

A. SCOPE OF SERVICES:**1. GENERAL:**

- A) Provide and complete the required services within the required times and frequencies.
- B) Note that failure to provide and complete the required services within the required times and frequencies will result in liquidated damages per the TABLE: LIQUIDATED DAMAGES.
- C) Base all applicable hourly rates on the TABLE: LABOR RATES, DAYS, AND HOURS. Note that the various rates that contractor pays its employees are at the sole discretion of the contractor. The rates that the contractor charges the City must be based on this table.
- D) Do not leave any work unattended or any equipment in a non-operational condition unless specifically authorized by the City Representative.
- E) Check in and check out with City Representative for all work activities.
- F) Coordinate, with City Representative, at least 48 hours in advance, all non-emergency services including, but not limited to scheduled down time, other services and inspections including monthly and annual requirements.
- G) Note that the most stringent requirement of any conflicting industry standards, specifications, maintenance, testing, repair, and like requirements will govern.

2. PREVENTATIVE MAINTENANCE SERVICES: (per schedule)**A) GENERAL:**

- 1) Conduct all original equipment manufacturer's preventative maintenance by the frequencies required to ensure that the equipment is in optimal operating conditions at all times.
- 2) Provide a list of all out-of-date maintenance activities and the associated costs to bring the PM up-to-date prior to performing the initial PM at the onset of the contract.
- 3) Ensure that all PM is kept up to date for the duration of the contract.
- 4) Note that any PM work that is found to be deficient at the end of the contract will be deducted from the last month's PM amount of the incumbent contractor and any excess will be billed to the incumbent contractor.
- 5) Note that any cascading failures of maintenance or damage repairs or emergency services that are attributable to incomplete, inadequate, or late preventative maintenance services will be at Contractor's sole expense.

B) SPECIFIC:

- 1) Speed variance: $\leq 5\%$ regardless of load.
- 2) Initial ramp up speed: ≥ 0.50 seconds and ≤ 0.75 seconds.
- 3) Final velocity: ≤ 5 feet/second/second.
- 4) Vertical alignment of guide rails: $\leq 1/16"$ per 100.0'.
- 5) Sustained jerk: < 8 feet/second/second.
- 6) Noise level: ≤ 60 db in a moving car outside leveling zone with fan on highest speed.
- 7) Eliminate vibrations and noises, which are not associated with the optimal operation of the equipment.
- 8) Maintain the tidiness and cleanliness of the pits and equipment rooms at all times.

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3. **MAINTENANCE REPAIRS: (as needed)**
 - A) Make repairs, within the required response times, to failed items covered under the PM, at Contractor's sole expense.
 - B) Make repairs, within the required response times, to failed items that are not covered under the PM, at the applicable Contractor's Hourly Rates and Materials Prices.
 4. **DAMAGE REPAIRS: (as needed)**
 - A) Make repairs, within the required response times, to damaged items attributable to Contractor, at Contractor's sole expense.
 - B) Make repairs, within the required response times, to damaged items not directly caused by Contractor at the applicable Contractor's Hourly Rates and Materials Prices.
 5. **EMERGENCY SERVICES: (as needed)**
 - A) Note that Emergency Services are for entrapments and imminent dangerous conditions that cause or threaten the human safety.
 - B) Make rescues for entrapments, make repairs necessary to mitigate the entrapments and imminent dangerous conditions within the required response times.
 - C) Note that all Emergency Services that are related to failed items covered under the PM will be at Contractor's sole expense.
 - D) Note that all Emergency Services that are related to failed items not covered under the PM will be at the applicable Contractor's Hourly Rates and Materials Prices.
 - E) Note that all Emergency Services that are related to damaged items will be at the applicable Contractor's Hourly Rates and Materials Prices.
 - F) Send another technician to perform Emergency Services other than a technician who is on site that is performing other work i.e. maintenance or repairs, unless specifically authorized by the City Representative.
 6. **OTHER SERVICES: (per schedule; as needed)**
 - A) General:
 - 1) Note that these services will be performed during regular business hours.
 - 2) Include all costs associated for the services listed below on the PRICE SHEET.
 - 3) Submit, to City Representative, a list of necessary maintenance and repair items that are not covered under the PM and a separate list of necessary maintenance and repair items that are covered under the PM for review.
 - 4) Note that additional quantities of the services listed below that City requires because of failures discovered in the initial service attributed to Contractor's PM or repair failure will be at Contractor's sole expense.
 - 5) Make all necessary adjustments and repairs after completion of each inspection and test according to TABLE: PRIORITY SERVICE.
 - B) As-needed:
 - 1) Update records, manuals, diagrams, drawings, and the like to provide complete and current documentation.
 - 2) Meet as necessary to ensure that the work is being performed on a timely basis.

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- C) Weekly:
- 1) Meet with City Representative at least once a week for a minimum of one hour to review contract performance.
 - 2) Note that additional meetings may be necessary to rectify any problems and will be at contractor's sole expense. Note liquidated damages will apply and continue until the associated problem has been fully alleviated.
- D) Monthly:
- 1) Conduct a Fail-Safe Test on all units including, but not limited to testing all skirt micro switches, floorplate, and handrail brush switches.
 - 2) Conduct a visual inspection (walkthrough) of all units including, but not limited to broken comb plates and step treads, loose handrails, static electrical discharge, noise, and the like.
 - 3) Assist in the inspection and testing of the fire fighter's service and standby power operation according to ASME/ANSI A 17.1 Rule 1 002.2f & g.
 - 4) Submit inventory reports, which must include, but not be limited to item description, manufacturer, part number, cost, quantities for on hand at beginning of the period, issued, purchased, damaged, defective, obsolete, and on hand at the ending of the period; additions, changes, and deletions to the inventory.
- E) Annually:
- 1) Conduct a complete performance evaluation of all equipment including, but not limited to car speed, door operations, riding quality, car leveling, floor to floor time, fire service testing, system operation, traffic handling, and response times.
 - 2) Clean, remove all foreign matter, from the steps of escalators.
 - 3) Repaint edge the steps of escalators.
- F) Five-year:
- 1) Conduct the five-year full-load, full-speed tests of safeties, governors, and buffers, and the like as required by the current ASME A17.1 Safety Code for Elevators and Escalators.
 - 2) Conduct the test at the startup of the contract and in the eleventh month of the fourth year of the contract.
- G) Inventory:
- 1) Note that City has provided an inventory report with the bid.
 - 2) Conduct, with City Representative, an inventory of the items on the inventory report to ensure accuracy of the list prior to the startup of the contract, monthly, and at the end of the contract.
 - 3) Recommend, to City Representative, other items that may enhance performance and response times.
 - 4) Add, change, or delete items only upon authorization and signature of the City Representative.
 - 5) Maintain the on-site inventory for required parts, lubricants, consumable items, and the like as necessary to perform the required PMs and repairs and according to manufacturer's suggested parts list, historical information, and industry-standards for the particular units.
 - 6) Log in and out of all inventory items must be authorized by signature of the City Representative. Note that any items that do not have City Representative's signature will be at Contractor's sole expense or charged to Contractor if items are missing from inventory at the startup of the contract.

- 7) Maintain the inventory rooms, cabinets, bins, labeling, etc. at all times.
- 8) Store all hazardous items according to all legal requirements and manufacturer's specifications.
- 9) Note that the Kone proprietary test tools (level 3 adjusters tool) will be made available by City on an arranged basis to properly maintain all Kone vertical transportation equipment.

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B. TABLES:1. **TABLE: PRIORITY SERVICE:**

Note that the following list is to prioritize the units that require service in order of listing. This will provide a sequencing so that adjacent units are not out of service at the same time or which units need to be restored to service in order of importance should there be multiple unit malfunctions:

LN	PRIORITY SERVICE	LEVEL
1	FREIGHT ELEVATOR: UNIT 3	1
2	FREIGHT ELEVATOR: ALL OTHERS	2
3	ALL OTHER ELEVATORS	3
4	ALL ESCALATORS	4

2. **TABLE: HOLIDAY:**

Note that any work permitted by City during holidays and performed by Contractor are not subject to any premium (overtime, etc.) rates.

LN	DATE	EVENT
1	January 1	New Year's Day
2	Third Monday in January	Martin Luther King's Birthday
3	Third Monday in February	President's Day
4	Last Monday in May	Memorial Day
5	July 4	Independence Day
6	First Monday in September	Labor Day
7	November 11	Veteran's Day
8	Fourth Thursday in November	Thanksgiving Day
9	Friday	after Thanksgiving
10	December 25	Christmas Day

3. **TABLE: LIQUIDATED DAMAGES:**

Note that the liquidated damages are cumulative and may be in addition to other remunerations stated elsewhere in the bid specifications. Failure to respond in the required time or the incurrence of a violation will result in liquidated damages. Hourly liquidated damages are not prorated are charged beginning the 1st minute past of the violation:

VIOLATION: 24 hours/day; 7 days/week; 52 weeks/year; holidays inc.		
LN	per occurrence	AMOUNT
1	Entrapment: Initial Responder > 45 minutes on-site	\$300/HR
2	Entrapment: Additional personnel > 90 minutes on-site	\$300/HR
3	Emergency: Imminent Danger: Initial Responder >60 minutes on-site	\$300/HR
4	Emergency: Imminent Danger: Additional personnel > 120 minutes on-site	\$300/HR
5	Urgent: Equipment Malfunction: Critical: >24-hr per occurrence	\$300/HR
6	Routine response: >10 working days	\$150.00
7	Defective Material Replacements: >5 working days	\$250.00
8	Required Work: missed or late (other than above)	\$250.00
9	Safety violation	\$500.00
10	Damages violation	\$500.00

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4. TABLE: LABOR RATES, DAYS, AND HOURS:

Note that, if applicable, the rates apply per the days and hours below regardless of Contractor's normal hours of operations;

LN	DESCRIPTION	DAYS	HOURS
1	LABOR: REGULAR TIME	M, T, W, Th, F	8:00 A.M. TO 5:00 P.M.
2	LABOR: OVERTIME	M, T, W, Th, F	4:00 A.M. TO 8:00 A.M.
		M, T, W, Th, F	5:00 P.M. TO 9:00 P.M.
		Sa	8:00 A.M. TO 5:00 P.M.
3	LABOR: DOUBLE-TIME	M, T, W, Th, F	9:00 P.M. TO 4:00 A.M.
		Sa	5:00 P.M. TO 8:00 A.M.
		Su, holidays	ALL DAY