervisory control, test and record rectifier voltages of supply, governor and governor tail sheave, normal landing switches, door operator, door operation, car doors and then first and basement hoistway door adjustment, check all cables, adjust, correct and lubricate as required.

E) Every 52 weeks: Clean and check all control stations, car and corridor, clean and check hoistway switches, control and relay panels, all electrical connections should be checked to see that they remain tight, clean and check hoistway doors 2nd through top floor, check all safety equipment to see if operates freely, lubricate and adjust as needed. Full brake check, oil and adjustment.

F) Other: Machine bearings should be drained, oil leaks sealed, flushed and refilled each year. The door operator gear case should be drained, flushed and refilled every five years.

3. Doors and Door Operation: Frequency of inspection and adjustment covered above.

A) Car and Hoistway Doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, and relating devices to insure tightness. Check up-thrust adjustment and fastenings (normal 0.010" to track), should clearance exceed 0.035" it should be adjusted. Door relating cables should be taut enough that they do not sag in normal opening and closing of the doors but provide some flexibility in door reversal to reduce the shock of reversal on the door hanger cables and fastenings. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check and tighten non-vision wings or signt guards at each inspection. Check spirator adjustment to insure that doors will close without any aid or power applied yet not interfere with saf-t-edge reopening action. Car door contact should be set to prevent car movement unless the door is 2" or less from full closure.

B) Saf-t-edge: Device should be checked quarterly for freedom of movement to permit it to operate with a somewhat glancing blow, but not sloppy permitting it to rub against door. Where retractable projection at opening should be slight to permit the door to be held open with pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement occur at such a point or before the leading edge or the vane and door are in the same plane, i.e. at or before complete collapse of the edge. Active contact line of the edge should be free of cuts of bulges. Control contact cable and retracting cable, where used, should be held clear of snagging on other moving parts.

C) Door Operation: Should be checked at least quarterly, cleaned and adjusted as required. Here again, cable connections are involved with possible snagging. It is important that the effect of adjustment be recognized as well as the possible interference of the saf-t-edge as the line of projection reaches the target limits. Each scheduled inspection should include a thorugh check of the ray focus and intensity under varying movement of the doors and their attachments. Check and record time settings.

D) Door Operator: Check, lubricate, and adjust quarterly. Where geared operators are used, gear oil level should be checked and the unit drained, flushed and refilled within five years. Opening motion should be at design speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in opening action as the door reaches full open position. Drag at this position can prevent full opening of the door and drop out of the opening relay, preventing the door from closing. Closing time should be adjusted to that given herein above. Closing adjustment should permit door reversal within travel of the saf-t-edge as above and without further drift.

4. Control:

A) Regular inspection and adjustment as outlined herein above. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch up adjustment suggested by these observations can frequently avoid drift off or adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with the power off testing contact pressure and wipe, as well as friction where relays appear to be sluggish. At first power cut off check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuits where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat.

The rectifier voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient, they should only be dressed if they have developed ridges, blisters, or are excessively pitted. Should this condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the relay cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used for checking adjustment and freedom of movement. A log of corrections and adjustments of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventative maintenance adjustment. Contractor is advised that any burnout and/or fire

damage to the elevator equipment due to normal equipment malfunctions or negligence in service or repair is the contractor's responsibility.

B) Group Supervisory Control: Should be checked quarterly for relay operation as in the individual car control. In addition the maintenance man should check the response time to corridor calls, this should be done by checking the time of call cancellation or a series of calls during a heavy service period, making sure that most fall within the nominal times given under performance standards. If the system should not be busy, up and down relays may be actuated from the board. In this case the time checks should be toward the lower end of the nominal time. Make sure that all cars are in service by, if necessary, placing car calls to start the mg set of each elevator. Should the response times be sluggish (above the nominal) with all cars running, it may be necessary to check all adjustments, even those required annually under performance expectations.

5. Machines, Motors, and Motor Generator Sets:

A) Machines: Should be checked every two weeks for oil leakage. Motor fields should be checked for insulation, overheating. Commutators should be checked for burning and arcing. Brushes should be made of a grade that will provide good commutation without cutting or scoring.

B) Machine Brake: Should be thoroughly cleaned, lubricated and checked for freedom of operation, at least once a year. Since this required dismantling for a thorough inspection and lubrication, counterweights should be landed. The break should be set to handle 125% of full load. To retain this setting, compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be checked periodically and the spring/springs readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before wear reaches a point where the brake drum could be scored. Check operation armature and its guide for excessive wear to avoid erratic brake operation.

C) Motor MG Set: Check bearings for heating and lubrication every two weeks, check brushes and commutators for wear and color. Care should be exercised in brush wear and the type brushes used. Blow out yearly, check insulation of coils and apply insulation paint every three years. Dry and brittle insulation can result in burn out and fire. It must be remembered that coils in stock can get brittle and their insulation should be examined and restored as needed.

6. Hoistway Equipment:

A) Hoistway Switches: Should be checked for contact pressure, and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.

B) Safety Equipment: Should be checked for freedom of movement, set by hand yearly and lubricated as required, with governor and its tension sheaves lubricated each quarter, and oil buffers should be checked for oil level yearly. Note: Should the water level in the elevator pit rise above the ail reservoir, buffers should be drained, flushed and refilled.

C) Overhead and Deflector Sheaves: Check lubrication and grooves annually, same stipulation to regrooving and groove depth as for drive sheaves.

D) Guide Rails and Roller Guides: Should be cleaned annually, and roller guides adjusted to rail where this is applicable. Check guide oilers, where they are used, and oil as required. Should a safety have set for any reason, rails should be examined carefully for possible scoring and filed where necessary to restore a smooth surface.

E) Car and corridor stations: Should be opened each year for cleaning and the switches each examined for positive action, contact pressure, wear and wipe. All connections should be checked to see that they are tight.

F) Cables: Should be examined every 13 weeks. Control cables or traveling conductors for cover deterioration which may be corrected by retaping unless individual wire insulation is affected or major portions of the cover are brittle. Guards may be required to cover points which may cause traveling cable abrasion. Governor cables and hoist cables/ropes should be examined for breaks, particularly in the valley of the cable which could indicate internal breakage and ultimate strand separation. Hoist cables may need cleaning, and on occasion, added lubricant (rope dressing). Governor cables should not be lubricated in order to assure consistent setting should the governor trip.

16. MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTATIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Other geared units:

Frequency of Inspections: Semi-Monthly

Each inspection to be signed for by the owner's representative.

1. Call-back standards: Nominally expected 4 per year to 8 excluding nuisance calls.

2. Minimum expected periodic servicing, checking and adjustments.

A) Every two weeks: Ride the car, observe operation of control, machine, brake and motor. Clean and adjust as needed, check lubrication of machine and motor.

B) Every 13 weeks: Test and record rectifier-voltages of control supply, normal landing switches and door operator.

C) Every 26 weeks: Check governor and governor tail sheave lubrication, all cables, adjust and lubricate as required. Clean and examine saf-t-edge, guide shoes, lubricate and adjust as needed.

D) Every 52 weeks: Clean oil and adjust all door hangers, check all control switches in hatch, including car and corridor stations. Thoroughly check all control parts in machine room, brake, machine, check gear clearance. Make sure all electrical connections are tight.

E) Other: Machine should be drained, flushed and refilled every two years and the door operator every 4 years.

3. Doors and door operation: Frequency of inspections and adjustment shall be as herein before.

A) Car and Hositway Doors: Clean and lubricate tract and hangers as needed. Check backplate and hanger to door fastenings, relating devices to insure tightness. Check up-thrust adjustment and fastening (nominal 0.010" to track), should clearance exceed 0.035" it should be adjusted. Check tightness of relating devices. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check contact setting for pressure and contact wipe. Bottom door guiles should be fastened tight and replaced when panel may be moved in and out by 1/4" or more. Check and tighten non-vision wings/sight guards at each inspection. Final latch cam and spring adjustment to be set to fully close the door to locking position when within 1" to 1 1'2" of full closure. Car door contact should be set to prevent car movement unless door is 2" or less from full closure.

B) Saf-t-edge: Device should be checked semi-annually for freedom of movement to permit it to operate with even a somewhat glancing blow, but not sloppy permitting it to rub against door. Where retractable projection is used at the opening it should be slight but permit the door to be held open with a slight pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before the leading edge of the vane and door are in the same plane, i.e. at before the complete collapse of the edge. Active contact line of the edge should be free of cuts or bulges. Control contact cable, and retracting cable, where used, should be held clear of snagging on other moving parts.

C) Door Operator: Check, lubricate, and adjust quarterly. Where gear operates are used, gear oil level should be checked and the unit cleaned and

flushed and refilled within five years. Opening motion should be at design speed smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Closing time should be adjusted to comply with the current requirements on kinetic energy and smooth start and stop. Closing adjustment should permit door reversal within travel of the saf-t-edge as above without further drift.

4. Control:

A) Regular inspection and adjustments as outlined above. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with the power off, testing contract pressure and wipe, as well as friction were relays appear sluggish. At first power cut off check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient, they should only be dressed if they have developed ridges, blisters, or are excessively pitted. Should the condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used checking adjustment and freedom of movement. A log of corrections and adjustment of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventative maintenance adjustment.

5. Machines and Motors:

A) Machine: Should be checked every three weeks for oil leakage, throwing away oil which has dripped from worm gland (some oil seepage at the gland prevents galling worm shaft). Check worm and gear clearance at the time the brake is dismantled by turning the brake drum to see how far it may move before the drive sheave moves. On machines which can be reset, gear should be lowered when this movement exceeds 1/4”, when the movement exceeds this value, gear or worm may have to be reoperated which should be done on those machines where the movement is 1/2” to 1”, i.e., when clearance between worm and gear (normally 0.005”) exceeds 0.075” gear rock is virtually

impossible to take out by reoperation and can only get worse. Also note when clearance can no longer be taken up as we can no longer lower the gear, gear rock and replacement is inevitable. (worms and gears are not shelf items and require 3 to 6 months lead time). Clean, flush and replace worm gear oil every 1-1/2 years, examine oil wiper between drive sheave and gear inside the machine to reduce oil seepage to drive sheave. Drive sheaves may be regrooved but never if the regrooving will approach the depth of leaving less than 1/2" of solid metal below the groove.

B) Machine Break: Should be thoroughly cleaned, lubricated and checked for freedom of operation, at least once a year. Since this requires dismantling for a thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle 125% of full load and was so set as initial adjustment. To retain this setting, compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be checked periodically and spring/springs readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before the wear reaches a point where the drum could be scored. Check operating armature and its guide for excessive wear to avoid erratic brake operation.

C) Motor MG Sets: Check bearings for heating and lubrication every two weeks. Care should be exercised in brush wear and the type brushes used. Blow the units out yearly, check insulation, and repaint with insulating varnish every three years. Dry and brittle insulation can result in a burn out and fire. It must be remembered that coils in stock can get brittle and their insulation should be examined and restored as needed. It must be remembered that a fire originating in the apparatus is your responsibility.

6. Hoistway Equipment:

A) Hoistway Switches: Should be checked for contract pressure, wear and wipe quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.

B) Safety Equipment: Should be checked for freedom of movement yearly and lubricated as required, with governor and tension sheave lubricated each quarter, oil buffers should be checked for oil level yearly. Note: Should water level in pit rise above buffer reservoir, buffers should be drained, flushed and refilled.

C) Overhead and Deflector Sheaves: Check lubrication and grooves annually, same stipulation to regrooving as groove depths for drive sheaves.

D) Guide rails and roller guides: Should be cleaned and checked annually, roller guides adjusted to rail where this is applicable. Check guide oilers

and fill as required where they are used. Should a safety have set for any reason, rails should be examined carefully for possible scoring.

E) Car and Corridor Stations: Should be opened each year for cleaning and the switches each examined for positive action, contact pressure, wear and ipe. All connections should be checked to see that they are tight.

F) Cables: Should be examined every 13 weeks. Control cables or traveling conductors for cover deterioration which may be corrected by retaping unless individual wire insulation is affected or major portions of the cover are brittle. When retaping care should be taken to secure the ends so that they do not land on hoistway equipment. Guards may be required to cover points which may cause traveling cable abrasion. Governor and hoist cables should be examined for breaks, particularly in the valley of the cable which could indicate internal breakage and ultimate strand separation. Hoist cables may need cleaning and on occasion added lubricant (rope dressing). Governor cables should never be lubricated. They should remain dry in order to assure consistent setting should the governor trip.

17. MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTATIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Frequency of Inspections: Monthly

Each inspection must be signed for by the owners representative.

Hydraulic freight elevators, sidewalk lifts:

1. Call-backs: Nominally 4 to possible 6 per year average excluding nuisance calls.

2. Minimum expected periodic service, check and adjustment:

   A) Every four weeks: Ride or move the unit observing operation, adjust as needed.

   B) Every 13 weeks: Check freight doors and their operation and adjustment.

   C) Every 52 weeks: Clean, oil and adjust all cupped doors, check control and control stations, make sure all electrical connections are tight. Check oil level and condition.

3. Freight Bi-Parting Doors: check at frequency established above. Interlocks should be set so that latch will prevent door opening of no greater than 3/4” at any point. Car gates should prevent movement of the car unless the gate is within 2” or less of full closure. Check guide fastenings and maintain at least

1/2” to 1” of track engagement. The side play of the door should be maintained at a minimum to avoid racking.

4. Control: Where electrical controls involve relays and contacts, these should be checked annually for contact condition, pressure and wipe. The relays and contacts should be checked manually for freedom of movement and dressed lubricated as needed. All operating and cupped switches should be examined annually for freedom of movement, contact condition, pressure and wipe. All electrical connections should be checked annually for tightness and coils and fuses for heating.

5. Valves and Power Unit: Valve adjustment is only required when trouble is encountered, with control contact and valve coil failures, the first areas to check are the contacts and relays in the circuitry of this function. Strainers should be checked on a quarterly basis, with oil level check at each visit. The condition of oil, clarity, color and odor should be checked every year, or in the event of speed and landing difficulty occurring frequently. Any evidence of moisture suggests replacement. When there is poor clarity or the oil is cloudy, it should be filtered and the filtering sequence should be repeated at least once, a week or two later, to make sure that the residual oil in the cylinder circulates and is also filtered. Change in odor or color, suggest that a chemical analysis is needed. Check the condition if belts (if any) on the power unit semi-annually. Should oil seeped through packing be reintroduced, it should be checked clarity.

6. Motor: Check bearings for heating and lubrication every inspection. If the motor has a commutator, check for color, wear, brush setting and condition. Blow out the motor on a yearly basis, check insulation of coils and apply insulating paint every three years. Dry and brittle insulation can result in burnout and fire. It must be remembered that coils and stators in stock can get brittle and their insulation should be checked and restored as needed.

7. Cupped Equipment:

   A) Jack Unit and Piping: Plunger and guide bearings, packing gland, casing gasket, packing and piping system including valves should be checked semi-annually. Poor conditions and leaks should be corrected or repaired as needed. It is understood that the casing, underground piping, unaccessible wall lines in wall and ceiling are not the obligation of the contractor.

   B) Guide Rails: Should be cleaned and checked annually. Check guide oilers (where they are used) and refill as required.

8. Lubricants: All lubricants utilized by the contractor shall comply with the original equipment manufacturer’s recommended specifications.

LIST OF EQUIPMENT

CITY PARK CAMPUS

1. LOCATION: BUILDING #1 NORTH CENTER
BRAND: DOVER ROTA FLOW POWER UNIT MODEL CP-100-25
STATE PRICE PER MONTH HERE: _____

2. LOCATION: BUILDING #1 SOUTH CENTER
BRAND: DOVER ROTA FLOW POWER UNIT MODEL AP-215-40
STATE PRICE PER MONTH HERE: _____

3. LOCATION: BUILDING #1 WEST
BRAND: DOVER ROTA FLOW POWER UNIT
STATE PRICE PER MONTH HERE: _____

4. LOCATION: BUILDING #1 EAST (ROOF)
BRAND: WESTINGHOUSE LIFE LINE H ELEVATOR MG SET
SET PRICE PER MONTH HERE: _____

5. LOCATION: BUILDING #10
BRAND: DOVER ROTA FLOW POWER UNIT MODEL DP-100-325
STATE PRICE PER MONTH HERE: _____

6. LOCATION: BUILDING #2
BRAND: WESTINGHOUSE PASSENGER ELEVATOR, HYDRAULIC, MODEL HG-19178-1
STATE PRICE PER MONTH HERE: _____

7. LOCATION: BUILDING #2
BRAND: WESTINGTON PASSENGER ELEVATOR, HYDRAULIC, MODEL HG-19179-1
STATE PRICE PER MONTH HERE: _____

8. LOCATION: BUILDING #2 (JUNIOR ACHIEVEMENT)
BRAND: SHINDLER PASSENGER ELEVATOR, MODEL E1G187

STATE PRICE PER MONTH HERE: _____

9. LOCATION: BUILDING #23 EAST
BRAND: OTIS MODEL AAA212414
STATE PRICE PER MONTH HERE: _____

10. LOCATION: BUILDING #23 WEST
BRAND: OTIS MODEL AAA212414
STATE PRICE PER MONTH HERE: _____

11. LOCATION: MARTIN HALL, BUILDING 6
BRAND: OATIS HYDROFIT 3510 PASSENGER ELEVATOR
STATE PRICE PER MONTH HERE:_____

WESTBANK CAMPUS

12. LOCATION: LAROCCA HALL
BRAND: MONTGOMERY KONE MODEL 2100
STATE PRICE PER MONTH HERE:_____

CHARITY SCHOOL OF NURSING

13. BRAND: HAUGHTON #13527 PASSENGER ELEVATOR (B-8)
STATE PRICE PER MONTH HERE:_____

14. BRAND: HAUGHTON #13528 PASSENGER ELEVATOR (B-8)
STATE PRICE PER MONTH HERE:_____

15. BRAND: HAUGHTON #13529 PASSENGER ELEVATOR (B-8)
STATE PRICE PER MONTH HERE:_____

16. BRAND: HAUGHTON #13530 PASSENGER ELEVATOR (B-8)
STATE PRICE PER MONTH HERE:_____

17. BRAND: HAUGHTON 13531 PASSENGER ELEVATOR (B-8)
STATE PRICE PER MONTH HERE:_____

18. BRAND: HAUGHTON #13532 PASSENGER ELEVATOR (B-8)
STATE PRICE PER MONTH HERE:_____

19. BRAND: HAUGHTON #13533 PASSENGER ELEVATOR (B-8)
STATE PRICE PER MONTH HERE:_____

SIDNEY COLLIER SITE

20. BRAND: OATIS HYDROFIT 3510 PASSENGER ELEVATOR
STATE PRICE PER MONTH HERE:_____

ADDITIONAL HOURLY LABOR RATES (RATES REQUIRE PRIOR AUTHORIZATION BY COLLEGE REPRESENTATIVE OR APPOINTED DESIGNEE)

21. MECHANIC HOURLY RATE: STRAIGHT TIME _____, OVERTIME _____, HOLIDAY _____

    HELPER HOURLY RATE: STRAIGHT TIME _____, OVERTIME _____. HOLIDAY _____

NOTE 1: OVERTIME RATE will be used for work done outside of the hours of 8:00 a.m. – 4:30 p.m. Monday through Friday.

NOTE 2: HOLIDAY RATE will be used if work is done on any recognized State or Federal Holiday. The rate is allowable and does not depend if College is open or closed on these recognized holidays.

NOTE 3: Travel time is included in labor rates. College does not pay any additional and/or separate travel time. Labor rates start when contractor is on site.