BID NUMBER: **SB# 7661**

DATE: **April 23, 2025**

NORTHWESTERN STATE UNIVERSITY

Business Affairs – Purchasing Section
St. Denis Hall/ 200 Sam Sibley Dr.
Natchitoches, Louisiana 71497
(318) 357-5716
email: purchasing@nsula.edu

INVITATION FOR BID: Sealed bid, subject to the conditions herein stated and attached hereto, will be received at this office until **2 pm Thursday, May 15th, 2025,** and then publicly opened for furnishing the items and/or services as described below for Northwestern State University:

Site Visits may be requested by contacting Dale Wohletz at 318-471-1336, NSU Physical Plant Office, 998 South Jefferson, Natchitoches, LA 71497. Site visits must be performed prior to **Friday, May 9th, 2025.**

DESCRIPTION

NSU Elevator Maintenance and Inspection

BIDDERS PLEASE FILL IN ALL BLANK SPACES AND SIGN BELOW

Terms will be _____ and shipment will be received within _____ days after receipt of order.

****

In compliance with and subject to the conditions thereof, the undersigned offers and agrees, if this bid be accepted within thirty (30) days from date of opening, to furnish any or all of the items (or sections) at the price set opposite each item (or section).

VENDOR NAME	SIGNATURE AUTHORITY (Re: L.R.S. 39:1594(Act 121)
ADDRESS	PRINTED OR TYPED NAME / TITLE
CITY, STATE, ZIP	FEDERAL TAX IDENTIFICATION NUMBER (FIN)
TELEPHONE NUMBER	EMAIL
DATE	

****

ACCEPTANCE /AWARD

Date of Award and Execution

Recommendation: _____

Approved: _____
Ashlee Grayson, Director of Purchasing

INSTRUCTIONS TO BIDDERS

1. Bid Forms

All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted:

1. Bid contains no signature indicating intent to be bound;
2. Bid filled out in pencil; and
3. Bid not submitted on NSU's standard forms.

Bids must be received at the address specified in the Invitation for Bids prior to bid opening time in order to be considered. Any bid received after bid opening time will be returned to sender unopened. Telegraphic and fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

2. Submission of Bids

Firms/individuals who are interested in providing services requested under this ITB must submit a bid containing the information specified in this solicitation. The bid must be received in hard copy (printed) version by the Purchasing Office on or before ***(2:00 PM)*** Central Daylight Time on the date specified. FAX or e-mail submissions are not acceptable. Bidders mailing their submittals shall allow sufficient mail delivery time to ensure receipt of their submittal by the time specified. The submitted bid must be delivered at the Bidder's expense to:

Attn: Ashlee Grayson
Director of Purchasing
Business Affairs/St. Denis Hall
200 Sam Sibley Drive
Northwestern State University
Natchitoches, Louisiana 71497

*****Submittals should have ITB #7661 clearly printed on all documents and shipping containers, failure to clearly label submittals may result in rejection. *****

For courier delivery, the street address above and the telephone number is *(318-357-5716).* It is solely the responsibility of each Bidder to ensure that their submittal is delivered at the specified place and prior to the deadline for submission. Submittals received after the deadline will not be considered.

NSU requests that (***1)*** copy of the solicitation be submitted to the Purchasing Office at the address specified. The bid shall contain original signatures of those company officials or agents duly authorized to sign bids or contracts on behalf of the organization. A certified copy of a board resolution granting such authority shall be submitted if Bidder is a corporation. The bid with original signatures will be retained for incorporation in any contract resulting from this ITB.

3. Prices: The bidder must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

4. F.O.B: Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to comply with this requirement may disqualify your bid.

5. Standard of Quality: Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the ITB. Unless otherwise specified in the ITB, any manufacturer's name, trade name, brand, name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the ITB.

6. Descriptive Information: Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for NSU Purchasing to evaluate quality, suitability, and compliance with the specifications in the ITB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

MANUFACTURER'S NUMBERS AND TRADE NAMES: **Where the manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number are meant to establish the standard, type, quality, style, etc. Northwestern State University shall be the sole judge as to whether or not the equipment offered is equal to that specified.**

7. Interpretation of Solicitation/Bidder Inquiries: If Bidder is in doubt as to the meaning of any part or requirement of this solicitation, Bidder may submit a written request for interpretation to the Buyer-of-Record at purchasing@nsula.edu. Written inquiries must be received in the NSU Purchasing Office no later than **five (5) calendar days prior to the opening of bids** and **must clearly cross-referenced to the bid/solicitation/specification number in subject field** of the email request.

No decisions or actions shall be executed by any Bidder as a result of oral discussions with any NSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the NSU Purchasing Office, and mailed or delivered to all Bidders known to have received the solicitation. NSU shall not be responsible for any other interpretations or assumptions made by Bidder.

8. Bid Opening: 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 72 hours after request is made. Information pertaining to completed files may be secured by visiting Northwestern State University Purchasing during normal working hours. Written bid tabulations will not be furnished.

9. Award: Award will be made to the lowest responsible bidder, taking into consideration the quality of the products to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Northwestern State University Purchasing reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

10. Purchase Order: If any bid or bids are accepted, an initial purchase order or orders for the entire number of units or part thereof, will be issued not later than thirty (30) days after receipt of bids by the Owner to the lowest bidder offering products which, in the opinion of the University, meet the requirements of these specifications.

11. Conditions of Purchase Orders: We will not in any manner be responsible for goods delivered or work done for our account without a written order. No allowance for boxing or crating. If you cannot fill order as directed, return for advice. Quantities in excess of the order may be returned or held subject to shipper's order, expense and risk. By accepting the order, you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected. Northwestern State University reserves the right to purchase additional quantities at the same price, terms, and conditions for a period of ninety (90) days from the date of order based upon vendor acceptance.

12. Inspection and Acceptance: Upon delivery of each item to the Agency, inspection of the item will be made by Northwestern State University, or their representative, at the point of delivery, or in special cases, at point of origin. Acceptance of the item will be made after inspection determines that all requirements of the specifications and the proposal have been met.

13. Reject: All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition. Unless otherwise arranged all rejected goods will be returned and charged back including all transportation and handling costs. All packages must reflect the NSU purchase order number, or it will be refused and returned at vendor's expense.

14. Payment Terms: Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoices shall be submitted to: Northwestern State University, Business Affairs, Accounts Payable Section, St. Denis Hall, Natchitoches, LA 71497. We must pay from ORIGINAL, ITEMIZED invoices as required by the State Legislative Auditor.

15. U.S. Taxpayer Identification Number: Vendor must include an IRS Form W-9 and enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.

16. Taxes: The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the bid price.

17. New Products: Unless specifically called for in the ITB, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the ITB. The manufacturer's standard warranty will apply unless otherwise specified in the ITB.

18. Contract Renewals: Upon Agreement of Northwestern State University Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms, and conditions. In such cases, the total contract term cannot exceed 36 months.

19. Contract Cancellation: Northwestern State University reserves the right to cancel this contract with thirty(30) days written notice.

20. Default of Contractor: Failure to deliver within the time specified in the bid will constitute default and may cause cancellation of the contract. Where the Northwestern State University Purchasing has determined the contractor to be in default, NSU Purchasing reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting.

21. Davis Bacon Act: The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276(a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

22. Order of Priority: In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions shall govern.

23. Applicable Law: All contracts shall be construed in accordance with governed by the laws of the State of Louisiana.

24. Discrimination and EEOC COMPLIANCE: The contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act 1972, and contractor agrees to abide by the requirements of the Americans With Disabilities Act of 1990: Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or in accordance with KBB 2004-54 because of an individual's sexual orientation. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

25. Standard Preference:

A. In accordance with Louisiana Revised Statutes 39:1595, a preference not to exceed 10% may be allowed for paper and paper products manufactured or converted in Louisiana of equal quality. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted. For paper and paper products supplied in bulk or in other forms, the smallest unit of packaging shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper or paper product is manufactured or converted.

Do you claim this preference? Yes_____
Specify Item Number(s) _____

Name and location within Louisiana where such paper or paper product is manufactured or converted:

_____

B. A preference not to exceed 10% may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes_____
Specify Item Number(s) _____

Specify location within Louisiana where this product is manufactured, produced, grown, or assembled: _____
_____
_____

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents?
Yes: _____ No: _____
[Note: If more space is required, include on separate sheet. Failure to specify above information may cause elimination from preferences. Preferences shall not apply to service contracts**.]**

26. Scope of Contract: Furthermore, submittal of any terms and conditions contrary to those of the State of Louisiana may cause your bid to be rejected. By signing this form terms and conditions which may be included in your bid are nullified, and contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

27. Right to Audit: The Contractor agrees that the University and the Legislative Auditor of the State of Louisiana shall have access to, and the right to audit and examine, any pertinent books, documents, papers, and records of the Contractor related to this bid and any resulting contract agreement.

28. Official University Recognized Holidays: The following is a list of officially recognized University Holidays:

New Year's Day	Juneteenth
Martin Luther King Day	July 4th
Mardi Gras Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

29. Qualification of Bidder: NSU reserves the right to make inquiries and investigations as it deems necessary to determine the responsibility of any Bidder to perform the contract work. The Bidder shall furnish all information and data (including additional samples) for this purpose as NSU may request. The unreasonable failure of any Bidder to promptly supply information in connection with an inquiry may be grounds for a determination of non-responsibility.

Bids submitted are subject to provisions of the laws of the State of Louisiana including but limited to L.R.S. 1551-1736; Purchasing rules and regulations; executive orders; standard terms and conditions; special considerations; and specifications listed in this solicitation.

_____
(Signature Authority/Title)
BIDDERS MUST SIGN IN INK

I M P O R T A N T

<u>Signature Authority:</u> In Accordance with L.R.S.39:1594 (Act 121), the person signing the bid must be:

1. **A current corporate officer, partnership member of other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or**

2. **An individual authorized to bind the vendor as reelected by an accompanying corporate resolution, certificate, or affidavit; or**

3. **An individual listed on the State of Louisiana Bidder's Application as authorized to execute bids.**

By signing the bid, the bidder certified compliance with the above.

THE BIDDER: hereby declares and represents that he: 1) has carefully examined the Bidding Documents, 2) has a clear understanding of the Bidding Documents, 3) has not received, relied on, or based his bid on any verbal instructions contrary to the Contract Documents or any addenda, 4) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of afore referenced project, all in accordance with the Contract documents as prepared by: *NSU Staff & Site Visit to go over proposal and become familiar with existing conditions . See Section 01041, 1.03 Related Requirements for Date of Pre-Bid Conference.*

Signed: _____
And dated: _____

AWARD AND EXECUTION OF CONTRACT: When this project is financed partially of entirely with State Bonds, the award of this Contract is contingent upon the sale of bonds by the State Bond Commission. The State shall incur no obligation to the Contractor until the Contract between Owner and Contractor is duly executed.

If the Bidder is notified of the acceptance of the bid within thirty (30) days after the opening of bids, he agrees to execute and deliver the "Contract Between Owner and Contractor and SP-7 BID NO. 7661.Performance and Payment Bond, "a copy of which is attached to the Contract Documents within ten (10) days after notice from the Owner that the instrument is ready for signature.

REJECTION OF BIDS: The Bidder understands that the Owner reserves the right to reject any or all bids for just cause. In accordance with La. R.S. 38"2212)A) (1) (b), the provisions and requirements of this Section, those stated in the advertisement for bids, and those required on the bid form shall not be considered as informalities and shall not be waived by any public entity.

WITHDRAWAL OF BIDS: The Bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids except in accordance with the provisions of R.S. 38:2214. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

LICENSED CONTRACTOR: A Louisiana State Contractor's License (Classification - Specialty: elevators, escalators, and dumbwaiters) will be required for this bid. The Louisiana Contractor's License number must be listed on the outside of the bid envelope.

IMPORTANT NOTES:

1. **VENDOR BIDDING ANYTHING OTHER THAN EXACT GOODS/SERVICES SPECIFIED IN THESE SPECIFICATIONS SHOULD SUBMIT DESCRIPTIVE AND ILLUSTRATIVE LITERATURE WITH BID FOR CONSIDERATION OF AWARD. FAILURE TO DO SO MAY BE CAUSE FOR REJECTION OF BID.**
2. **ALL PRICES QUOTED ARE TO REMAIN FIRM UNTIL ALL DELIVERABLE GOODS OR SERVICES ARE RENDERED TO AND ACCEPTED BY NORTHWESTERN STATE UNIVERSITY.**
3. **IN THE EVENT OF EXTENSION ERRORS, THE UNIT PRICE ON THE BID FORM SHALL PREVAIL.**
4. **NORTHWESTERN STATE UNIVERSITY ADHERES TO NET 30 PAYMENT TERMS. ALL OTHER PAYMENT TERMS MUST BE DISCLOSED WITH BID. BE ADVISED THAT STRICTER PAYMENT TERMS MAY BE CAUSE FOR REJECTION OF BID.**
5. **QUANTITIES ARE APPROXIMATE AND ARE NOT GUARANTEED BY THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO INCREASE OR REDUCE QUANTITY AS NEEDED IF IN THE BEST INTEREST OF THE UNIVERSITY.**
6. **THE UNIVERSITY RESERVES THE RIGHT TO AWARD PROPOSAL ON AN INDIVIDUAL ITEM BASIS, A COMBINATION OF ITEMS BASIS, OR AS A TOTAL PACKAGE TO ONE VENDOR, WHICHEVER IS IN THE BEST INTEREST OF THE UNIVERSITY.**
7. **BID SUBMISSIONS MUST DISCLOSE ALL FEES INCLUDING SHIPPING, HANDLING, FREIGHT, FUEL SURCHARGES, ETC.. NO ADDITIONAL FEES WILL BE ACCEPTED AFTER AWARD.**
8. **FAILURE TO COMPLY WITH ANY MANDATORY REQUIREMENTS SHALL BE CAUSE FOR REJECTION OF BID.**
9. **VENDORS ARE ADVISED THAT ALL HARARDOUS PRODUCTS MUST BE ACCOMPANIED BY A "HARZARDOUS MATERIALS DATA SHEET". THIS SHEET MUST ALSO INCLUDE SUGGESTED ANTIDOTES FOR INGESTION AND OTHER CONTACT.**
10. **ANY QUESTIONS ARISING FROM EITHER THE SPECIFICATIONS AND/OR JOBSITE VISIT MUST BE ADDRESSED IN WRITING TO PURCHASING@NSULA.EDU AND WILL BE ANSWERED VIA ADDENDUM.**
11. **NO ADDENDA WILL BE ISSUED WITHIN A PERIOD OF SEVENTY-TWO (72) HOURS PRIOR TO THE DATE SET FOR THE RECEIPT OF BIDS EXCEPT AN ADDENDUM, IN NECESSARY, POSTPOSING THE DATE OF RECEIPT OF BIDS OR CANCELLING THE REQUEST FOR BIDS.**
12. **TAX EXEMPTION:** ***Northwestern State University is exempt from all Louisiana state and local sales and use taxes and will not pay taxes delineated on invoices for this or any other project. Northwestern State University is a tax-exempt State Agency. However, that tax-exempt status does not transfer to its contractors, subcontractors, suppliers or vendors for their use in purchasing project-related materials.***

Exhibit A

Insurance Requirements Contractor's Liability Insurance

Proof of insurance will be required with the submission of the bid form.

Insurance coverage specified below shall be furnished with the following minimum limits:

Compensation Insurance: The contractor and subcontractors shall purchase and maintain during the duration ofthe contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work here under by the contractor, its agents, representatives, employeesor subcontractors.

A. Minimum Scope and Limits of Insurance

1. Worker's Compensation
   Worker's Compensation insurance shall be in compliance with the worker's compensation law of thestate of the contractor's headquarters. Employers' liability is included with a minimum limit of $500,000 per accident/per disease/per employee. If work is to be performed over the water and involves maritime exposure, applicable LHWSCA, Jones Act, or other maritime law coverage shallbe included and the employer's liability limit increased to a minimum of $1,000,000. A. M. Best's insurance company rating requirement may be waived for worker's compensation coverage only.

2. Commercial General Liability
   Commercial general liability insurance, including personal and advertising injury liability, shall havea minimum limit per occurrence of $1,000,000 and minimum general aggregate of $2,000,000. The Insurance Services Office (ISO) Commercial General Liability Occurrence 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 andproperty damage liability for owned, hired and non-owned automobiles.

B. Deductibles and Self-Insured Retentions
   Any deductible or self-insured retentions must be declared to and accepted by the Agency. The contractor 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 Coverages

    a. The agency, its officers, agents, employees, and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Form CG 20 10 (current form approved foruse in Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the agency.

    b. The contractor's insurance shall be primary as respects the agency, its officers, agents, employees, and volunteers. Any insurance or self-insurance maintained by the agency shall beexcess and non-contributory of the contractor's insurance.

    c. Any failure of the contractor to comply with reporting provisions of the policy shall not affectcoverage provided to the agency, its officers, agents, employees, and volunteers.

    d. The contractor's insurance shall apply separately to each insured against whom claim is made orsuit is brought, except with respect to the policy limits.

2. Workers Compensation and Employer's 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 shall not be cancelled, suspended, or voided by either party (the contractor or the insured) or reduced in coverage or in limits except after thirty (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 policy.

    b. Neither the acceptance of the completed work nor the payment thereof shall release the contractor from the obligations of the insurance requirements or 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 to comply with reporting provisions of the policy shall not affectcoverage 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 businessin 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 worker's compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A. M. Best rating, the contractor 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 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, contract shall submit the declarations page and the cancellation provisionendorsement 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 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 to purchase and/or maintain any required insurance shall not relieve the contractor from any liability or indemnification under the contract.

F. Subcontractors
Contract shall include all subcontractors 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 contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that contractor, it's owners, agents, and employees will have no causeof action against, and will not assert a claim against, the State of Louisiana, it's departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Worker's Compensation Act or otherwise, under any circumstance be, or considered as, the employer or statutory employer of contractor, it's owners, agents, and employees. The parties further agree that contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify, and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

H. Indemnification/Hold Harmless Agreement
Contractor agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all statedepartments, agencies, boards, and commissions, it's 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 contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by contractor 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, it's officers, agents, servants, employees, and volunteers. Contractor 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 there to, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

SCOPE OF WORK

The Contractor shall furnish all labor, personnel, parts, materials, test equipment, tools, mileage and services in conformance with the specifications within this Sealed Bid. The Contractor must meet all requirements within this Sealed Bid. Any proposal not meeting these requirements may be considered deficient.

I. Contractor Qualifications

The following qualifications shall be considered the minimum standard for a Contractor to be considered qualified to provide the services listed herein. Their complete fulfillment shall be an absolute requirement for a Contractor to be considered responsive.

A. The Contractor shall demonstrate that it has been actively and normally engaged, for at a minimum of the past 5 years in the maintenance, service, repair and replacement of materials and equipment in elevators of a similar manufacturer, capacity and control system as those covered by this Sealed Bid. List specific references for (3) three contacts, showing company name and the names of their representatives in which such elevators are being maintained.

B. The Contractor shall demonstrate that it has available, under its direct employment and supervision, the necessary organization to properly fulfill all the services and conditions required under this specification.

C. The Contractor shall use only skilled, competent, trained elevator personnel having a minimum experience of (5) five years in maintaining elevator systems similar to those in this specification. (It is not necessary for all of the required experience to have been acquired with the Contractor's firm). Under no condition will any work specified herein be subcontracted without the NSU Physical Plant's prior written approval.

D. Contractor must hold a **Louisiana State Contractor's License (Classification - Specialty: elevators, escalators, and dumbwaiters)** will be required for this bid. The Louisiana Contractor's License number must be listed on the outside of the bid envelope.

E. Contractor must hold a Louisiana State Fire Marshall issued **Louisiana Life Safety and Property Protection License**, in accordance with RS 40:1664.1, Act 598 of 2018 and Act 339 of 2020.

II. Specifications

A. General

- **The required services include but are not limited to the following**:

1. The work to be performed by the Contractor under the specifications listed herein shall consist of furnishing all necessary supplies, materials, parts, tools, proprietary testing equipment , labor and supervision to provide full preventative maintenance and repair services, including inspections, adjustments and test and replacement of parts as herein specified for all equipment covered under this solicitation, as listed. All parts and materials shall be of a good quality.

2. The Contractor shall utilize only personnel directly employed, trained and supervised by the Contractor. Maintenance and service personnel shall be qualified to make adjustments and provide necessary maintenance to the equipment. NSU reserves the right to request the replacement of any personnel deemed by NSU to be unsatisfactory.

3. The Contractor shall ensure supervision of the maintenance and service personnel by providing a mandatory semi-annual inspection by the Contractor's supervisor staff. The supervisor is mandated to schedule these inspections with the NSU representative.

4. The Contractor shall be required to perform Municipal and State Inspections, make corrections, and complete on-site certificates, and submit test reports to NSU for their use in filing and obtaining operating certificates.

5. The Contractor will be expected to perform repairs as may be necessary outside of the usual preventative maintenance duties. The Contractor will responsible for all deficiencies repairs found during all inspections. Contractor will prepare an estimate for repairs that are not covered within the Sealed Bid. No repairs will be performed until written permission is received from the NSU Physical Plant.

6. The Contractor must comply with all local and State laws, rules and regulations, specifically including those related to elevator maintenance.

7. The Contractor shall provide to all Natchitoches and Shreveport NSU facilities a minimum of one **(1)** on-site elevator technician **(1,040)** one-thousand forty man-hours per contract year **(Monday through Friday excluding holidays)** or **80 hours per month**, dedicated to performing the tasks of the Sealed Bid. The contractor is required to document all preventative maintenance tasks and repair work performed. The Contractor will provide a computer-generated ***monthly*** report showing all activity that has occurred during the month including, but not limited to, names of employees that performed the work, exact locations including floor that repairs, or maintenance took place, parts including cost and time to complete the task. The monthly report should also be in electronic format so they can be sent to NSU via e-mail for the Quarterly meeting. Failure to document required man-hours shall be grounds for cancellation of contract and or payment.

8. The Contractor is mandated to contact and inform an NSU representative that work is being performed on all elevator equipment. Failure to comply will result in no access to facility or equipment**.** ***(This mandate does not apply to emergency service repair or entrapments).***

9. The Contractor is mandated to have all service and repair tickets signed by an NSU representative for all repairs and service. A copy of signed service and repair tickets is mandated to be provided to an NSU representative**.** ***Failure to have service tickets signed and a copy provided will result in non-payment of all work performed.***

10. **Basic Full Service Maintenance**

    a. Maintenance Service shall consist of constant, high quality service to properly protect all elevator equipment from deterioration and to provide constant peak performance of all elevators, resulting in a minimum down

time for any portion of the system.

b. The time of day that each elevator can be shut down for routine maintenance will be scheduled with NSU to minimize the disruption caused by the elevators being out of service. If for any reason the elevator should be out of service for more than 60 minutes, the Contractor shall notify NSU when the elevator was taken out of service, the reason why, and what time the elevator is expected to be put back into service for proper and safe operation. The Contractor shall be responsible for any and all signage, on all floors, to inform tenets of elevator outage.

c. The Contractor shall systematically examine, adjust, lubricate, clean and when conditions warrant, repair and replace the necessary items and components thereof and all other mechanical and electrical equipment. All replacement parts shall be new and specifically designed for the elevators on which they are to be used. Submit a detailed description for your maintenance procedures including routine and methodical examinations and adjustments etc.

d. All scheduled preventative maintenance calls will be performed during the normal working hours defined ***as Monday – Friday; 8:00 a.m. to 4:30 p.m.*** The selected firm must have the ability to respond to all service requests regardless of weather conditions (snow, ice, etc.).

e. All emergency service calls shall be provided 24 hours a day to minimize downtime and inconvenience. All entrapments are mandated to have a 30 minute response time. If an emergency service call is requested and inspection does not reveal any defect in the systems and equipment the contractor will notify NSU**.** ***Emergency service shall be performed as part of the contract without additional charge.***

f. The Contractor shall be responsible for notifying NSU representatives, in writing, of the existence of development of any defects in or repairs required to the elevator equipment which the Contractor does not consider to be their responsibility under the terms of the Sealed Bid. The Contractor is mandated to furnish NSU with a written estimate for the cost to correct any such defects; and NSU shall make the final determination concerning the responsibility for such defects, corrections or repairs.

g. The Contractor shall be responsible for giving immediate notice to NSU of any conditions which it discovers that may present a hazard to either the equipment or passengers.

h. Misuse of the term vandalism will not be accepted as extra cost to NSU. Vandalism shall be defined as the intent to destroy. Contractor shall immediately notify NSU of any misuse, abuse or accidental damage and document incident before owner accepts as extra cost.

i. The Contractor shall not be liable for loss or damages resulting from strikes, lockouts, fires, explosion, theft, flood, riots, war, malicious mischief, storms acts of God or other similar or dissimilar cases beyond its control. Contractor assumes no liability for accidents to persons or

property except those directly due to the negligent acts or omissions of the Contractor or their employees.

11. **Equipment, Wiring and Circuit Changes**

a. The Contractor shall not make any changes or alterations to the existing mechanical equipment, circuit wiring or sequencing, nor alter the original circuit or wiring design of the elevators unless changes are authorized, in writing, by NSU. If changes are made, the Contractor is mandated to provide as-built drawing of the modifications.

b. All wiring diagrams and prints are the property of NSU. Any changes made to the diagrams will be duly noted signifying the type of change, the date the change was made, and the name of the person and firm making the change.

c. 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. Diagnostic tools will be the property of the contractor as will the maintenance and repair of such diagnostic tools.

d. **Repairs/Callback Services**

a. The Contractor must make repair/callback services available on a twenty-four (24) hour a day, seven days a week basis. In the event of a failure of the equipment, or to operate properly, NSU, at its option, will notify the Contractor and request immediate repair services. ***Repair/callback service shall be performed as part of the contract without additional charge.***

b. The Contractor shall provide emergency callback service for all elevators on a twenty-four (24) hour a day, seven days a week basis. This emergency callback service shall include but not be limited to minor adjustments or repairs to provide uninterrupted elevator service. ***Emergency callback service shall be performed as part of the contract without additional charge.***

c. Any 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 the Sealed Bid, but the call is answered by the elevator personnel not knowing the cause. If time at the building is two (2) hours or less the **nuisance call *service shall be performed as part of the contract without additional charge.*** Any fraudulent documentation shall be cause for cancellation of the Sealed Bid.

d. The Contractor is mandated to provide repair and callback records indicating the reason for the callback, repairs made and status. Dates and initials of service technicians and repair personnel are required for all work. Schedules and records will be made available to NSU at all times.

e. Provide a breakdown of replacement/completion timelines for major and minor repairs. Give examples of such repairs.

12. **Special Conditions**

a. **Wiring Diagrams.** The Contractor ***shall maintain***, for each unit serviced, updated wiring diagrams, lubrication charts, and parts ordering manuals in the machine rooms or service spaces. These will become the property of NSU and shall remain on the job-site at all times.

b. **Elevator Reports**. The Contractor is mandated to maintain a complete ***Monthly*** written record of all maintenance inspections, testing results, overall conditions and emergency callback, replacement and repair work performed. This information shall be consolidated by the contractor into a ***Quarterly*** report submitted to NSU representative.

c. **Quarterly Meetings**. The Contractor is mandated to meet with NSU on a quarterly basis, to discuss the maintenance program, repair schedules, call back reports and other issues. The quarterly elevator reports will be sent to NSU (1) week in advance of the quarterly meeting for review and discussion of items of concern determined by NSU.

13. **Maintenance Responsibility**

a. The Contractor shall keep the elevators maintained to operate at the original contract speed, keeping the original performance time, including acceleration and retardation as designed and installed by the manufacturer. The door operation shall be adjusted as required to maintain optimum door openings and door closing times, within legal limits.

b. The Contractor shall provide a schedule of proposed maintenance visits (and what types of services will be performed at each visit) in its proposal. The schedule will conform to the manufacturer's requirements and will indicate the frequency of adjustments, maintenance and lubrication procedures.

c. .NSU reserves the right to make inspections and test as and when deemed advisable. If it is found that the elevators and associated equipment are deficient either electrically or mechanically, the Contractor will be notified of these deficiencies in writing, and if no life-threatening situation exists, it shall be the Contractor's responsibility to make the necessary corrections within thirty (30) days of receipt of such notice. In the event of a life-threatening situation, the Contractor must make the necessary repairs immediately. In the event that the deficiencies have not been corrected within thirty (30) days, or immediately as the case may be, NSU may terminate the contract.

14. **Safety Inspections and Testing**

- All service and repair work shall be performed in compliance with the most current version of the American Society of Mechanical Engineers Code Elevators, Dumbwaiters, Escalators and Moving Walks, ASME A17.1 including supplemental adoptions will be required and shall be subject to safety inspections by OSB. Periodic inspection of the elevators as required by the ASME A17.1 Code should provide personnel who are familiar with

the equipment to perform the test. The Contractor is mandated to examine and test all safety devices and make formal safety tests and inspections as required and outlined in the ASME A17.1 Code.

- ***<u>These inspections and tests will be mandated to be conducted in the presence of the elevator inspector designated by Office of Risk Management. Test and inspections shall be performed at intervals specified in the ASME Code and when designated by the elevator inspector designated by State of Louisiana.</u>***

- It will be the responsibility of the Contractor and the Elevator Inspector to schedule when these tests are due. Once inspection and test schedule is provided to OSB, arrangements will be made for each facility to be inspected or tested per schedule. Any conflicts with schedule due to facility needs or other circumstances will be forwarded to Contractor for rescheduling.

- **<u>After completion of the required safety test, the Contractor must submit a document to OSB indicating the following information. The document may be the Contractor's standard form or the ASME Standard form:</u>**

  1. Type of test
  2. Name of organization performing the test
  3. Address of Facility being tested
  4. Elevator identification number
  5. Car capacity
  6. Speed
  7. Type of elevator
  8. Type of machine
  9. Manufacturer of Safety
  10. Type of Safety
  11. Indication that governor has been checked for proper tripping speed and that the over speed switch is functional
  12. Type, size and condition of the governor rope before and after the test
  13. Load at which safety was tested
  14. Speed at which governor tripped
  15. Length of marks on each guide rail made by safety laws
  16. Number of turns remaining on Drum
  17. Did car or counterweight set level?
  18. Did governor set satisfactorily?
  19. Was governor calibrated? At what speed?
  20. Was safety test satisfactory?
  21. At what speed and load were buffers tested?
  22. Was oil level satisfactory after test?
  23. Indicated plunger compression return time
  24. Indicate date test was performed
  25. Signature of individual performing tests
  26. Any additional remarks which are applicable
  27. Name of the OSB elevator inspector/representative witnessing the test
  28. Copy of results are to be submitted at Quarterly Meeting

- After tests have been performed, all safety devices shall be checked and adjusted as required to meet the manufacturer's recommendations. Cars shall not be placed in service until all tests, checks and adjustments are completed and elevators are in proper working condition. The Contractor shall not be held responsible for any damage to the building and equipment caused by these tests, unless such damage is a result of the Contractor's negligence. Failure to follow correct procedures to prevent damage and failure to perform pretest examinations shall be considered negligence by the Contractor.

15. **Firemen's Recall Service**

The following ASME Code A-17.1-93 Rule 1206.7 test is mandated to be performed monthly and is the responsibility for the Contractor to perform without additional charge:

A. **Phase 1 – EMERGENCY RECALL OPERATION**:
Initiate by inserting key in key switch lobby or designated level. Turn key to "On" position. Wait for all elevators to return to that floor and their doors to fully open. If test for Phase I only, turn key to "OFF" position and remove.

B. **Phase 2 – EMERGENCY IN CAR OPERATION**:
Remove key from designated level key switch while still in the "ON" position. Insert key into key switch of the first elevator. Turn to "ON" position. Push next floors car button. Push "Door Open" button and hold until doors are fully opened. To return to designated level, push corresponding button number. Push "Door Close" button and hold until doors are fully closed. Return key to the "OFF" position, remove key, and repeat for next elevator.

Clear: To clear fireman's recall test, insert key into designated level key switch. Turn to "OFF" position and remove key.

C. **Phase 3-Emergency Phone Operation:**
Remove phone receiver from phone, wait for response from NSU University Police representative. Once response is received, inform DPS representative with elevator number and facility name and that an emergency phone operation test is being conducted. Repeat for next elevator. All elevator emergency phones must ring to the NSU University Police Office (318-357-5431). Elevator emergency phones are mandated to be checked on a monthly basis and after each and every power failure that affects the buildings. If there is no response from an NSU University Police representative, technician is to notify NSU Physical Plant of emergency phone operation failure immediately and document on service ticket to be signed by NSU Physical Plant.

III. FACILITY ADDRESSES OF ELEVATORS

1. Lee H. Nelson Hall
   National Center for Preservation and Technology
   645 University Parkway
   Natchitoches, LA 71497

2. Warren Easton Elementary Lab School
   136 Caldwell Drive
   Natchitoches, LA 71497

3. Russell Hall (School of Business)
   125 Central Avenue
   Natchitoches, LA 71497

4. Wellness, Recreation and Activity Center
   322 Sam Sibley Drive
   Natchitoches, LA 71497

5. Harry "Rags" Turpin Football Stadium
   451 Caspari Street
   Natchitoches, LA 71497

6. A.A. Fredericks Fine Arts Center
   150 Central Avenue
   Natchitoches, LA 71497

7. Creative and Performing Arts Center
   140 Central Avenue
   Natchitoches, LA 71497

8. Morrison Hall (La. Scholar's College)
   326 Caspari Street
   Natchitoches, LA 71497

9. Fournet Hall (Nursing, Chemistry and Physics)
   334 Caspari Street
   Natchitoches, LA 71497

10. Family and Consumer Sciences \
    342 Caspari Street
    Natchitoches, LA 71497

11. Williamson Hall (Engineering Technology)
    157 Sam Sibley Drive
    Natchitoches, LA 71497

12. Student Services Center
    306 Sam Sibley Drive
    Natchitoches, LA 71497

13. Sylvan Friedman Student Union
    185 Sam Sibley Drive
    Natchitoches, LA 71497

14. John Kyser Hall
    165 Sam Sibley Drive
    Natchitoches, LA 71497

15. Bienvenu Hall (Biological Sciences)
    135 Sam Sibley Drive
    Natchitoches, LA 71497

16. Watson Library
    911 University Parkway
    Natchitoches, LA 71497

17. Caspari Hall (Admin. Services)
    310 Sam Sibley Drive
    Natchitoches, LA 71497

18. NSU College of Nursing (Warrington Bldg.)
    300 Warrington Place
    Shreveport, LA 71101

19. NSU College of Nursing (Bldg. A, B, and C)
    1800 Line Avenue
    Shreveport, LA 71101

20. Teacher Education Center 1
    150 Tarlton Dr. Pod A.
    Natchitoches, La 71497

21. New Construction of Alost Hall Completing for ownership August, two (2) elevators under warranty not requiring service during FY 2025-2026

IV. GENERAL MAINTENANCE SPECIFICATIONS

Examine periodically all safety devices and governors and conduct a no-load test annually. 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 Office of State Buildings 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 ASME A17.

All 5-year full load test must be witnessed by the state inspection service contractor. Each visit to the building must be documented and signed (with printed name and signature), by an NSU Physical Plant representative.

A. 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 covered by these specifications:

- Coils, minimum of one (1) for each type relay contractor used.
- Contract; minimum of three (3) for each type used
- Conductor: a supply for each type used.
- Motor brushes: minimum of one set for each type used.
- Supply of lubricants for each requirement.
- Supply of fuses.
- Interlock rollers and contacts; minimum of two (2) each.
- Car and hoist way door hanger rollers; minimum of two (2) each type.
- Car and hoist way door gibes, minimum of one (1) set each type.
- Car and hoist way door closer parts (springs, spirators, etc.)
- Door operator belts, chains and brushes; minimum of one (1) set each type.
- Door operator drive block, clutch rollers, and fingers; minimum of one (1) set each type.
- Photo electric tube, minimum of one (1) each type.
- Landing switch equipment and magnetic inductor; minimum of one (1) each type. To include Microprocessor boards.
- Solid state timers and printed circuit regulator board, minimum of one (1) each type.
- Saf-t-edge pivot arm assembly and switch; minimum of one (1) each type.
- Signal fixture lamps; minimum of five (5) each type.
- Selector cams and contact assembly; minimum of one (1) each type.
- Brake contact; minimum of one (1) of each type.
- Normal renewal parts peculiar to equipment covered by this specification.
- *Supply of selector tapes to handle highest rise.
- Roller guides and gibbs for car and counterweight
- *Power supplies and pre-amplifies for electronic proximity device.
- *Car and hoist way door shields.
- *Car door electric eye photo cell replacement units.
- Complete car door safety edge (mechanical).
- *Transformers and rectifiers for all controller power supplies.
- *Door operator motors for each type used.
- *Door operator gear reduction units for each type used.
- Controller and selector coils for each type used.
- Component parts, including contracts, for each type switch.
- Car and hall buttons, including electronic, with contacts for each type used.
- *Hatch switch cams support
- to handle highest rise.
- Replacement relay for each type used.
- *Selector drive motor.
- *Geared machine break shoe and lining assembly; minimum of one (1) set for each type.
- Hydraulic jack packing, or seals, gasket, wiper ring, minimum of one (1) for type used.
- *Dash pot and thermal overloads; minimum of one (1) each type.

- *Hydraulic valves 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.
- *Bearings for each type used.
- *Transformers and rectifiers for all controller power supplies.
- *Hydraulic fluid (1 10 gallons) as per original equipment manufacturers Lubrication specifications.
- Microprocessor diagnostic tool (if microprocessor controlled)

* These parts may be warehoused at location near jobsite.

B. 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**.**

- Rotating elements for each type and size used
- Stators for each type used
- Brake coils for each type and size used
- One complete set or step chains
- One complete set of escalator tracks
- One solid state power converter

C. Where any of the parts listed are not 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. Or equal parts 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.

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

F. 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 route sheet shall be furnished for Office of State Buildings and owner's record and follow-ups. All inspections, cleaning and tests will be made at intervals as specified in the maintenance procedures. Inspections shall be made within two (2) days of schedule.

Type Vertical Transportation	**Frequency**
Gearless Elevators	**Weekly**
Geared Elevators	**Semi-Monthly**
Hydraulic Elevators	**Semi-Monthly**
Cleaning of Hoist-ways	**Each Year**
Cleaning of Well-ways	**Each Year**
Tests current ASME A17. 1	**As Required**

G. **Geared Passenger Elevators**

Minimum expected periodic service check, oil, or adjust:

1. **Weekly:** Ride each car, check operation and correct problems found.

2. **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.

3. **Every four weeks:** Check lubrication of door operators and selectors.

4. **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 hoist way doors. Check all hoist ropes, lubricate and adjust as required. Lubricate selector tapes or steel air cords and clean as needed.

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

6. **Every 52 weeks:** Clean and check all control stations, car and corridor, clean and check hoist-way switches, controller's selectors including all electrical connections for tightness, burning or oxidation. Check all safety equipment to see that it operates freely and lubricate if needed. Full break check, oil, and adjustment, check worm and gear clearance.

7. **Other:** Machine should be drained, flushed, and refilled each year and half, and the door operator gear case every 4 years.

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

- **Car and hoist way doors:** Clean and lubricate track and hangers as needed. Check back-plate and hanger to door fastenings, and relating devices, to insure tightness. Checkup-thrust adjustment and fastening (normal 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 safe-t-edge during door reversal. Door interlock adjustment should be set to permit the latch to drop within 3/8" but preferable 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 ore. 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.

- **Car Door Safety Device** should be checked quarterly for 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, 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 and bulges. Control contact cable and retracting cable, where used, should be held clear of snagging other moving parts. Maintain car door kinetic energy and door pressure within ASME A17.1 Code Requirements at all times. Electronic door detectors are to be set to fault to the open position. Maintain door nudging within ASME A17.1 Code requirements.

- **Door operator:** Check, lubricate, and adjust quarterly. Where gear operators are used, gear oil level should be checked and the unit cleaned and 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 dragging in the opening action as the door reaches full open position. Closing time should be adjusted to limit kinetic energy to that specified by the current code, permit reversal with in travel and to avoid drifting after the safe-t-edge has been activated.

I. Control

- **Regular inspection and adjustment as outlined here in 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 valves, 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 valves 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 overloads 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 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.

- **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.

V. Machine Motors, and Motor Generator Sets:

- **Machine bearings** should be checked every two weeks for oil leakage, throwing away the oil which has dropped from the worm gland (some oil leakage at the gland prevents galling the work shaft) check the work gear clearance at the time the break is dismantled by turning the brake drum to see how for it may be moved before 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". 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 the replacement is inevitable. (Worms and gears are not shelf times 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 re-grooved 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.

- **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 break 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 break pulley to compensate for brake lining wear. Lining should be replaced before wear reaches a point where the drum could be scored. Check operating amateur and its guide for excessive wear to avoid erratic brake operation.

- **Motor MG Set**: Check bearings for heating and lubrication every two weeks, check brushes and communicators 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 communicator 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 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.

VI. Hoist way Equipment:

- **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**.**

- **Hoist-way 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.

- **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.

- **Overhead Deflector Sheaves:** Check lubrication and grooves annually, same stipulation to re-grooving and groove depth as for drive sheaves.

- **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. Should safety be set for any reason, rail should be examined carefully for possible scoring.

- **Cables:** Should be examined every 13 weeks. Control cables cover deterioration which may be corrected by re-taping unless the individual wire insulation is affected or major portions of the cover are brittle. If wires are exposed the traveling conductors or control cables should be replaced. When re-taping a portion of a control cable, it should be done in such a manner that the ends of the tape do not become loose and hang down where they may become caught on an object in the hoist way. Guards or pads may be required to cover points which may cause traveling conductor abrasion. If this precaution is taken after your original survey an expensive replacement and time-consuming repair might be avoided. Governor and hoist cables (hoist ropes) should be examined for breaks, particularly in the valley of the cable or rope which could indicate internal breakage and ultimate strand separation. Hoist cables (hoist ropes) may need cleaning and on occasion dressing with rope lubricant. Governor cables (governor ropes) should not be lubricated so as to assure consistent setting of the governor trip. If there is any sign of any deterioration of the governor rope, a new rope should be installed and the safety device tested to be certain that the new rope functions properly.

VII. Other geared units:

Minimum expected periodic servicing, checking and adjustments.

- **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.

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

- **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.

- **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.

- **Other:** Machine bearings should be drained, flushed and refilled every two years and the door operator every 4 years.

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

- **Car and Hoist way Doors**: Clean and lubricate tract and hangers as needed. Check back-plate and hanger to door fastenings, relating devices to insure tightness. Checkup-thrust adjustment and fastening (nominal 0.010" to track), should clearance exceed 0. 035" "it should be adjusted. Check tightness of relating devices. Doors 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 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 wings/sight guards at each inspection. Final latch cam and spring adjustment to be set to fully close the door to locking position within 1" "to 1 ½" of full closure. Car door contact should be set to prevent car movement unless door is 2" or less from full closure.

- **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.

- **Door Operator:** Check, lubricate, and adjust quarterly. Where gear operators 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 safe-t-edge as above without further drift.

Control:

- 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 overloads 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.

Machine Bearings and Motors:

- **Machine Bearings:** 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" the movement exceeds this value, gear or worm may have to be re-operated which should be done on those machines where the movement is 1/2" to 1" ", i.e., when clearance between worm and (normally 0.005") exceeds 0.075" 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 re-grooved but never if the re-grooving will approach the depth of leaving less than 1/2" of solid metal below the groove.

- **Machine Bearings:** 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 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.

- **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, 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.

Hoist-way Equipment:

- **Hoist way 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.

- **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.

- **Overhead and Deflector Sheaves:** Check lubrication and grooves annually, same stipulation to re-grooving as groove depths for drive sheaves.

- **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 safety have set for any reason, rails should be examined carefully for possible scoring.

- **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.

- **Cables:** Should be examined every 13 weeks. Control cables or traveling conductors for cover deterioration which may be corrected by re-taping unless individual wire insulation is affected, or major portions of the cover are brittle. When re-taping, care should be taken to secure the ends so that they do not hand on hoist way 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 ensure consistent setting should the governor trip.

Gearless Traction with Group Supervisory Control

Weekly Specific Equipment Performance Standards:

- **Door Operator:** The door closing speed must be within the limits of the current ASME A17.1 Elevator Safety Code. On car calls, doors can close 0.9 to 1.6 seconds after the last passenger clears the light ray. On a 1" floor or lobby call, doors can be set to close, 4 to 7 seconds after the last 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.

  If Load Weighing Is Used For Dispatching: (Use percentage of load for dispatching)

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

- **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 car 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.

  The Elevator Contractor shall perform all tests as required by ASME ***A17.1 Elevator Safety Code.***

- The contractor will be expected to make all corrections on the inspection report within ***30 days of receipt of the report.***

- **Floor Levels:** The car is to be level in accordance with manufacturer's specifications, but in no case shall the unit be out of level over + or - (1/4") one-fourth of an inch.

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

- **Weekly:** Ride car, check operation and correct problems found.

- **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.

- **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 hoist way door adjustment, check all cables, adjust, correct and lubricate as required.

- **Every 26 weeks**: Clean and examine Saf-T-Edge, roller guide shoes, lubricate, adjust and correct as necessary.

- **Every 52 weeks**: Clean and check all control stations, car and corridor, clean and check hoist way switches, control and relay panels, all electrical connections should be checked to see that they remain tight, clean and check hoist way doors 2n^{d} through top floor, check all safety equipment to see if operates freely, lubricate and adjust as needed. Full brake check, oil and adjustment.

- **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.

Doors and Door Operation:

- **Car and Hoist way Doors**: Clean and lubricate track and hangers as needed. Check back plate and hanger to door fastenings and relating devices to ensure tightness. Checkup-thrust adjustment and fastenings (nominal 0.010" to track) should clearance exceed 0.035" it should be adjusted. Door relating cables should be taunted 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 interlocks 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 signet 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.

- **Car Door Safety Device** should be checked quarterly for freedom of movement which will allow the safety device 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 and bulges. Control contact cable and retracting cable, where used, should be held clear of sagging other moving parts. Maintain car door kinetic energy and door pressure within ASME A17.1 Code requirements at all times. Electronic door detectors are to be set to fault to the open position. Maintain door nudging within ASME A17.1 Code requirements. Door Operation: Should be checked at least quarterly, cleaned and adjusted as required. Here again, cable connections if involved with possible snagging. It is important that the effect of adjustment be recognized as well as the possible interference of the safety edge as the line of projection reaches the target limits. Each scheduled inspection should include a thorough check of the ray focus and intensity under varying movement of the doors and their attachments. Check and record time settings.

- **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.

Control:

- **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 by touch for overheating. 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 overloads 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.

- **Group Supervisory Control**: Should be checked quarterly for 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.

Machine Bearings, Motors, and Motor Generator Sets:

- **Machine bearings**: Should be checked every two weeks for oil leakage. Motor fields should be checked for insulation and overheating. Communicators should be checked for burning and arcing. Brushes should be made of a grade that will provide good commutation without cutting or scoring.

- **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. To retain this setting, the compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be check 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.

- **Motor MG Set**: Check bearings for heating and lubrication every two weeks, check brushes and communicators 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.

Hoist way Equipment:

- **Hoist way 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.

- **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 oil reservoir, buffers should be drained, flushed and refilled.

- **Overhead and Deflector Sheaves**: Check lubrication and grooves annually, same stipulation to re-grooving and groove depth as for drive sheaves.

- **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.
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- **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.

- **Cables**: Should be examined every 13 weeks. Control cables or traveling conductors for cover deterioration which may be corrected by re-taping 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.

Hydraulic Passenger Elevators

Minimum expected periodic servicing, checking oiling, and adjustments:

- **Every two weeks**: Ride the car and observe operation; adjust in tank with car at top.

- **Every 13 weeks**: Check adjustment of car doors and door operator - adjust if needed; check landing switches; check guide lubricators and lubricate.

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

- **Every 52 weeks**: Clean, oil and adjust all hoist-way doors, check all control switches car and corridor stations. Check and make sure that all electrical connections are tight.

- **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.

Doors and operation - Frequency of inspection and adjustment briefly covered above;

- **Car and hoist-way doors**: Clean and lubricate track and hangers as needed. Check Back-plate 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 taunt 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 fastenings. Door interlocks 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.

- **Car Door Safety 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 and bulges. Control contact cable and retracting cable, where used, should be held clear of snagging other moving parts. Maintain car door kinetic energy and door pressure within ASME A17.1 Code Requirements at all times. Electronic door detectors are to be set to fault to the open position. Maintain door nudging within ASME A17.1 Code requirements.

- **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 closing. Closing time should be adjusted to the requirements of ASME A17.1 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.

Controls:

- **Regular inspection and adjustments as outlined in the above.** The effects of control fault can most easily be detected from individual 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 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 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 overloads 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.

Valve and power unit:

- **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 on a quarterly basis. In the event oil is discovered by seeping through the packing re-introduced, the contractor is to check for clarity.

- **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.

Cupped Equipment:

- **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 un-accessible wall lines in wall and ceiling are not an obligation of the contractor.

- **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.

- **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 sign or wear, deterioration or rough surfaces, new rollers should be installed to replace those removed.

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

Hydraulic freight elevators, sidewalk lifts

Minimum expected periodic service, check and adjustment:

- **Every four weeks**: Ride or move the unit while observing operation; adjusts as needed.

- **Every 13 weeks**: Check freight doors and their operation and adjustment.
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- **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.

- **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.

- **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.

- **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 for clarity.

- **Motor**: Check bearings for heating and lubrication every inspection. If the motor has a communicator, 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.

- **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, inaccessible wall lines in wall and ceiling are not the obligation of the contractor.

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

BID FORM

	LOCATION	FACILITY NAME	FIRM, FIXED MONTHLY PRICE	FIRM, FIXED ANNUAL PRICE	MAXIMUM ANNUAL PRICE	MAXIMUM ANNUAL PRICE
			PER MONTH	YEAR 1	FIRST RENEWAL OPTION	SECOND RENEWAL OPTION
				(7/1/2025 - 6/30/2026)	(7/1/2026 - 6/30/2027)	(7/1/2027 - 6/30/2028)
1	Natchitoches	Lee H. Nelson Hall (NCPTT) (Dover)	$	$	$	$
2	Natchitoches	Warren Easton Lab School (G.E. #065-2511)	$	$	$	$
3	Natchitoches	Russell Hall (Dover #200483)	$	$	$	$
4	Natchitoches	Russell Hall (Condor Chair Lift)	$	$	$	$
5	Natchitoches	Wellness, Recreation and Activity Center (Schindler)	$	$	$	$
6	Natchitoches	Harry "Rags" Turpin Football Stadium (Smart Rise)	$	$	$	$
7	Natchitoches	A.A. Fredericks Fine Arts (Dover #S13416)	$	$	$	$
8	Natchitoches	A.A. Fredericks Fine Arts (Freight - American)	$	$	$	$
9	Natchitoches	A.A. Fredericks Fine Arts (Orchestra Pit – Dover #161175)	$	$	$	$
10	Natchitoches	Creative and Performing Arts (Dover #S3400)	$	$	$	$
11	Natchitoches	Creative and Performing Arts (Dover #1389)	$	$	$	$

12	Natchitoches	Morrison Hall (Dover)	$	$	$	$
13	Natchitoches	Fournet Hall (Dover)	$	$	$	$
14	Natchitoches	Family and Consumer Sciences (Dover)	$	$	$	$
15	Natchitoches	Williamson Hall (Schindler)	$	$	$	$
16	Natchitoches	Student Services Center (Schindler)	$	$	$	$
17	Natchitoches	Sylvan Friedman Student Union (Schindler)	$	$	$	$
18	Natchitoches	John Kyser Hall (West -Otis)	$	$	$	$
19	Natchitoches	John Kyser Hall (East -Otis)	$	$	$	$
20	Natchitoches	Bienvenu Hall (SmartRise)	$	$	$	$
21	Natchitoches	Watson Library (1- Otis)	$	$	$	$
22	Natchitoches	Watson Library (2 - Otis)	$	$	$	$
23	Natchitoches	Watson Library (3 - Otis)	$	$	$	$
24	Shreveport	NSU Nursing (Warrington – Otis #40821)	$	$	$	$
25	Shreveport	NSU Nursing (Bldg. A – Otis #405172)	$	$	$	$
26	Shreveport	NSU Nursing (Bldg. B – Otis #653672)	$	$	$	$
27	Shreveport	NSU Nursing (Bldg. C) (1 – Otis #653671)	$	$	$	$
28	Shreveport	NSU Nursing (Bldg. C) (2 – Otis #65670)	$	$	$	$

29	Natchitoches	Caspari Hall (Schindler)	$	$	$	$
30	Natchitoches	Teacher Education A (Thyssenkrupp)	$	$	$	$
31	Natchitoches	Alost Hall **(New Construction 2025)** Two (2) Shindler elevators	$	$	$	$
		TOTAL ANNUAL PRICE		$	$	$
				YEAR 1	YEAR 2	YEAR 3

*****New Construction of Alost Hall Completing for ownership August, two (2) elevators under warranty not requiring service during FY 2025-2026*****

ELEVATOR ANNUAL COSTS

Elevator Costs Items # 1 - # 30: The Contract is to be awarded to the low bidder meeting specifications based on the total of Items # 1 – # 30 as outlined in table above.

Line Item #001 $_____ Firm, Fixed Annual Total Price for Items # 1 - # 30

Total Bid in Words:_____

POSSIBLE ADDITIONAL COST
START-UP COSTS

Start-Up Costs: The proposer shall provide a firm, fixed total start-up price for the elevator preventative maintenance and emergency repair services in accordance with the provisions and requirements of this Sealed Bid. All costs associated with start-up services shall be included in the stated price.

Line Item #002 $_____ Firm, Fixed Total Price

CODE DEFICIENCY REPAIR COSTS

Code Deficiency Repair Costs: The proposer shall state a firm total price for the code deficiency repairs. The proposer shall agree and understand that the total price shall remain firm and unchanged for the entire term of the contract.

Line Item #003: $_____ Firm, Fixed Total Price

HOURLY RATE CHARGE

The rates below are requested for information only – not a part of this bid award consideration.
NSU reserves the right to get quotes / bids from other sources for additional services / repairs.
These rates for services / repairs would be events outside the scope of the bid or quotation requested.

"Not to Exceed" Rates, for special called services and repairs:

1..	Regular working hours, not holidays (8-5, Monday-Friday)	$_____ per hour
2.	Overtime service / repair, outside regular hours	$ _____per hour
3.	Emergency Service (on site within 3 hours)	$_____per hour
4.	Per Mile Charge for travel if applicable	$_____per mile

FOOTBALL STAND-BY CHARGE

Football Stand-by Charge: The proposer shall state a firm unit price per football game. Minimum of six hours required for each game. Depending on Schedule, it will range between 5 and 6 home games each year.

Line Item #005: $_____ Firm, Fixed Football Stand-by per Game Charge

Acknowledges receipt of the following:

ADDENDA: No: _____Dated: _____No: _____Dated: _____
No: _____Dated: _____No: _____Dated: _____

APPENDIX "A"

PRICING SCHEDULES

Facility Maintenance Services: The Proposer shall provide a firm, fixed annual price for each facility location and for each year of the original contract period, and a maximum annual price for each potential renewal period for the provision of facilities maintenance services in accordance with the provisions and requirements of this Sealed Bid. All costs associated with providing the required services shall be included in the stated prices.

In addition to the stated firm, fixed annual prices, the Proposer shall provide a price for start-up costs for the Elevator Preventative Maintenance and Emergency Repair Services. Proposer shall provide a price for the Code Deficiency Repairs and a price for the On-Call Football Games Operations for Turpin Stadium.

APPENDIX "B"

BLANKET PERFORMANCE BOND

The successful vendor will be notified by letter to secure a Performance bond 100% equal to the contract sum, from 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 at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to ten 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 ten 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 fifteen 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.

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.

The bond must be received within twelve (12) working days from the date of notification.

If the bond is not received within this period of time, Northwestern State University reserves the right to award to the next acceptable low bidder, or to reject all bids and re-advertise, whichever is in the best interest of the State of Louisiana.

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Invitation to Bid (ITB), including any attachments.

OFFICIAL CONTACT: The University requests that the Bidder designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Official Contact Name: _____ Date: _____
Email Address: _____
Telephone Number: _____
Facsimile Number: _____

Bidder certifies that the above information is true and grants permission to the University to contact the above- named person or otherwise verify the information provided. By its submission of this Proposal and authorized signature below, Bidder certifies that:

1. The information contained in its response to this ITB is accurate.
2. Bidder complies with each of the mandatory requirements listed in the ITB and will meet or exceed the requirements specified therein.
3. Bidder agrees to provide all tasks, services, and deliverables listed in Scope of Services for the total cost stated on Bid Form;
4. Bidder accepts the procedures, evaluation criteria, mandatory contract terms, and all other administrative requirements set forth in this ITB.
5. Bidder confirms that its bid will be considered valid until award is made.
6. In making this bid, each Bidder represents that: They have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.
7. Bidder certifies, by signing and submitting a proposal for $25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov .)

Professional Job Title: _____

Official Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

SIGNATURE of Bidder's Authorized Representative: _____

(Signature MUST be HAND SIGNED and should be in Blue ink)

Date: _____

INDEMNIFICATION AGREEMENT

The _____{Contractor/Lessee} 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 _____{Contractor/Lessee}, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by _____ {Contractor/Lessee} 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/Lessee} 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. The State of Louisiana may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

Accepted by _____
Company Name

_____
Signature

_____
Title

Date Accepted _____

Is Certificate of Insurance Attached? _____Yes _____No

Contract No. _____ for _____
State Agency Name

PURPOSE OF CONTRACT:

_____

_____