

UNIVERSITY of NEW ORLEANS

INVITATION TO BID
YEARLY SERVICE CONTRACT

**ELEVATORS INSPECTION, TESTING, MAINTENANCE AND EMERGENCY
SERVICES & REPAIR**

(Upon Award for One Year – Renewable up to 4 Years)

Sealed Bid #BTB 2876

Bid Date: **SEPTEMBER 18, 2025**

Bid Time: 2:00 p.m.

Mandatory Pre-Bid Conference:

Date: **SEPTEMBER 8, 2025**

10:00 a.m. at the

Administration Building, Suite 112



THE UNIVERSITY *of*
NEW ORLEANS

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INVITATION TO BID
YEARLY SERVICE CONTRACT

**VERTICAL TRANSPORTATION (ELEVATORS) INSPECTION, TESTING, MAINTENANCE
AND EMERGENCY SERVICES & REPAIR**

(Upon Award for One Year – Renewable up to 4 Years)

PREPARED BY

UNIVERSITY OF NEW ORLEANS

PURCHASING OFFICE

Administration Annex Building Room 1004G

LAKEFRONT - NEW ORLEANS - LOUISIANA – 70148

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PURCHASING REPRESENTATIVE: Troy Bacino, Assistant Director
for Purchasing

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Date: August 20, 2025

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INSTRUCTIONS TO BIDDERS

UNIVERSITY of NEW ORLEANS

INSTRUCTIONS TO BIDDERS

ARTICLE 1

YEARLY SERVICE CONTRACT TITLE AND BID OPENING DATE & TIME

- 1.1 Yearly Service Contract Title: **VERTICAL TRANSPORTATION (ELEVATORS)
INSPECTION, TESTING, MAINTENANCE, AND
EMERGENCY REPAIR – MAIN & EAST CAMPUS**

Bid Opening Date & Time: **SEPTEMBER 18, 2025** at 2:00 p.m.

Location of Bid Opening:

University of New Orleans
Purchasing Office
Administration Annex, Room 1004G
New Orleans, Louisiana 70148

ARTICLE 2

BIDDER'S REPRESENTATION

- 2.1 Each Bidder by making his bid represents that:
- 2.1.1 He has read and understands the Bidding Documents and his bid is made in accordance therewith.
- 2.1.2 He has visited the site and has familiarized himself with the local conditions under which the work is to be performed.

The Bidder is advised to carefully consider all University physical features and activities and occupancies by faculty, staff and students, and to plan activities so as not to disrupt the normal operations and activities of the University except as expressly permitted by the University in writing. The Bidder shall be especially aware of existing electric, gas, water, telephone and/or other utilities and facilities which may be in the way of or adjacent to the Work, and shall take appropriate action to protect these utilities during the Work.

Every effort has been made to accurately show all pertinent surface and subsurface features accurately. For self-assurance, the Bidder may examine available drawings and documents related to University premises.

Such examinations may be made only in the offices of the University Facility Services as part of the Mandatory Pre-Bid Conference.

- 2.1.3 His bid is based solely upon the materials, systems and equipment described in the Bidding Documents as advertised and as modified by addenda.
- 2.1.4 His bid is not based on any verbal instructions contrary to the Bidding Documents and addenda.

- 2.2 The Bidder must be fully qualified under any State or local licensing law for Contractors in effect at the time and at the location of the work before submitting his bid. The Contractor shall be responsible for determining that all of his Sub-bidders or prospective Subcontractors are duly licensed in accordance with law.

ARTICLE 3

BIDDING DOCUMENTS

3.1 Copies

- 3.1.1 Complete Bidding Documents may be obtained from the University of New Orleans Purchasing Office.

The Bidding Documents consist of the Instructions to Bidders, the Bid Form, The Technical Specifications, the Drawings (if any) and all Addenda issued prior to bid opening.

These INSTRUCTIONS TO BIDDERS, including amendments and additions thereto, apply to each and every heading of the TECHNICAL SPECIFICATIONS with the same force as though repeated in full under each heading.

- 3.1.2 Complete sets of Bidding Documents shall be used in preparing bids; neither the University nor the Consultant assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

- 3.1.3 The University and/or its Consultant in making copies of the Bidding Documents available on the above terms, do so only for the purpose of obtaining bids on the work and do not confer a license or grant for any other use.

3.2 Inquiries and Interpretation or Correction of Bidding Documents

- 3.2.1 All inquiries regarding these specifications shall be asked at the Pre-Bid conference or sent to the University Representative with a copy to the Purchasing Representative, each as identified on the Title Page of this Specification. Inquiries must be received at least seven (7) days prior to bid opening.

- 3.2.2 Any interpretation, correction or change of the Bidding Documents will be made by addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes.

- 3.2.3 It shall be the Bidder's responsibility to make inquiry as to addenda issued. All issued addenda should be acknowledged on the Bid Form and shall become part of the Contract. Neither the University nor its Consultant(s) will be responsible for any explanation or interpretations of the Documents not covered by written, issued addenda.

The Bidder should acknowledge all issued addenda in the space provided on the Bid Form. Failure to acknowledge addenda may render the proposal informal and may cause its rejection.

3.3 Substitutions

3.3.1 Any materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.

3.3.2 No substitution will be considered unless written request for approval has been submitted by the Contractor and has been received by the University Representative prior to beginning work.

Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute including model numbers, drawings, cuts, performance and test data and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included.

It shall be the responsibility of the Contractor to include in his request all changes required to the work if the proposed substitute is used. Approval, if granted, is given contingent upon Contractor being responsible for any costs which may be necessary to modify the space or facilities needed to accommodate the materials and equipment approved.

3.3.3 If the University approves a proposed substitution, such approval will be set forth in writing. Contractor shall not rely upon approvals made in any other manner.

3.4 Addenda

3.4.1 Addenda will be mailed, delivered, electronically (email) sent or faxed to all Contractors in attendance at the mandatory Pre-Bid Conference or to all bidders if no mandatory Pre-Bid Conference is scheduled.

3.4.2 Copies of addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

3.4.3 Addenda shall not be issued within a period of three (3) working days prior to the time set for the opening of bids, excluding Saturdays, Sundays, and any other legal holidays; however, if the necessity arises to issue an addendum modifying plans and specifications within the three (3) working day period prior to the time for the opening of bids, then the opening of bids shall be extended exactly one week, without the requirement of re-advertising.

3.4.4 Each Bidder shall ascertain from the University of New Orleans Purchasing Office prior to submitting his bid that he has received all addenda issued, and he shall acknowledge their receipt on the Bid Form.

ARTICLE 4

BIDDING PROCEDURE

4.1 Form and Style of Bids

4.1.1 Bids shall be submitted on the forms provided by the University.

4.1.2 All blanks on the Bid Form shall be filled in by typewriter or manually in ink.

- 4.1.3 Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and figures, and in case of discrepancy between the two, the written words shall govern.
- 4.1.4 Any interlineation, alteration or erasure must be initialed by the signer of the bid or his authorized representative.
- 4.1.5 Bidder should make no additional stipulations on the Bid Form nor qualify his bid in any other manner.
- 4.1.6 The bid shall include the legal name of Bidder and the bid shall be signed by the person or persons legally authorized to bind the Bidder to a Contract. A bid submitted by an agency shall have a current Power of Attorney attached certifying agent's authority to bind Bidder.

In accordance with R.S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, and bid is accompanied by a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the University.

By signing this bid, the bidder certifies compliance with the above.

4.2 Submission of Bids

- 4.2.1 Bids shall be sealed in an envelope with the Bidding Documents and will be received until the time specified and at the place specified in these Bidding Documents. It shall be the specific responsibility of the Bidder to deliver his sealed bid to the University of New Orleans Purchasing Office at the appointed place and prior to the announced time for the opening of bids. Late delivery of a bid for any reason, including late delivery by United States Mail, or express delivery, shall disqualify the bid. The bid envelope shall be identified on the outside with the name of the project, and the address of the Bidder.
- 4.2.2 Bids shall be deposited at the designated location prior to the time on the date for receipt of bids indicated in these Bidding Documents, or any extension thereof made by addendum. Bids received after the time and date for receipt of bids will be returned unopened.
- 4.2.3 Bidder shall assume full responsibility for timely delivery at location designated for receipt of bids.
- 4.2.4 Oral, telephonic, telegraphic, electronic (email), or faxed bids are invalid and shall not receive consideration. The University shall not consider notations written on outside of bid envelope which have the effect of amending the bid. Written modifications enclosed in the bid envelope, and signed or initialed by the Contractor or his representative, shall be accepted.

4.3 Modification or Withdrawal of Bid

- 4.3.1 A bid may not be modified, withdrawn, or canceled by the Bidder for a period of thirty (30) calendar days for the period following the time and bid date designated for the receipt of bids, and Bidder so agrees in submitting his bid, except in accordance with R.S. 39:1594,F. which states, "Patent errors in bids or errors in bids supported by clear and convincing evidence may be corrected, or bids may be

withdrawn, if such correction or withdrawal does not prejudice other bidders, and such actions may be taken only to the extent permitted under regulations."

- 4.3.2 Prior to the time and date designated for receipt of bids, bids submitted early may be modified or withdrawn only by notice to the University of New Orleans Purchasing Office at the place and prior to the time designated for receipt of bids.
- 4.3.3 Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with these Instructions to Bidders.

ARTICLE 5

CONSIDERATION OF BIDS

5.1 Opening of Bids

- 5.1.1 The properly identified Bids received on time will be opened publicly and will be read aloud, and tabulation will be made available to Bidders.

5.2 Rejection of Bids

- 5.2.1 The University shall have the right to reject any or all bids and in particular to reject a bid not accompanied by any data required by the Bidding Documents or a bid in any way incomplete or irregular.

5.3 Acceptance of Bid

- 5.3.1 The Bid will be awarded on the basis of the lowest total cost as determined by the University.

ARTICLE 6

FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

6.1 Form to be Used

- 6.1.1 Form of the Contract to be used shall be furnished by the University of New Orleans Purchasing Office, in the form of a duly executed Purchase Order.

6.2 Discriminatory Practices

- 6.2.1 Discriminatory Practices: Both the University and the bidder shall abide by the requirements of Title VII of the Civil Rights Act of 1964, and shall not discriminate against employees or applicants due to race, color, religion, sex, handicap or national origin. Furthermore, both parties shall take affirmative action to provide for positive posture in employing and upgrading persons without regard to race, color, religion, sex, handicap, or national origin, and shall take affirmative action as provided in the Vietnam Era Veteran's Readjustment Act of 1974. Both parties shall abide by the requirements of Title VI of the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1974 to ensure that services are delivered without discrimination due to race, color national origin or handicap. Both parties shall comply with the requirements of the Americans with Disabilities Act of 1990 which bans discrimination in employment or in delivery of services on the basis of sexual orientation.

6.3 Affirmative Action/Non-Discrimination

6.3.1 If the amount of the Bid exceeds \$10,000 the successful Bidder shall be required to execute the Equal Employment Opportunity Clause and Assurance of non-discrimination prior to the University entering into a contract. These documents will be in accordance with Chapter 60 of the rules and regulations. Office of Federal Contract Compliance, Equal Opportunity, U.S. Department of Labor

6.4 Payments

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

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

6.4.3 All invoices should be submitted to the University's Office of Accounts Payable AND clearly indicate the Purchase Order Number assigned by the UNO Purchasing office. Invoices must be accompanied by a service ticket(s) or reference the service ticket(s) if the ticket(s) was already submitted to Facility Services. The service ticket must reference who requested the work, why the work was needed, and what work was performed. Lump sum invoices will not be processed. All work must be itemized and include a breakdown per the unit pricing and material markup, if applicable, per the bid.

6.5 Time

6.5.1 Contract Time: One (1) calendar year with the option to renew for four (4) twelve (12) month periods if mutually agreeable.

6.5.2 Escalation Clause

Prior to any renewal term, the contractor may request a price increase for that renewal term based on documented increase costs. The price increase may not be greater than the Consumer Price Index (All Urban Consumers, Current Series) average increase for the prior 12 months. The University reserves the right to approve or disapprove the price increase.

6.6 Termination

6.6.1 Termination for Cause

The University may terminate any contract entered into as a result of this ITB for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the University shall give the Contractor written notice specifying the Contractor's failure. If within Ten (10) days after receipt of such notice, the Contractor shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then the University may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the University to comply with the terms and conditions of the Contract; provided that the Contractor shall give the University written notice specifying the University's failure.

6.6.2 Termination for Convenience

The University may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for work performed (monthly charges to be prorated), to the extent work has been performed satisfactorily.

6.6.3 Implementation of Termination

The Contractor shall terminate all work under the Contract to the extent and on the date specified in the Notice of Termination or reduction of work and until such date shall, continue to perform all work required in the specification (and be compensated for such work.

In the event of termination or reduction in the scope of work by the University, the University shall pay the Contractor for all work satisfactorily performed up to the effective date of termination or reduction in the scope of work, in accordance with the prices included in Contractor's bid less all partial payments made on account prior to the effective date of termination or reduction in the scope of work.

Upon termination as above, the Contract Administrator shall make final determination of the amount due the Contractor for work performed.

6.6.4 Termination by the Contractor

If, for any reason, the Contractor desires to terminate the Contract, he may do so upon giving written notice of sixty (60) days to the University. In the event of termination by the Contractor, the Contractor shall be governed by the terms and conditions, and shall perform all work required by the specifications until the termination date.

6.7 Subcontractors

6.7.1 All subcontractors must be identified and approved in writing in advance by the University. Contractor shall promptly pay all laborers, materialmen, subcontractors and suppliers for work performed pursuant to this contract.

6.8 Fiscal Funding

6.8.1 The continuation of any agreement entered into as a result of this bid past the current fiscal year is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

ARTICLE 7

PRE-BID CONFERENCE

- 7.1 A Mandatory Pre-Bid Conference shall be held at the project site. Provisions for the site inspection are included as part of the Mandatory Pre-Bid Conference to be held in the Administration Building, Facility Services, Suite 112 at 10:00 A.M. on **SEPTEMBER 8, 2025**. The Mandatory Pre-Bid Conference shall also provide opportunity for a review of the Bidding Documents. The purpose of the Mandatory Pre-Bid Conference is to familiarize Bidders with the requirements of the Project and the intent of the Bidding Documents, and to receive comments and information from interested Bidders.
- 7.2 Any revision of the Bidding Documents made as a result of the Pre-Bid Conference shall not be valid unless included in an addendum issued in accordance with Paragraph 3.4.1 of the Instructions to Bidders.

ARTICLE 8

QUALIFICATIONS

- 8.1 Vendors/Contractors Bidding this contract shall have a minimum of three (3) full consecutive years as a provider of Building Elevator Services, and shall provide a list of clients (on page 34 of section 01000), minimum of (5), current and past, for whom these services have been performed during the previous three (3) years of the same type and control to those elevators specified in this bid.

The Contractor shall be licensed by the Louisiana State Licensing Board for Contractors under Specialties: Limited Specialty Services for Elevators, Dumbwaiters, and Escalators.

ARTICLE 9

INSURANCE

- 9.1 The Contractor, prior to commencing work, shall provide at his expense, proof of insurance coverage with insurance companies licensed in the State of Louisiana. Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-:VI.
- 9.2 Insurance requirements are set forth in "Exhibit A" of these documents.

ARTICLE 10

FEDERAL & STATE CLAUSES FOR CONTRACTS

- 10.1 Federal clauses, if applicable
- 10.1.1 Anti-Kickback Clause: The contractor hereby agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.
- 10.1.2 Clean Air Act: For contracts over \$150,000, the contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities.

- 10.1.3 Energy Policy and Conservation Act: The contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issues in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
- 10.1.4 Clean Water Act: For contracts over \$150,000, the contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.
- 10.1.5 Anti-Lobbying and Debarment Act: The contractor will be expected to comply with federal statutes in the Anti-Lobbying Act and the Debarment Act.
- 10.2 Prohibition of discriminatory boycotts of Israel in accordance with LA R.S. 39:1602.1, the following applies to any bid with a value of \$100,000 or more and to vendors with five or more employees: by submitting a response to this solicitation, the bidder or proposer certifies and agrees that the following information is correct: in preparing its response, the bidder or proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israel-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The bidder has also not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.
- 10.3 Certification of no federal suspension or debarment: By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in "audit requirements in subpart F of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards" (formerly OMB Circular A-133).
- A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.
- 10.4 In accordance with Louisiana law, all corporations (see LA R.S. 12:262.1) and limited liability companies (see LA R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a purchase order and/or contract over \$25,000.

*****EXHIBIT A*****
INSURANCE AND INDEMNIFICATION

Before commencing work, the other party (vendor/contractor and or subcontractor) shall obtain at its own cost and expense the following insurance in insurance companies authorized in the State, with an A.M. Best rating of A-:VI or better and shall provide evidence of such insurance to the University of New Orleans. The policies or certificates thereof, shall provide that thirty days prior to cancellation notices of same shall be given to the University of New Orleans by registered mail, return receipt requested, for all of the following stated insurance policies. All notices shall name the contractor and identify the agreement or contract number.

- A. Worker's Compensation - Statutory - in compliance with the Compensation law of the State. Exception: Employers Liability is to be \$1,000,000 when work is to be over water and involves maritime exposure. (A.M. Best's rating requirement mentioned above is waived of workers compensation coverage only.)
- B. Commercial General Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage. This insurance shall show on the certificate of insurance which of the following coverages is not included in the policy, if any:
 - 1. Premises - Operations
 - 2. Broad Form Contractual Liability
 - 3. Products and Completed Operations
 - 4. Use of Contractors and Subcontractors
 - 5. Personal Injury
 - 6. Broad Form Property Damage
 - 7. Explosion, Collapse, and Underground (XCU) Coverage
- C. Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage unless otherwise indicated in the contract specifications. This insurance shall include for bodily injury and property damage the following coverages:
 - 1. Owned automobiles
 - 2. Hired automobiles
 - 3. Non-owned automobiles

Note: If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized in the execution of the contract, then automobile coverage is not required.

Location of operation shall be "All Locations".

- D. Other Party's Professional Liability. The other party shall provide such insurance. (Minimum limits of \$1,000,000). Required in the "Special Conditions" of the contract specification.
- E. If at any time any of the policies shall become unsatisfactory to the University of New Orleans as to form or substance, or if a company issuing any such policy shall become unsatisfactory to the University of New Orleans, the other party shall obtain a new policy, submit the same to the University of New Orleans for approval and submit a certificate of insurance as required. Upon failure of the other party to furnish, deliver and maintain such insurance as above provided, this contract at the election of the University of New Orleans may be forthwith declared suspended, discontinued or terminated. Failure of the other party to take out and/or maintain any required insurance, shall not relieve the other party from any liability

*****EXHIBIT A*****
INSURANCE AND INDEMNIFICATION

under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the other party concerning indemnification.

- F. All policies and certificates of insurance of the other party shall reflect the following:
1. The other party's insurer will have no right of recovery or subrogation against the University of New Orleans, it being the intention of the parties that the insurance policies so affected shall protect both parties and the primary coverage for any and all losses covered by the described insurance.
 2. The University of New Orleans shall be named as an "additional insured" as regards negligence by the contractor. (ISO Form CG 20 10 11 85).
 3. The insurance companies issuing the policy or policies shall have no recourse against the University of New Orleans for payment of any premiums or for assessments under any form of policy.
- G. The following Indemnification Agreement shall be, and is hereby, a provision of the contract:
- The other party agrees to protect, defend, indemnify, save and hold harmless the University of New Orleans, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss of destruction of any property which may occur or in any way grow out of any act or omission of the other party, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the other party as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of negligence of the University of New Orleans, its agents, representatives, and/or employees. The other party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.
- H. Any and all deductibles in the below described insurance policies shall be assumed by and be for the amount of, and at the sole risk of the other party.
- I. The insurance companies issuing the policy or policies shall have no recourse against the University of New Orleans for payment of any premiums or for assessments under any form of policy.
- J. All property losses shall be made payable to and adjusted with the University of New Orleans.
- K. Neither the acceptance of the completed work nor payment therefor shall release the contractor/subcontractor from his obligations from the insurance requirements or indemnification agreement.
- L. Additional insurance may be required on an individual basis for extra hazardous contracts and specific service agreements. If such additional insurance is required for a specific contract, that requirement will be described in the "Special Conditions" of the contract specifications.
- M. If any of the Property and Casualty insurance requirements (Exhibit A of B) are not complied with at their renewal dates, payments to the contractor/subcontractor may be withheld until

INSURANCE AND INDEMNIFICATION

those requirements have been met, or at the option of the University of New Orleans, the University of New Orleans may pay the Renewal Premium and withhold such payments from any monies due the contractor/subcontractor.

INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor shall procure and maintain for the duration of the 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 hereunder by the contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the contractor's bid.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001). **"Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause".**
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability and endorsement CA 0025 or CA 0001 12 90. The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Worker's Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the University of New Orleans. At the option of the University of New Orleans, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the University of New Orleans, its officers, officials, employees and volunteers; or the contractor

*****EXHIBIT A*****
INSURANCE AND INDEMNIFICATION

shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. 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 University of New Orleans, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the contractor, premises owned, occupied or used by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the University of New Orleans, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an Insured" automatically provides liability coverage in favor of the State of Louisiana.
- b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the University of New Orleans, its officers, officials, employees, Boards and Commissions or volunteers.
- c. The contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the University of New Orleans, its officers, officials, employees and volunteers for losses arising from work performed by the contractor for the University of New Orleans.

3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the University of New Orleans.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of no less than A-:VI. This requirement will be waived for worker' compensation coverage only.

F. VERIFICATION OF COVERAGE

Contractor shall furnish the University of New Orleans with certificates of insurance affecting coverage required by this clause. 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 University of New Orleans before work commences. The

*****EXHIBIT A*****

INSURANCE AND INDEMNIFICATION

University of New Orleans reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

INDEMNIFICATION AGREEMENT

The _____ agrees to protect, defend, indemnify, save, and hold harmless the
{Contractor/Subcontractor/Lessee/Supplier}

State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, 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 _____, its agents, servants, and
{Contractor/Subcontractor/Lessee/Supplier}

employees, or any and all costs, expenses and/or attorney fees incurred by

_____ as a result of any claims, demands, and/or causes of action except
{Contractor/Subcontractor/Lessee/Supplier}

those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees.

_____ agrees to investigate, handle, respond to, provide defense for and
{Contractor/Subcontractor/Lessee/Supplier}

defend any such claims, demands, or suits at its sole expense and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false or fraudulent.

Accepted by _____
Company Name

Signature

Title

Date Accepted _____

Is Certificate of Insurance Attached? _____ Yes _____ No

Contract No. _____ for _____
State Agency Number and Name

PURPOSE OF CONTRACT: _____

BID FORM

BID DATE:_____

TO: The University of New Orleans
Purchasing Office
Administration Annex, Room 1004G
New Orleans, Louisiana 70148-0001

PROPOSAL FOR: **YSC 5299 -ELEVATORS INSPECTION, TESTING, MAINTENANCE AND
EMERGENCY SERVICES & REPAIR**

Sealed Bid Number **BTB 2876**

THE BIDDER: _____

acknowledges receipt of the following

ADDENDA: No.____Dated:_____No.____Dated:_____
No.____Dated:_____No.____Dated:_____

THE BIDDER: hereby declares and represents that he; a) has carefully examined the Bidding Documents, b) has a clear understanding of the Bidding Documents, c) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, d) 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 under this contract, all in accordance with the Bidding Documents as prepared by the University Purchasing Office and Facility Services.

REJECTION OF BIDS: The Bidder understands that the University reserves the right to reject any or all bids for just cause.

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. 39:1594,F. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

NAME OF BIDDER: _____

BY: _____
(signature)

(typed or printed)

TITLE: _____

ADDRESS: _____

DATED: _____

TELEPHONE NO: () _____

FAX NO: () _____

E-MAIL _____

**VERTICAL TRANSPORTATION (ELEVATORS) INSPECTION, TESTING, MAINTENANCE,
AND EMERGENCY REPAIR
BID TABULATION/BREAKDOWN SHEET**

The bidder shall provide a firm, fixed annual maintenance cost for each elevator location based on all of the maintenance services required in accordance with the provisions of this contract. Price per month is per elevator for the building. In the event an elevator is deleted from service, the price per month will be deducted based on remaining months in annual contract.

UNIT	BUILDING	TYPE	PRICE PER MONTH	ANNUAL MAINTENANCE COST
1	Administration	Hydraulic	\$ _____	\$ _____
2	Administration Annex	Hydraulic	\$ _____	\$ _____
3	Alumni Center (Homer Hitt)	Hydraulic	\$ _____	\$ _____
4	Baseball Stadium (Maestri Field)	Hydraulic	\$ _____	\$ _____
5	Biology	Hydraulic	\$ _____	\$ _____
6	Chemical Science Annex	Hydraulic	\$ _____	\$ _____
7	Chemical Science Annex	Hydraulic	\$ _____	\$ _____
8	Coastal Education & Research Center (CERF) – Off Campus Bldg.	Inclinators Drum	\$ _____	\$ _____
9	Computer Center	Hydraulic	\$ _____	\$ _____
10	Education	Hydraulic	\$ _____	\$ _____
11	Engineering	Traction	\$ _____	\$ _____
12	Engineering	Traction	\$ _____	\$ _____
13	Engineering	Traction	\$ _____	\$ _____
14	Engineering	Traction	\$ _____	\$ _____
15	Engineering	Traction	\$ _____	\$ _____
16	Geology & Psychology (G&P)	Hydraulic	\$ _____	\$ _____
17	Human Performance Center (HPC)	Hydraulic	\$ _____	\$ _____
18	Kirschman Hall	Hydraulic	\$ _____	\$ _____

19	Kirschman Hall	Hydraulic	\$ _____	\$ _____
20	Lakefront Arena	Hydraulic	\$ _____	\$ _____
21	Lakefront Arena – Loading Dock	Hydraulic	\$ _____	\$ _____
22	Liberal Arts	Hydraulic	\$ _____	\$ _____
23	Library (Earl K. Long)	Traction	\$ _____	\$ _____
24	Library (Earl K. Long)	Traction	\$ _____	\$ _____
25	Library (Earl K. Long)	Traction	\$ _____	\$ _____
26	Library (Earl K. Long)	Traction	\$ _____	\$ _____
27	Math	Hydraulic	\$ _____	\$ _____
28	Milneburg	Hydraulic	\$ _____	\$ _____
29	Performing Arts Center	Hydraulic	\$ _____	\$ _____
30	Pontchartrain Hall North 1	Hydraulic	\$ _____	\$ _____
31	Pontchartrain Hall North 2	Hydraulic	\$ _____	\$ _____
32	Pontchartrain Hall South 1	Hydraulic	\$ _____	\$ _____
33	Pontchartrain Hall South 2	Hydraulic	\$ _____	\$ _____
34	Recreation & Fitness Center	Hydraulic	\$ _____	\$ _____
35	Science	Hydraulic	\$ _____	\$ _____
36	Oliver St. Pe' (TRAC)	Hydraulic	\$ _____	\$ _____
37	Oliver St. Pe' (TRAC)	Hydraulic	\$ _____	\$ _____
38	University Center Kitchen	Hydraulic	\$ _____	\$ _____
39	University Center Lobby	Hydraulic	\$ _____	\$ _____

The bidder shall provide additional labor and material rates schedule below

Additional Labor and Material Rates Schedule.

This is for additional authorized work that may be requested by the University that falls outside of the scope of this Yearly Service Contract. The contractor agrees to quote a rate which is inclusive of all mileage and/or other incidentals. The contractor shall provide a proposal to the University Representative for approval before any additional work begins

Hourly Labor Rates

ITEM NO.	DESCRIPTION	UNIT	RATE		
			STRAIGHT	OVERTIME	HOLIDAY
1	Mechanic	\$/HR			
2	Helper	\$/HR			

Note 1: **OVERTIME RATE** will be used for work done outside of the hours of 7:30 am – 4:30 pm Monday through Friday. Must be requested by the University Representative.

Note 2: **HOLIDAY RATE** will be used if work is done on any recognized State or Federal Holiday. The rate is allowable and does not depend if UNO is open or closed on these recognized Holidays. Must be requested by the University Representative.

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

3. Parts/Materials Cost: % Less MSRP (List) price _____%

Note 4: Contractor is required to show cost breakdown for parts/materials.

Note 5: The % off MSRP list price is the same for all parts/materials, regardless of where the parts/materials are procured from

4. Materials Cost that do not have a MSRP: Cost plus a _____% percentage of cost

Note 6: This will only be used for materials where an MSRP cannot be established.

Note 7: The University reserves the right to procure any part/materials and provide them to the contractor.

Example format to be used for pricing of materials:

Qty. Description MSRP(\$) Discount(%) Total/ea.(\$) Extended Total(\$)

AWARD MODEL for YSC 5299, BTB 2876

85% - Elevator Maintenance, Repair & Testing

Additional Work - Mechanic/Helper – 4% Straight Time; 4% Overtime; 2% Holiday

Material Cost – 5% of total using \$2,500 as constant

REFERENCE FORM

BIDDER TO COMPLETE (ensure for each reference listed all blanks are complete).

<hr/> <div>(Company Name)</div>	<hr/> <div>(Contract Administrator)</div>
<hr/> <div>(Address)</div>	<hr/> <div>(Phone Number)</div>
<hr/>	<hr/> <div>(Facility)</div>

<hr/> <div>(Company Name)</div>	<hr/> <div>(Contract Administrator)</div>
<hr/> <div>(Address)</div>	<hr/> <div>(Phone Number)</div>
<hr/>	<hr/> <div>(Facility)</div>

<hr/> <div>(Company Name)</div>	<hr/> <div>(Contract Administrator)</div>
<hr/> <div>(Address)</div>	<hr/> <div>(Phone Number)</div>
<hr/>	<hr/> <div>(Facility)</div>

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<hr/> <div>(Address)</div>	<hr/> <div>(Phone Number)</div>
<hr/>	<hr/> <div>(Facility)</div>

<hr/> <div>(Company Name)</div>	<hr/> <div>(Contract Administrator)</div>
<hr/> <div>(Address)</div>	<hr/> <div>(Phone Number)</div>
<hr/>	<hr/> <div>(Facility)</div>

APPENDIX A
UNIVERSITY OF NEW ORLEANS ELEVATOR LIST

BUILDING NAME	TYPE	OEM	Serial Number
ADMINISTRATION	Hydraulic	Millar Passenger	US3409S8
ADMINISTRATION ANNEX	Hydraulic	Southeastern Passenger	US340960
ALUMNI BLDG	Hydraulic	Otis Passenger	US340961
BASEBALL STADIUM	Hydraulic	TKE Passenger	US340964
BIOLOGY	Hydraulic	ESCO Passenger	US34096S
CHEMICAL SCIENCE ANNEX.	Hydraulic	Otis Passenger	US340966
CHEMICAL SCIENCE ANNEX	Hydraulic	Otis Passenger	US340967
COASTAL EDUCATION & RESEARCH	Hydraulic	Inclinotor Drum	US340968
COMPUTER CENTER	Hydraulic	ESCO Passenger	US340970
EDUCATION	Hydraulic	ESCO Passenger	US340971
ENGINEERING	Traction	ESCO Passenger	US340972
ENGINEERING	Traction	ESCO Passenger	US340973
ENGINEERING	Traction	ESCO Passenger	US340974
ENGINEERING	Traction	ESCO Passenger	US340975
ENGINEERING	Traction	ESCO Passenger	US340976
GEOLOGY & PSYCHOLOGY	Hydraulic	ESCO Passenger	US340977
HUMAN PERFORMANCE CENTER	Hydraulic	Dover Passenger	US340979
KIRSCHMAN HALL	Hydraulic	Otis Passenger	US340980
KIRSCHMAN HALL	Hydraulic	Otis Passenger	US340982
LAKEFRONT ARENA	Hydraulic	Dover Passenger	US340983
LAKEFRONT ARENA LOADING DOCK	Hydraulic	ESCO Service	US340984
LIBERAL ARTS	Hydraulic	MCE Passenger	US340985
LIBRARY	Traction	Otis Passenger	US340986
LIBRARY	Traction	Otis Passenger	US340987
LIBRARY	Traction	Montgomery Service	US340988
LIBRARY	Traction	Otis Passenger	US4S8929
MATH	Hydraulic	Dover Passenger	US340989
MILNEBURG HALL	Hydraulic	Thyssen-Krupp Passenger	US340990
PERFORMING ARTS CENTER	Hydraulic	ESCO Passenger	US340"991
PONTCHATRAIN HALL NORTH 1	Hydraulic	TKE Passenger	US34099Z
PONTCHATRAIN HALL NORTH 2	Hydraulic	TKE Passenger	US340993
PO"NTCHATRAIN HALL SOUTH 1	Hydraulic	TKE Passenger	US340994
PONTCHATRAIN HALL SOUTH 2	Hydraulic	TKE Passenger	US34099S
RECREATION & FITNESS CENTER	Hydraulic	Dover Passenger	US340996
SCIENCE	Hydraulic	Millar Passenger	US340997
OLIVER ST. PE' (TRAC)	Hydraulic	Pixel Passenger	US340998
OLIVER ST. PE' (TRAC)	Hydraulic	Pixel Passenger	US340999
UNIVERSITY CENTER KITCHEN	Hydraulic	ESCO Service	US341000
UNIVERSITY CENTER LOBBY	Hydraulic	ESCO Passenger	U5341001

APPENDIX "B"

Acknowledgments and Financial Penalty Schedule

Acknowledgments

Contractor is satisfied that a governor and safety test was made on the (Date)
_____ by (Contractor)
_____ within the past twelve (12) months
and therefore contractor assumes the liability for operation of the governor and
safety devices of these elevators throughout the term of this contract.

Financial Penalty Schedule

If and when deemed necessary University of New Orleans reserves the right to assess a financial penalty against the Contractor for violation of contract requirements. The financial penalty will be assessed at a rate of \$250.00 per hour, not to exceed 8 hours per day, for each chargeable offense.

_____ (Initial and date as acknowledgment)

APPENDIX "C"

ENGINEERING RESPONSIBILITY

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

Engineering Responsibility

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

Name of Engineering Group and/or Firm _____

Address _____

City of _____ State of _____

Signature _____

(Licensed Professional Electrical Engineer)

Title _____

Registration Number: _____

Notary

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

The contractor's engineering department may make application with the Louisiana Professional Engineering and Land Surveying Board, 9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809-1433. The Department understands there will be a waiting period of approximately 60 days to process the application.

APPENDIX "D"

AFFIDAVIT OF QUALIFICATIONS

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

Building Name Address

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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

1. _____
2. _____
3. _____
4. _____

Date Signed _____ By Title _____

APPENDIX "E"

CONTRACTOR'S DISCLOSURE FORM

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

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

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

I (we) do ___do not___(choose one) claim to meet the specifications of the Small Entrepreneurship (Hudson Initiative) Program.

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

As a representative of _____I have inspected all elevators described in the bid and am familiar with each elevator and their current condition. I further state that:

- _____certify that we have a source for supplies and materials required to maintain the elevators as specified in the bid specifications.
- _____certify that we have access for all manuals, tools and test protocols to maintain the elevators or that at our sole cost will sub-contract to a company that does. Sub- contracting does not relieve of maintenance, testing or repair requirements of the Contract, nor does it relieve us of response time and equipment availability specified in bid documents.

Contractor: _____

License No.:_____

By: _____

Title:_____

Date: _____

We acknowledge the following addenda 1.____2.____3.____4.____5.____6.____7.____8.____

TECHNICAL SPECIFICATIONS

UNIVERSITY of NEW ORLEANS

SECTION 01000

GENERAL ELEVATOR MAINTENANCE CONDITIONS

The general conditions of these Specifications, including amendments and additions thereto, apply to each and every heading included in these Specifications with the same force as though repeated in full under each heading respectively.

1.01 GENERAL REQUIREMENTS

The scope of services contained within this manual both outline and define the various requirements for Bidders to provide maintenance and repair for the elevator equipment herein described. These services are broad and comprehensive in nature; the Contractor will be responsible for all corrective maintenance scheduled or unscheduled **(including pre-existing conditions)** and repair services along with their associated costs.

The Contractor shall observe, perform, and comply with or require compliance with all governmental laws, ordinances, A17.1 rules and regulations of the United States and the State of Louisiana, which in any manner may affect the providing of services required as outlined in this contract.

The Office of Risk Management provides elevator inspection reports for all University elevators. It is the responsibility of each Contractor to obtain and review all inspection reports from the University for the most current elevator inspections and contractor deficiencies.

The Contractor will also be responsible for all costs (management, labor, materials, travel, etc.) associated with the preventive/scheduled maintenance (including but not limited to maintenance certifications, inspections, tests, etc.). The Contractor shall develop and implement an effective, consistent and documented Preventive/Scheduled Maintenance (PM) program that targets system performance, life-cycle sustainability, efficient cost management and safety. This PM program will be submitted to and approved by University of New Orleans. The University will monitor the performance of the Contractor's PM program on a regular basis. All planned preventive maintenance work performed under these specifications shall be performed during regular working hours on regular working days, 7:30am to 4:30pm Monday thru Friday.

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

The Contractor's employees and representatives shall wear a standard company uniform that clearly identifies the individual as an employee of the Contractor. Uniforms shall be clean, consistent in appearance, and have the Contractor's name or logo displayed both prominently and clearly.

Contract Time: Will be for one (1) calendar year with the option if to renew for four (4) consecutive twelve (12) month periods if mutually agreeable.

Provide the labor, equipment and supervision necessary and reasonably incidental to this task, all in accordance with these Specifications.

If materials other than those specifically listed in the ITB are required to complete any work requested by the University, the contractor shall prepare a list of these materials along with pricing for approval by the University representative. If these materials are incidentals (total value less than \$50), or are items which will not be required on a repetitive basis and their total cost is less than the competitive thresholds specified in the most current Executive Order for Small Purchase Procedures, the University may choose to purchase the items from the contractor at the quoted prices. If the items not specifically listed in the ITB exceed the Executive Order's competitive threshold, the required competition must be secured by the University.

Through the duration of this contract, the University reserves the right to add or delete buildings or services and or modify the regular working hours scheduled stated in this ITB as deemed necessary.

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

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

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

Vendor may contact David Roach at (504)280-6869 to schedule inspection.

1.02 CONTRACTOR QUALIFICATIONS

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

The Contractor and their managing staff 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 ITB. List specific references for (3) three contacts, showing company name and the names of their representatives in which, such elevators are being maintained.

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

The Contractor and their managing staff shall use trained technicians directly employed and supervised by their company. Maintenance personnel will be trained on and shall be fully qualified to keep the equipment, specific to the contract location, properly adjusted, and they will use all reasonable care to maintain the elevator equipment in proper and safe operating condition. This requirement shall cover all contractual obligations including routine preventive maintenance, straight time and overtime callback service and repair, if requested. See Specification Section 14000 for documentation required for verification of technician qualifications.

If, during the term of the contract, the Contractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to the University for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's bid. Under no condition will any work specified herein be subcontracted without University of New Orleans' prior written approval.

Contractor's Disclosure to be submitted with bid, see Attachment

OSFM License

The Contractors and its mechanics shall be licensed by the Louisiana Office of State Fire Marshal (OSFM) in accordance with LA R.S. 40:1664.1 et seq. The Bidder should include a copy of their license with their bid. Any bidder who fails to include a copy of the license with their bid must provide a copy to the University of New Orleans Purchasing Department within ten (10) business days of a written request. Failure to do so shall result in the rejection of their bid.

1.03 GENERAL SPECIFICATIONS

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

- A. The work to be performed by the Contractor under these specifications listed herein shall consist of furnishing all necessary supplies, materials, parts, tools, proprietary testing equipment, mileage, labor and supervision to provide full maintenance and repair services, including inspections, adjustments and test and replacement of parts as herein specified for all elevators and equipment covered under these specifications, as listed. All parts and materials shall be of a good quality.
- B. All existing items and/or equipment installed or attached to any part of the building elevator (including control devices) are the property of the University and any new and/or necessary equipment added to the existing elevator immediately become property of the University. These items are not to be removed by any contractor under any circumstance unless the University grants written approval. Any deletion of equipment without the University's approval will result in the contractor immediately reinstalling the equipment at their cost.
- C. The Contractor shall utilize only personnel that qualify according to the terms described in this project manual. The University reserves the right to request the replacement of any personnel deemed to be unsatisfactory.
- D. The Contractor shall ensure supervision of their maintenance and service personnel by providing a mandatory semi-annual inspection by the Contractor's maintenance staff. A

University Facility Services representative must also be present at each semi-annual inspection.

- E. The Contractor will be required to be present during each quarterly State Inspection. Failure to attend the quarterly State Inspections will result in a financial penalty equal to the number of inspection hours missed and/or cancellation of the contract.
- F. The Contractor will be required to make corrections as needed, complete on-site certificates, and submit test reports to the University for its use in filing and obtaining operating certificates.
- G. The Contractor will be expected to perform repairs as may be necessary outside of the usual preventative maintenance duties. Contractor will prepare an estimate for repairs that are not covered within the project manual. Repairs not covered by the project manual will not be performed until written permission is received from University of New Orleans.
- H. The Contractor must comply with all local and State laws, rules and regulations, specifically including those related to elevator maintenance.
- I. All University elevator keys will be monitored by the University Facility Services Quality Control Manager. Elevator keys will be kept at the University Facility Services Office. The Contractor will be required to sign out keys from the Facility Services Office prior to performing any work on Campus during normal business hours. Before leaving campus all University elevator keys must be returned to the University Facility Services Office. Under no circumstances do University keys leave the campus. If work is completed and or performed outside of normal Facility Services working hours, keys are to be signed out from and or returned to the University Campus Police Station.
- J. Contractor shall be responsible for giving immediate notice to the University Representative of any conditions which it discovers that may present a hazard to either the equipment or passengers.
- K. Written approval is required from the University prior to installing any necessary equipment.
- L. No proprietary parts or equipment shall be installed in or on any elevator or elevator equipment without written authorization from the University Representative. If proprietary parts or equipment are approved, all items, including software, special tools, equipment, documentation, etc. shall be issued to the University and become the property of the University at no additional cost.
- M. Contractor must contact and inform the University 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).*
- N. Contractor will be expected to perform repairs as may be necessary outside of the scope of these specifications. The Contractor will be responsible for all deficiency repairs found during all inspections. Contractor will prepare an estimate for repairs that are not covered within these specifications. No repairs will be performed until written permission is received from the University.

- O. Preventative maintenance will typically be performed at least once every 30 days and during the normal working hours defined as Monday–Friday; 7:30 a.m. to 4:30 p.m.
- P. The time of day that each elevator can be shut down for routine maintenance shall be scheduled with the University in advance to minimize the disruption caused by the elevator being out of service.
- Q. If for any reason an elevator should be taken out of service, the Contractor shall notify the University Facility Services representative when the elevator will need to be 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 post signage, on all floors, to inform tenants of elevator outage.
- R. Any elevator taken out of service by the Contractor without prior University Facility Services representative approval will result in a financial penalty equal to \$250 for each hour that the elevator is taken out of service.
- S. 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.
- T. The Contractor shall be responsible for notifying the University Facility Services representative in writing, of the existence or 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 project manual. The Contractor is mandated to furnish the University with a written estimate for the cost to correct any such defects, and the University shall make the final determination concerning the responsibility for such defects, corrections or repairs. Should the Contractor and the University not agree, the Contractor at Contractor's sole expense must provide documentation from a licensed and independent elevator professional that conditions cited are valid and the responsibility of the University. The University may obtain its own consultant.

1.04 SPECIAL CONDITIONS

The BTB number of this bid should be referenced on all correspondence to the University of New Orleans Purchasing Department and Facility Services, and to the Office of State Buildings.

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

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

If any problems occur or questions arise concerning the "original manufacturers parts" or "equal" it shall be the responsibility of the contractor to provide such verification as may be requested by the University of New Orleans. See "Clarifications".

See "Section H, Clarifications" on page eleven (13) of Specification Section 14000.

1.05 DOCUMENTATION, RECORDS AND NOTIFICATION OF ACTIVITIES

- A. The Contractor is required to document all preventative maintenance tasks and repair work performed. The Contractor shall maintain a complete, orderly and chronological file, including drawings, parts lists specifications and copies of all prepared reports for each elevator Failure to document required maintenance shall be grounds for assessment of financial penalties and or cancellation of contract.
- B. Maintenance Log - An elevator maintenance log sheet shall be kept in each elevator equipment room. These log sheets must be signed and dated each and every time any maintenance, inspection, or repair work is performed on the related elevator. Failure to update and maintain maintenance logs shall be grounds for assessment of financial penalties for each offense.
- C. Website - The Contractor shall maintain a website which will allow all records to be reviewed or downloaded, on a monthly basis, by the Office of State Buildings, University and all parties requiring information concerning State owned elevators. Minimum requirements for information accessible on website shall be the name of building, preventative maintenance schedule, type of elevator, manufacturer, machine type, roping, year installed, contract speed, actual up and down, capacity, safety type, governor type, control type, operation, stops, openings and a maintenance log showing all callbacks, repairs and routine maintenance and corrective measures taken to eliminate difficulties encountered. The website should be secured with a user I.D. and password. Contractor shall take all reasonable precautions to maintain the security of the site.
- D. Service Tickets - The Contractor is mandated to have all service and repair tickets signed by the University Facility Services representative for all repairs and service. The service information and signatures shall be uploaded and available at Contractor's website. Failure to have service tickets signed or providing a copy of signed service ticket shall be grounds for assessment of a financial penalty for work performed.
- E. Monthly Reports - The Contractor is mandated to maintain a complete Monthly written record of all activity that has occurred during the month including, but not limited to, names of employees that performed the work, elevator location, maintenance tasks, inspections, testing results, overall conditions, emergency callbacks, and replacement and repair work performed. Copies of this information shall be submitted to the University Facility Services representative by the 10th day of the following month after work has been performed. The monthly report should also be in electronic format so that it can be sent to the University Facility Services Director via e-mail.
- F. Quarterly Meetings - The Contractor is mandated to meet with the University on a quarterly basis, to discuss the maintenance program, repair schedules, call back reports and other issues. The monthly elevator reports will be used at the quarterly meetings for review and discussion of items of concern as determined by the University.

G. Failure to provide monthly reports and or maintenance documentation shall be grounds for assessment of a financial penalty.

H.

1.06 EQUIPMENT, WIRING AND CIRCUIT CHANGES

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 the University Facility Services representative. If changes are made, the Contractor is mandated to provide as-built drawing of the modifications.

All wiring diagrams and prints are the property of the University. 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. Prints and diagrams will not be removed from the premises without the written permission of the University Facility Services representative.

1.07 REPAIRS/CALLBACK SERVICES

The Contractor must make 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 failure to operate properly, the University, at its option, will notify the Contractor and request immediate repair services. **Normal response time for a callback service is to be no more than two (2) hours for on-site arrival.**

The Contractor shall provide **emergency callback service** for all elevators on a twenty-four (24) hour a day, seven days a week, 365 days a year basis. This emergency callback service shall include but not be limited to entrapments and or repairs to provide uninterrupted elevator service. **All entrapment calls must be responded to within 30 minutes.** The selected firm must have the ability to respond to all emergency service requests regardless of weather conditions. **Answering machines, voice mail or other automated services shall not be acceptable.**

If the Contractor fails to respond to a callback request within the stated response time the University reserves the right to employ another elevator contractor to perform the work. The accumulated costs of such expenditure will be billed to the contractor as a contractual obligation.

Failure to respond to a callback request within the stated time limits shall be grounds for assessment of a financial penalty.

The Contractor will be required to provide documentation records for all callback services. These records should include the following information: the name of the person making the callback request, the reason for the callback, repairs made and status of elevator after callback, date of callback, full name of the service technicians and/or repair personnel, and time spent onsite for callback service. Callback documentation shall be sent to the Physical Plant Director within 48 hours of callback service.

Call back services performed during normal business hours (Monday-Friday 7:30am – 4:30pm) are considered part of the regular maintenance contract. These services may not be billed separately. Only call back services performed outside of normal business hours may be billed separately.

The contractor will not be paid over-time rates for Service Calls and Entrapments outside the contractor's normal business hours when repairs ARE included under the yearly service maintenance contract. In other words, the contractor shall provide services 24 hours a day, 7 days

a week for services and items covered in the yearly service maintenance contract. However, the contractor will be paid over-time rates for Service Calls and Entrapments when such repairs are NOT included under the maintenance contract.

1.08 MAINTENANCE RESPONSIBILITY

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.

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

1.09 SAFETY INSPECTIONS AND TESTING

All service and repair work shall be performed in compliance with the most current version of the elevator code, not to include any mandated changes to the existing equipment or operation 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 the University. 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.

All inspections and tests are mandated to be conducted in the presence of the elevator inspector appointed by the State of Louisiana. Test and inspections shall be performed at intervals specified in the ASME Code or when designated by the elevator inspector appointed by the State of Louisiana. The Contractor must be present at all tests & inspections conducted by the State Inspector.

It will be the responsibility of the University and the State Inspector to schedule when these tests and inspections are performed. Once an inspection and test schedule is provided to the University, 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. After completion of the required safety test, the Contractor must submit a document to the University indicating the following information. The document may be the Contractor's standard form or the ASME Standard form:

- Type of test
- Name of organization performing the test
- Address of Facility being tested
- Elevator identification number
- Car capacity
- Speed
- Type of elevator
- Type of machine
- Manufacturer of Safety

- Type of Safety
- Indication that governor has been checked for proper tripping speed and that the over speed switch is functional
- Type, size and condition of the governor rope before and after the test
- Load at which safety was tested
- Speed at which governor tripped
- Length of marks on each guide rail made by safety laws
- Number of turns remaining on Drum
- Did car or counterweight set level?
- Did governor set satisfactorily?
- Was governor calibrated? At what speed?
- Was safety test satisfactory?
- At what speed and load were buffers tested?
- Was oil level satisfactory after test?
- Indicated plunger compression return time
- Indicate date test was performed
- Signature of individual performing tests
- Any additional remarks which are applicable
- Name of the elevator inspector & University representative witnessing the test
- 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.

The University reserves the right to make inspections and test as and when deemed advisable. If it is found that the elevators and/or 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 sixty (60) 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 sixty (60) days, or immediately as the case may be, the University may impose a financial penalty and or terminate the contract.

1.10 FIREMAN'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:

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.

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.

1.11 EMERGENCY PHONE OPERATION

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:

EMERGENCY PHONE OPERATION TESTING PROTOCOL:

Remove phone receiver from phone, wait for response from a University of New Orleans Campus Police representative. Once a response is received, inform the representative the 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 University of New Orleans Campus Police Department (504.280.6666). 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 the University Campus Police representative the elevator technician must notify the University Facility Services representative immediately of the emergency phone operation failure. The failure must be documented on that elevator's service ticket that will be signed at the end of the work day by a University representative.

1.12 MANDATORY SITE INVESTIGATION

It is required that prospective bidders visit the site to make measurements, review existing conditions, and if required, review the Building Plans on file in the Facility Services Office if the prospect warrants same. A thorough understanding of the project per these Technical Specifications and/or accompanying drawings is imperative. Opportunity for the site visit and inspection is provided under Article 7 of the "INFORMATION FOR BIDDERS.

1.13 REVIEW OF DOCUMENTS

The Contractor shall carefully study and compare the field conditions, Drawings and Specifications and shall at once report to the University Representative errors, inconsistencies or omissions discovered.

1.14 PROJECT MEETINGS

If called by the University Representative, a Pre-Service Conference between the Contractor, his on-site representative and the University Representative will be held in order to clarify and direct University policy and specific items of concern as pertain to the Contract. Progress meetings will be scheduled at the discretion of the University Representative.

1.15 COORDINATION

Coordinate service schedule with the University Representative so as not to interfere with the ongoing operation of the University. If for any reason, shut down of utilities is required on this project, it is imperative that the University Representative be consulted.

1.16 SUPERVISION

The Contractor shall provide consistent, capable supervision at all times during the work. Site Manager or company representative shall be available during normal working hours of 7:30 am to 4:30 pm.

1.17 SUBSTITUTIONS

Substitutions to specified materials require approval of the University Representative (see Instructions to Bidders: Article 3.3).

1.18 SUBMITTALS

Submit all required shop drawings, brochures and samples for review by the University Representative prior to ordering and/or installing materials. Equipment or material ordered and/or installed without review by the University Representative is subject to rejection.

Shop Drawings: Submit three (3) sets of shop drawings and one (1) will be returned.

Brochures, Cut Sheets, and Technical Data: Submit four (4) copies. Two (2) will be returned.

Samples: Submit one (1) each to be retained by the University.

1.19 CLEANUP

Daily, as it accumulates, remove from the work site, all rubbish, debris and unsalvageable material resulting from the work. Do not permit trash to accumulate. Do not use individual building dumpsters for trash disposal.

1.20 QUALITY ASSURANCE

Use new materials of quality acceptable to the University Representative and meeting all applicable regulations as pertain to this project.

Remove and replace all material delivered to site which, in the opinion of the Representative, does not meet specifications and quality.

The University expects quality workmanship and only those who are qualified to perform the tasks in their respective trades are acceptable. The term qualified above is understood to mean "Journeyman" skilled in their respective trades. Correct, at no expense to the University, any work performed which, in the opinion of the University Representative, is found unacceptable or not according to code. Corrections or incomplete work must be rectified within twenty-four (24) hours of notification

1.21 TRAFFIC CONTROL

Coordinate the schedule of delivery vehicles which will interfere with normal campus traffic. When deliveries are made from the street curb, provide sufficient properly attired and equipped flagmen to safely control and maintain the flow of traffic. It is the policy of the University of New Orleans to provide full access to all disabled individuals in all areas possible. Because of this commitment,

contractors, vendors or servicing agencies are cautioned to ensure that their staff is made aware of this commitment. When parking on the campus of this University, it shall be the responsibility of the contractor, vendor or servicing agency to ensure that no sidewalks or access ways are blocked at any time. If temporary blocking is required, the Contractor, shall assume the responsibility for the safe transit of all disabled persons.

1.22 PROTECTION

Protect adjacent buildings and building elements from damage during site work. Protect the site, including trees, shrubs, vegetation and lawn areas; where damage does occur, restore to original condition replacing damaged vegetation and lawn with equal size and species. Store construction materials with care; distribute the weight to not endanger the building structure.

1.23 SAFETY

Provide sufficient signs continuous barricades to identify the work site and restrict entry. Where necessary, equip barricades with warning lights for night use. Provide measures necessary to ensure and maintain security at the work site; protect from theft, vandalism, personal injury, and property damage. Erect and maintain temporary enclosures and barriers to prevent unauthorized access to the site. Provide fire protection equipment during the construction period, including not less than two (2) ten (10) pound capacity multipurpose A-B-C dry chemical extinguishers (10A:40BC). Where indicated on the Drawings, provide a temporary fence to isolate the construction site and restrict unauthorized entry. Use chain link fence material, 6'-0 minimum height, on steel or wood posts spaced a 6'-0 maximum and embedded 2'-6 minimum below existing grade; include personnel and/or equipment access gates. Coordinate fence installation with underground utilities - see 1.11; before installation, confirm fence location and layout with the University Representative.

1.14 WARRANTY

Warranty all workmanship and material for a period of one year from date of acceptance. During this period, the University will notify the Contractor of any discrepancy for prompt correction at no expense to the University. At the discretion and initiation of the University Representative, a one-year warranty review meeting with the Contractor will be held to review warranty items which remain incomplete.

1.15 TEMPORARY UTILITIES

The Contractor may use reasonable amounts of the utility services available to the site at no charge from the University. The University will not provide utility service beyond that existing. Coordinate tie-in and disconnect to the existing utilities with the University Representative. Locate temporary facilities so as not to interfere with the University's use of the Project site and/or surrounding areas. Relocate non-complying facilities at no expense to the University.

1.16 TEMPORARY SANITARY FACILITIES

Existing facilities in the building may be used by construction personnel during work on this project.

SECTION 14000

ELEVATOR MAINTENANCE TECHNICAL SPECIFICATIONS

The general conditions of these Specifications, including amendments and additions thereto, apply to each and every heading included in these Specifications with the same force as though repeated in full under each heading respectively.

SCOPE

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

The Office of Risk Management provides elevator inspection reports for all University elevators. It is the responsibility of each Contractor to obtain and review all inspection reports from the University for the most current elevator inspections and contractor deficiencies.

Maintenance Procedures

A. NOTICE

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

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

In accordance with La R.S. 37:2165.A, Contractor's license number in the appropriate classification(s) such as Specialty: Elevators, Dumbwaiters must appear on the bid opening envelope on all projects in the amount of \$50,000 or more. Issues with the above classification(s) must be brought to the attention of the University of New Orleans Purchasing Department prior to bid opening. All bids not in compliance with this requirement shall be automatically rejected and not read.

In accordance with La R.S. 37:2165, anyone objecting to the classification must send a certified letter to both the Louisiana State Licensing Board for Contractors and the University of New Orleans Purchasing Department. The letter must be received no later than ten (10) working days prior to the day on which bids are to be opened.

For any bid submitted in the amount of \$50,000.00 or more, the Contractor shall certify that he is licensed and show his license number on the bid.

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

Contractor must inspect job site to verify measurements and/or amount of supplies needed

prior to bidding. If vendor finds conditions that disagree with the physical lay-out as described in this bid, or other features of the specifications that appear to be in error, same shall be noted on proposal. Failure to do so will be interpreted that bid is as specified.

B. Contractor's Disclosure: (to be submitted with Bid)

I (we) do hereby declare that I (we) have carefully examined the specifications and the contract documents, including all addenda, prepared by the project supervisor of this proposal and I (we) have a clear understanding of said documents and premises, and hereby propose to provide the necessary tools, machinery and apparatus along with other needs necessary to complete the work specified.

We will provide all materials, such as lubricants, greases, cleaner, etc., tools, instruments, and, furnish all labor and services specified in the contract or called for in the contract documents including permits necessary for the completion of the project or work listed for the sum below.

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

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

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

Contractor: _____

By: _____

Title: _____

Date: _____

Contractor's License No.: _____

D. Specifications for Elevator Maintenance

General:

Based on these specifications, bids shall be received for servicing the vertical transportation at the University of New Orleans Main Campus, East Campus and Shea Penland Coastal Education & Research Facility (CERF) hereafter denoted by the term "University":. The use of the word "vendor" or "contractor" shall be interpreted to be the firm or corporation who has been awarded a contract by the University. The successful bidder will be required to sign a contract with the University in strict accordance with these specifications for services which includes the contract document.

The University reserves the right to add elevator locations at prices mutually agreed upon by the University and the contractor over the term of the contract.

The University reserves the right to delete elevator(s) and reduce the purchase order by the amount that is on the bid form for the deleted elevator(s).

With the complexity of equipment and the liability exposure of today's vertical transportation, it is necessary to not only provide top quality maintenance, but to also have a professional engineering group to verify the quality of material and safe operation of any wiring changes being used or integrated into the system. Also, in the case of microprocessor equipment, the vendor shall have complete access to all software and diagnostic programs. Prior to award of the contract, the successful bidder shall demonstrate to the University the ability to comply with this section. For the protection of the University, passengers, and other related exposures connected to fulfillment of this contractual obligation, the bidder will include in this bid, monies for engaging Licensed Registered Professional Electrical Engineers* with no less than five (5) years' experience in specifying elevator materials and verifying wiring changes. All changes are to be provided to the Office of State Buildings in electronic format. The name of the Licensed Registered Professional Electrical Engineer, Private Consulting Group and/or Firm with a Licensed Registered Professional Electrical Engineer on staff committed by letter to this responsibility, along with their address and signature shall be provided in the space for the verification of this information under "Engineering Responsibility".

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

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

*Elevator contractors must be licensed in the State of Louisiana

E. Records

The Contractor is required to document all preventative maintenance tasks and repair work performed. The Contractor shall maintain a complete, orderly and chronological file, including drawings, parts lists specifications and copies of all prepared reports for each elevator Failure to document required maintenance shall be grounds for assessment of financial penalties and or cancellation of contract.

Maintenance Log & Service Tickets

An elevator maintenance log sheet shall be kept in each elevator equipment room. These log sheets must be signed and dated each and every time any maintenance, inspection, or repair work is performed on the related elevator. .

A record of all callbacks and repairs shall be kept by the contractor indicating any difficulty experienced and the corrective measures taken to eliminate these difficulties. A copy of the Elevator Maintenance Log furnished with the contract must be filled out and forwarded to the University of New Orleans Facility Services and the Office of State Buildings on a monthly basis. The reports or trouble calls must be verified and signed by a person designated by the University, who will retain a copy. All trouble calls (call backs and repairs) are indicated by a "call ticket" and signed by the contractor and the University. An electronic copy/email of all **required** Elevator Maintenance Tickets and Service-Call Tickets shall be furnished to the University of New Orleans Facility Services representative with details related to any and all work performed on each elevator on a monthly basis.

Failure to update and maintain maintenance logs or have service tickets signed or providing a signed service ticket shall be grounds for assessment of a financial penalty for each offense or work performed.

Website

The Contractor shall maintain a website which will allow all records to be reviewed or downloaded, on a monthly basis, by the Office of State Buildings, University and all parties requiring information concerning State owned elevators. Minimum requirements for information accessible on website shall be the name of building, preventative maintenance schedule, type of elevator, manufacturer, machine type, roping, year installed, contract speed, actual up and down, capacity, safety type, governor type, control type, operation, stops, openings and a maintenance log showing all callbacks, repairs and routine maintenance and corrective measures taken to eliminate difficulties encountered. The website should be secured with a user I.D. and password. Contractor shall take all reasonable precautions to maintain the security of the site.

Guarantee:

The contractor agrees to accept all of the equipment, (except as excluded by these specifications), on full maintenance, on the effective date of this contract, **unless it is otherwise indicated by a detailed report, on each unit, and attached to his bid.** It is also agreed that he will leave the units in the same condition and with the same performance when the contract is terminated, as on the date the contract was made effective. No additional compensation will be given for pre-existing deficiencies and/or for prior items not installed or missing if not on bidder's detailed report.

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

The University, through the Division of Administration, Office of State Procurement, reserves the right to act as sole agent in determining if service is satisfactory, including a determination of whether parts need replacing in accordance with ASME A17.1 code. The Contractor's failure to comply with the University's demands in this regard, within ten (10) working days of mailing of a certified letter containing such demands, will constitute a circumstance under which the University may immediately terminate the contract. The University shall conduct, through the operational unit, periodic inspections to determine the status of individual elevators. This inspection shall be conducted in accordance with a uniform maintenance plan formulated by the Division of Administration, Office of State Procurement. Results and reports of such inspection will be furnished to the Contractor and the using Agency.

Permits, Licenses, Laws and Taxes

The contractor shall furnish all necessary permits, licenses, and certificates and comply with all laws or ordinances applicable to the locality of the building site and the State of Louisiana. The contractor shall include in his bid all applicable state, federal or other taxes required.

Contents of the Signed Agreement:

The purchase order and the bid specifications will be combined to form the complete contract when the award is made.

F. Elevator Maintenance

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

This contract shall be effective for a period of delivery beginning October 1, 2025 and ending June 30, 2026 with an option to renew for up to 4 years.

All work is to be performed during normal working hours, 8:00am to 4:30pm., Monday through Friday unless other days and times are agreed upon by the Contractor and the University.

The Contractor at its expense, shall within ten (10) days from the commencement date of this contract, provide the University with a copy of its present maintenance checklist, for approval, that shall sequentially follow the format of the specifications annexed to this agreement.

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

Notwithstanding anything herein to the contrary, it is expressly agreed and understood that at any time(s) during the term of this contract, the University shall have the right, but not the obligation, to employ, at its expense, a certified ANSI elevator consultant to make periodic inspections of the elevator and related equipment (ie: smoke detectors, emergency power switches) to determine if said equipment is, in consultant's judgment, being maintained in accordance with the specification subject to this agreement. The contractor, at his own expense, may elect to have a representative present for these inspections. Should the University's consultant determine that the equipment is not being maintained in accordance with the, aforementioned specifications, the contractor shall at his own expense, correct all noted deficiencies within ten (10) calendar days. Should the contractor fail to correct the deficiencies in a timely manner, the University shall have the right to deduct the estimated cost for repairs from the contractor's normal monthly payment until such time as the deficiencies are corrected, or to unilaterally terminate the contract without penalty or liability by giving the contractor ten (10) days written notice by a certified letter. Any re-inspection as a result of the contractor's failure to maintain the equipment in accordance with the specifications shall be performed at the expense of the contractor. Payment for subsequent inspection shall be remitted to the Office of Risk Management payable to the inspector. Failure to remit timely payment will result in the cost being deducted from the contract.

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

The submittal of bid without exceptions means Contractor is satisfied that a governor and safety test was made on all elevators located at the University of New Orleans Main Campus, East Campus and Shea Penland Coastal Education Research Facility (CERF) within the past twelve (12) months and therefore contractor assumes the liability for operation of the governor and safety devices of these elevators throughout the term of this contract.

This contract **does** include twenty-four (24) hour emergency call-back service.

Contractor shall not be liable for loss or damage resulting from strikes, lockouts, fires,

explosion, theft, floods, 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 contractor or his employees.

The University agrees that it will not permit others to make alterations, additions, repairs, replacements or adjustments to the equipment subject to the contract, unless Contractor is notified by the University, prior to commencement. It is understood that Contractor shall not assume possession or management of any part of the equipment. (The intent is to have the Contractor awarded the bid to perform the work, however, in the event that the equipment has seemingly insolvable problems, the Department at its expense, reserves the right to have other competent contractor(s) examine and make repairs.) In such case the service shall be terminated for the rest of the contract year and will be removed from the Purchase Order and maintenance schedule. If renewal of the contract is agreed upon between the University and the current contractor, the contractor is allowed to make an inspection (a quote must be given using the labor rates from the "additional labor" portion of the bid form) of the removed elevator(s) so that the elevator(s) meets their approval and will be added back to the Purchase Order and maintenance schedule. The cost shall be taken from the initial bid price.

G. Maintenance and Replacement Parts

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

The maintenance contractor shall have available on request:

1. Complete "as built" and up to date wiring diagrams. (All diagrams will be ordered by the University at the expense of the elevator contractor only). The cost shall not exceed \$200.00 for the first page and \$25.00 for each additional page. The total cost cannot exceed \$500.00 per set. The diagrams must be delivered within 2 weeks unless an extension is granted by the department. (This only applies to elevators in which diagrams are not in the University's possession.)
2. Complete parts leaflets.
3. Engineering data for all load reactors and safety devices.
4. Parts and part numbers of stock listed under maintenance replacements parts to be stocked at the jobsite. Steel parts cabinet, wiring diagrams, and maintenance replacement parts to be warehoused in the elevator machine room.
5. When microprocessor control is utilized, the diagnostic tools shall be maintained on the job site. The tools shall be listed under verification of qualifications for the type equipment applicable to this requirement. Up-to-date and "as built" wiring diagrams and software are to be kept on the jobsite. Diagnostic tools will be the property of the contractor as well the maintenance and repair of such diagnostic tools.
6. When the State or University owns the diagnostic tool, the elevator contractor shall maintain the diagnostic tool as part of the full maintenance contract. The contractor shall be responsible for parts, adjustments, calibration, labor, and repairs to the diagnostic tool.

Periodic Tests Required:

All tests required by current A.N.S.I. Code A 17.1 must be made in the week of the date on which the test is due and shall be documented in writing to the Office of State Buildings and the University of New Orleans. If this documentation is not received within four (4) months after effective date of contract, monthly payment for maintenance shall be withheld until this report is received.

Cost Control:

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

- a. Load Test - Examine periodically all safety devices and governors and conduct annually a no-load test, and every five (5) years perform a full-load, full-speed test of safety mechanisms, overhead speed governors, car and counterweight buffer. If the tests are due, such tests will be performed at the inception of this contract and thereafter within one week of these dates. Contractor shall be responsible for any elevator equipment damages caused during the performance of any tests. The car balance will be checked and the governor tested and, if required, the governor will be adjusted for proper tripping speed and sealed. Reports shall be submitted to the 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 A.N.S.I. Code A17.1. **All 5 year full load tests must be witnessed by the State Inspection Service Contractor.**
- b. When necessary renew guide rollers as required to insure a quiet operation.
- c. Maintain in each building, at all times for immediate delivery and installation, a sufficient supply of emergency parts for repair of each elevator. This inventory shall include as a minimum, the following for each size and type used. Materials or parts to be used are to be genuine original manufacturer's renewal parts or equal to those furnished with the original installation. Contractor shall maintain an up to date inventory of all spare parts by part number in steel cabinets on the jobsite. The following are the list of parts to be stored on site for each type of elevator covered by these specifications:
 1. Coils, minimum of one (1) for each type relay contactor used.
 2. Contact; minimum of three (3) for each type used.
 3. Conductor; a supply for each type used.
 4. Motor brushes; minimum of one set for each type used.
 5. Supply of lubricants for each requirement.
 6. Supply of fuses.
 7. Interlock rollers and contacts; minimum of two (2) each.
 8. Car and hoistway door hanger rollers; minimum of two (2) each type
 9. Car and hoistway door gibs, minimum of one (1) set each type.
 10. Car and hoistway door closer parts (springs, spirators, etc.)
 11. Door operator belts, chains and brushes; minimum of one (1) set each type.
 12. Door operator drive block, clutch rollers, and fingers; minimum of one (1) set each type.
 13. Photo electric tube, minimum of one (1) each type.
 14. Landing switch equipment and magnetic inductor; minimum of one (1) each type. To include microprocessor boards.

15. Solid state timers and printed circuit regulator board, minimum of one (1) each type.
16. Saf-t-edge pivot arm assembly and switch; minimum of one (1) each type.
17. Signal fixture lamps; minimum of five (5) each type.
18. Selector cams and contact assembly; minimum of one (1) each type.
19. Brake contact; minimum of one (1) of each type.
20. Normal renewal parts peculiar to equipment covered by this specification.
21. *Supply of selector tapes to handle highest rise.
22. Roller guides and gibs for car and counterweight.
23. *Power supplies and pre-amplifiers for electronic proximity device.
24. *Car and hoistway door shields.
25. *Car door electric eye photo cell replacement units.
26. Complete car door safety edge (mechanical).
27. *Transformers and rectifiers for all controller power supplies.
28. *Door operator motors for each type used.
29. *Door operator gear reduction units for each type used.
30. Controller and selector coils for each type used.
31. Component parts, including contacts, for each type switch.
32. Car and hall buttons, including electronic, with contacts for each type used.
33. *Hatch switch cams supports to handle highest rise.
34. Replacement relay for each type used.
35. *Selector drive motor.
36. *Geared machine brake shoe and lining assembly; minimum of one (1) set for each type.
37. Hydraulic jack packing, or seals, gasket, wiper ring, minimum of one (1) for each type used.
38. *Dash pot and thermal overloads; minimum of one (1) each type.
39. *Hydraulic valves, pistons, springs, gasket/"O" ring kit, solenoid needle, solenoid coil.
40. *Bearings for each type used.
41. *Transformers and rectifiers for all controller power supplies.
42. *Hydraulic valve parts, gaskets, "o" rings and hoses; minimum of one (1) for each type used. Valve includes relief, pilot, lowering, up and check valve, or any of the parts thereof.
43. *Hydraulic fluid (110 gallons) as per original equipment manufacturer's lubrication specifications.
44. Microprocessor diagnostic tool (if microprocessor controlled)

*These parts may be warehoused at location near jobsite.

The following replacement parts are to be available and ready for immediate delivery to the building within twenty-four (24) hours: Seven (7) days will be allowed to complete repairs.

1. Rotating elements for each type and size used.
2. Stators for each type used.
3. Brake coils for each type and size used.
4. One (1) solid state power converter.

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

- d. Keep the exterior of the machinery and other parts of the equipment subject to rust, properly painted and presentable at all times. The motor windings and controller coils are to be periodically treated with proper insulating compound.
- e. Only use lubricant furnished by the manufacturer of the equipment or those as recommended by the manufacturer.
- f. Maintenance parts to be furnished and installed or replaced.
 - A. The contractor shall warehouse and have available at all times for immediate delivery and installation, a sufficient supply of emergency parts for repair of each elevator. This inventory shall include, as a minimum, the following for each size and type used. Materials or parts to be used are to be genuine original manufacturer's renewal parts or equal to those furnished with the original installation. The contractor shall maintain an up-to-date inventory of all spare parts by part number in the warehouse or in steel cabinets on the job-site. The following is the list of parts to be kept in inventory for each elevator covered by these specifications.
 - 1. Coils, minimum of one (1) for each type relay used.
 - 2. Contacts, minimum of three (3) for each type used.
 - 3. Conductors; a supply for each type used.
 - 4. Supply of lubricants for each requirement.
 - 5. Motor and generator brushes; minimum of two (2) sets for each type used.
 - 6. Supply of each type fuses.
 - 7. Interlock rollers and contacts; minimum of two (2) of each type.
 - 8. Car and hoistway door hanger rollers; minimum of two (2) of each type.
 - 9. Car and hoistway door gibs; minimum of two (2) of each type.
 - 10. Car and hoistway door closer parts; springs; spirators, etc.
 - 11. Door operator belts, chains and brushes; minimum of one (1) set each type.
 - 12. Door operator drive block, clutch rollers, micro-switches, fingers etc; minimum one of each type.
 - 13. Landing switches and magnetic inductor; minimum of one (1) each type.
 - 14. Solid state timers and printed circuit regulator boards; minimum of one (1) each type.
 - 15. Microprocessor and control boards where required; minimum one (1) each type.
 - 16. Retractable safety arm pivot assembly and switch; minimum of one (1) each type.
 - 17. Signal fixture lamps and indicator's; minimum of five (5) each type.
 - 18. Normal renewal parts peculiar to equipment covered by this specification.
 - 19. Complete car door safety edge. (Mechanical)
 - 20. Roller guides for the car and counterweights: minimum of one (1) set each type.
 - 21. Transformers and rectifiers for controller power supplies; minimum of one each type.
 - 22. Car and hall buttons with contacts for each type used; minimum of one (1) each type.
 - 23. Replacement relay for each type used.
 - 24. Car door electric eye photo cell replacement units.
 - 25. Electronic door detector and infra-red sensors; minimum of one (1) set.
 - 26. Power supplies and pre-amplifiers; minimum of one (1) each type.
 - 27. Selector drive motor for each type used.
 - 28. Door operator motor for each type used.
 - 29. Supply of selector tapes and cables to handle highest rise.
 - 30. Hatch switch cams support to handle highest rise.
 - 31. Geared machine brake shoe and lining assembly: minimum of one (1) set for each type.

32. Dash pot and thermal overloads; minimum of one (1) each type.
33. Bearings for each type used.
34. Hydraulic jack packing or seal, gasket, wiper ring; minimum of one (1) each type.
35. Thermal overloads; minimum of one (1) each type.
36. Hydraulic valves, pistons, springs, gasket/o-ring kit, solenoid needle and solenoid coil. Minimum of one (1) set each type used.
37. Hydraulic valve parts, gaskets and hoses; including relief valve, lowering, up and check valve or any parts thereof; minimum one (1) set each type.
38. Hydraulic fluid; minimum fifty (50) gallons as per original equipment manufacturer's lubrication specifications.

Maintenance Parts To Be Furnished And Installed Or Replaced:

- B. Elevator contractor shall furnish, replace, maintain, adjust, service and install when and as necessary, the following: Machine bearings, motors, pumps, pump bearings, sheaves and sheave assemblies, controllers, selectors, worm gears, thrust bearings, radial bearings, brake magnet, coils, brake shoes, brushes and brush holders, motor & generator windings, rotating elements, commutators, commutations, armatures, overspeed governors, governor shafts and assemblies, governor jaws, gears, bearings, valves, packing glands, rotating elements, contacts, coils, generators, mechanical and electrical driving equipment, condensers, car and hoistway wiring, controller wiring, auxiliary door closing devices, load weighing equipment and devices, car and counterweight frames, car safety mechanism, buffers, platform resistors for operating and motor circuits, machine room lighting, car lighting and transformers, car top lighting, pit lighting, car ventilation fan and fan motor, car emergency lighting, fire-fighters service phase I & II, dispatching systems, hall lanterns, car travel lanterns, starters, indicators and control panels, relay panels, all relays, electrical contacts and coils, control and isolation transformers, rectifiers, shunts, wiring harness, leveling devices, slow down devices, operating devices, switches on the car and in the hoistway, door re-opening devices, top and bottom limit switches, push buttons, annunciators, elevator signal and accessory system circuitry, leveling vanes, jack seals, scavenger pumps, valve body solenoids, hoses, belts, all fuses, terminals, and connections, all car top operating devices, handicap signals, motor couplings, isolation pads, relay leads and wiring connectors, overload devices, corridor position indicators and car position indicators, signal chimes, alarm bell, signal lamps and indicators, hoistway pushbuttons and indicators, timers, hoistway limit switches, computer devices, switch and switch assemblies, electronic circuit boards and discreet solid state components, two way communication devices, door operator motors, door safety edges, infra-red sensors, hoist cables and governor ropes, cable shackles, selector cables and tapes, travel cables, compensation cables, car and counter-weight guide rails and brackets, equipment guards and covers, all sheaves and bearings, magnet frames, leveling devices, cams, car and hoistway door hangers, door tracks and guides, door eccentrics, car and hoistway door gibs, door closures, car door and hoistway door operating devices, interlocks and electric contacts, car and counterweight roller guides and slide guide assemblies. The contractor shall furnish shaft and car light fixtures. The contractor shall furnish and replace signal system lamps. Re-lamping of light and signal fixtures shall be done at least once per month, but more often if required.
- g. The Contractor shall also examine, adjust, repair and/or replace the following necessary equipment; 2-way communication devices, exhaust fans, cab lights, all parts for hall lanterns, starters indicator, firemen service, handicap signals and control panels installed and connected into the operating system by the elevator contractor.

- h. Annual Cleaning: All steps, wellways, hoistways, cars and weights shall be cleaned once a year and documented in writing, listing the date each unit was cleaned.
- i. Check charts: check charts shall be placed in each machine room (and must be kept current). The date each item is checked must be entered in the block (not a check mark).
- j. The equipment room should be clean and free of debris. Control cabinet doors are to be closed when not in use.

H. Clarifications

Maintenance:

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

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

Exclusions:

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

Or Equal:

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

If any problems occur or questions arise concerning the "original manufacturer's parts" or "equal" it shall be the responsibility of the contractor to provide such verification as may be requested by the University Facility Services representative.

Vandalism:

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

Performance:

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

Non-Performance is determined to include the following:

1. If any vertical transportation is out of service for more than seven (7) days, (without permission in advance).
2. If a call is not answered in less than two (2) hours for normal call-outs and ½ hour (30 minutes) for entrapments/emergencies.
3. Any failure to perform regular inspections within two (2) days of schedule or falsifying records.
4. Failure to correct problems on the third call-back.
5. Failure to follow and document maintenance procedures and frequencies with the University Representative each trip.
6. Non-compliance with minimum performance standards. Failure to meet the preceding requirements shall give the University the right to suspend payments for that period of time at regular monthly billing rates or terminate the contract.
7. Failure to submit monthly "call tickets", maintenance records and test reports to the Office of State Buildings and University of New Orleans, Facility Services, fsadmin@uno.edu.
8. The University reserves the right to have a consultant check and make a report on conditions as he finds them. If such conditions are not corrected by the next report, or the elevator contractor cannot furnish a valid reason for the delay, the University reserves the right to employ another elevator contractor to complete the work. The accumulated costs of such expenditure will be billed to the contractor as a contractual obligation.

Callbacks:

Where overtime callbacks are included in the maintenance contract the elevator contractor may answer the call without obtaining authorization.

Where overtime callbacks are excluded, the contractor must obtain an authorization from one of the University Representatives, the list to be given to the contractor awarded the bid, otherwise the cost will not be approved nor will payment be made for unauthorized callbacks.

Nuisance Calls:

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

J. Frequency of Regular Examinations

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

Geared Elevators

Hydraulic Elevators

Cleaning of Hoistways

Cleaning of Wellways

Tests current ANSI A17.1

Frequency

Semi-Monthly

Semi-Monthly

Each Year

Each Year

As Required

Each visit to the building must be documented and signed by the University Representative. Invoices will not be paid until the above information is received.

(Note: Copies of records, including University Representative's signature, with invoices will be satisfactory.)

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

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

Obsolete parts must be certified as obsolete by the equipment manufacturer and approved by the University. If a part becomes obsolete during the period of the contract, it is the contractor's responsibility to replace the part and the University's responsibility for expenses incurred to perform the modification, i.e. piping, electrical, by using the additional labor rates from the bid form.

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

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

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

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

Continue on next page

- L. The successful contractor will be required to have the following form notarized. See Appendix C for form.

ENGINEERING RESPONSIBILITY

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

Name of Engineering Group and/or Firm _____

Address _____

City of _____ State Of _____

Signature _____
(Licensed Professional Electrical Engineer)

Title _____

Registration Number: _____

Notary

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

The Contractor's Engineering Department may make application with the Louisiana Professional Engineering and Land Surveying Board, 8550 United Plaza Blvd., Baton Rouge, LA 70809. The University understands there will be a waiting period of approximately 60 days to process this application.

N. Affidavit of Qualifications

AFFIDAVIT OF QUALIFICATIONS
(Submit this form with Bid)

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

Building Name

Address

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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

1. _____
2. _____
3. _____
4. _____

Date _____

Signed _____

By _____

Title _____

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

Non-collusion Affidavit

State of _____

Parish of _____

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

- (1) He is (owner) (partner) (officer) (representative) or (agent), of _____, the bidder that has submitted the attached bid.
- (2) Such bid is genuine and is not a collusive or sham bid.
- (3) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for the attached bid or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other bidder, to fix any overhead, profit or cost element of the bid price or bid price of any bidder, or to secure through any advantage by using contacts through _____ or any person interested in the proposed contract.
- (4) The price or prices quoted in the attached bid are fair and proper and are not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties of interest, including this affidavit.

_____ Notary

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

**Minimum Equipment Performance Standards and Preventive
Maintenance Required Under the Contract**

Frequency of Inspections: Semi-monthly

Each inspection to be signed for by the University Representative.

1. Specific Equipment Performance Standards:

a). Call-back: Normally four (4) to possibly six (6) per year, excluding nuisance calls.

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

a). Every two (2) weeks: Ride the car, observing operation, adjust in tank with car at top.

b). Every thirteen (13) weeks: Check adjustment of car doors and door operator, adjust if needed, check landing switches, check guide lubricators and lubricate.

c). Every twenty-six (26) weeks: Clean and examine Saf-T-Edge, door guides and fastenings.

d). Every fifty-two (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.

e). Other: Every five (5) years consideration should be given to the need for oil filtration or replacement. Refill with fresh oil as necessary.

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

a). Car and Hoist-way Doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, relating devices to insure tightness. Check-up-thrust adjustment and fastening (nominal 0.010" to track), should clearance exceed 0.035" it should be adjusted. Check tightness of relating devices. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check contact setting for pressure and contact wipe. Bottom door 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 doors to locking position when within 1" to 1 1/2" of full closure. Car door contact should be set to prevent car movement unless door is 2" or less from full closure.

Attachment A – Hydraulic Passenger Elevators
BTB 2876 YSC 5299

- b). 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 door. Where retractable projection is used at the opening, it should be slightly in front 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 of the vane and doors are in the same plane. i.e. at or before the complete collapse of the edge. Active contact line of the edge should be free of cuts and bulges. Control contact cable and retracting cable, where used should be held clear of snagging on 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.

- c). 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 (5) years. Opening motions should be at design speed smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Closing time should be adjusted to comply with the current requirements on kinetic energy and smooth start and stop. Closing adjustment should permit door reversal within travel of the Saf-T-Edge as above without further drift.

4. Control:

- a). Regular inspections 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 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 relay 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.

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Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used checking adjustment and freedom of movement. A log of corrections and adjustment of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventative maintenance adjustment.

5. Valve and Power Unit:

- a). Valve adjustment is only required when trouble is encountered with control contact and valve oil failures, and is the first area check. Strainers 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.
- b). Motor: Check bearings for heating and lubrication every four (4) weeks. Blow out yearly, check insulation of coils and apply insulating paint every three (3) years. Dry and brittle, insulation can result in a burn out and fire. It must be remembered that coils in motors that are in stock can get brittle and their insulation should be examined and restored as needed.

6. Cupped Equipment:

- a). Jack Unit and Piping: Plunger and guide bearing, packing gland, casing gasket, packing and piping system including valves should be checked quarterly and adjusted and repaired as required. It is understood that the casing, underground piping and inaccessible wall lines in wall and ceiling are not an obligation of the contractor.
- b). Cupped Switches: Should be checked for contact pressure, wear and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
- c). 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.
- d). Guides and Guide Shoes: Should be checked monthly for lubrication, wear and condition. Oilers should be filled as required. Rails should be examined for possible scoring and redressed if necessary. If roller guides are used they should be checked and lubricated as necessary, if there are signs of wear, deterioration or rough surfaces, new rollers should be installed to replace those removed.

Geared Passenger Elevators

Minimum Equipment Performance Standards and Preventive Maintenance Required Under this Contract

Frequency of inspection shall be as follows: Monthly (or as listed below)

- a) Specific equipment performance standards:
 - a) Call Backs: Nominally four (4) to possibly six (6), excluding nuisance calls, per year average
- b) Minimum expected periodic service - check, oil, or adjust:
 - a) Weekly: Ride each car, check operation and correct problems found.
 - b) Every two (2) weeks: Observe operation of control, selector, machine, brake, motor, mg set, clean and adjust as needed. Check lubrication of machine, motor, mg set, and overhead sheaves.
 - c) Every four (4) weeks: Check lubrication of door operators and selectors.
 - d) Every thirteen (13) weeks: Check waiting times on corridor calls, test and record rectifier voltages of control supply, check car doors and door operator adjustment and check hoistway doors. Check all hoist ropes, lubricate and adjust as required. Lubricate selector tapes or steel air cords and clean as needed.
 - e) Every twenty-six (26) weeks: Lubricate (graphite/slipit) pushbutton guides, check overload relays and mark tripping time and date on tag and fasten to relay. Clean and examine Saf-T-Edge, roller guide shoes, lubricate, adjust and replace worn or damaged ones.
 - f) Every fifty-two (52) weeks: Clean and check all control stations, car and corridor, clean and check hoistway switches, controllers 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 brake check, oil, and adjustment, check worm and gear clearance.
 - g) Other: Machine bearings should be drained, flushed, and refilled each year and half, and the door operator gear case every four (4) years.
- c) Door and door operation: Frequency of inspection and adjustment shall be covered hereafter.
 - a) Car and hoistway doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, and relating devices, to ensure tightness. Check up-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 during door reversal. Door interlock adjustment should be set to permit the latch to drop within 3/8" but preferably less if full closure can be obtained. Check contact setting for pressure and contact wipe. Bottom door guides should be fastened tight and replaced when the panel may be moved in and out by 1/4" or more. Check and tighten non-vision wings or sight guards at each inspection. Car door contact should prevent movement of the car unless the car door is 2" or less from being fully closed.

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- b) 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 (5) years. Opening motion should be at designed speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Closing time should be adjusted to limit kinetic energy to that specified by the current code, permit reversal within travel and to avoid drift after the electronic door detector, test nudging speed to confirm to code requirements has been activated.
- d) Control:
 - a) Regular inspection and adjustment as outlined herein before. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. If the control includes solid-state modules or cards these should be checked periodically for loose clips, cold solder joints and open circuits. Touch-up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with power off testing contact pressure and wipe, as well as friction where relays appear sluggish. At first power cut off check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient and they should only be dressed if they have developed ridges, blisters, or if they are excessively pitted. Should the condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all 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 preventive maintenance adjustment. Contractor is advised that any burnout and/or fire damage to the elevator equipment due to normal equipment malfunctions or negligence in service or repair is the Contractor's responsibility.
 - b) Selector: Operation should be observed every two (2) 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 six (6) months, with the leveling switch rollers to be lubricated every two (2) months. Tapes should be lubricated every three (3) months and cleaned as required.
- e) Machine motors, and motor generator sets:
 - a) Machine bearings should be checked every two (2) weeks for oil leakage, throwing away the oil which has dripped from the worm gland (some oil leakage at the gland prevents galling the worm shaft) check the worm gear clearance at the time the brake is dismantled by turning the brake drum to see how far 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", i.e. When clearance between worm and gear (normally 0.005") exceeds 0.075". Gear rock is virtually impossible to take out by recalibration and can only get worse. Also note when clearance can no longer be taken up, as we can no

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longer lower the gear, gear rock cannot be eliminated, and the replacement is inevitable. (worms and gears are not shelf items and require three (3) to six (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.

- b) Machine brake: Should be thoroughly cleaned, lubricated, and checked for freedom of operation, at least once a year. Since this requires dismantling for thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle one hundred twenty-five percent (125%) of full load and was so set at initial adjustment. To retain this setting, compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be checked periodically and the spring/springs readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before wear reaches a point where the drum could be scored. Check operating armature and its guide for excessive wear to avoid erratic brake operation.
- c) Motor mg set: Check bearings for heating and lubrication every two (2) weeks, check brushes and commutators for wear and color. Care should be exercised in brush wear, brush pressure and the type brushes used. Using the wrong brushes, the wrong pressure and allowing brushes to get too short will cause excessive wear on the commutator bars and eventually require turning and undercutting. Blow out yearly, check insulation of coils and apply insulating paint every three (3) 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.
- f) Hoistway equipment:
 - a) Car and corridor stations: Should be opened up each year for cleaning and the switches each examined for positive action, contact pressure, wear and wipe. All connections should be checked to see that they are tight.
 - b) Hoistway switches: Should be checked for contact pressure, wear, and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
 - c) Safety equipment: Should be checked for freedom of movement yearly and lubricated as required, with governor and its tension sheave lubricated each quarter, oil buffers should be checked for oil level yearly. Note: should water level in pit rise above buffer reservoir, buffers should be drained, flushed, and refilled.
 - d) Overhead deflector sheaves: Check lubrication and grooves annually, same stipulation to regrooving and groove depth as for drive sheaves.
 - e) Guide rails and roller guides: Should be cleaned annually, roller guides adjusted to rail where this is applicable, check guide oilers and refill as required where they are used. Should a safety have set for any reason, rail should be examined carefully for possible scoring and filed as needed.
 - f) Cables: Should be examined every thirteen (13) weeks. Control cables for cover deterioration which may be corrected by retaping 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

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should be replaced. When retaping 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 hoistway. 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 ensure consistent setting of the governor trip. If there is any sign of 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.

- g) Keep the exterior of the machinery and other parts of the equipment subject to rust, properly painted and presentable at all times. The motor windings and controller coils are to be periodically treated with proper insulating compound.
- h) Only use lubricants furnished by the manufacturer of the equipment or those recommended by the manufacturer.