



PROJECT: "ELEVATOR SERVICE AGREEMENT"

AT

KIRKWOOD SCHOOL DISTRICT
11289 MANCHESTER RD.
KIRKWOOD, MO 63122

September 14, 2026

Kirkwood School District, Facilities Department
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Kirkwood School District Elevator Service Agreement

Section

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SECTION 00010 - INVITATION TO BID

Project: Elevator Maintenance Agreement- Kirkwood School District
Bids Close: Tuesday October 6, 2026, at 1:00 PM
Bid Place: Bids shall be submitted to the Kirkwood School District, Attn: Director of Facilities, 625 Angenette Avenue, Kirkwood MO 63122. Bids will be opened and read publicly at the above indicated bid closing date and time.
By: Owner's Representative

Outline of Project: This project requires licensed elevator service companies to provide the management, supervision, services, labor, equipment, parts, materials, tools, clerical and administrative support, necessary to perform preventative maintenance and repair services necessary to maintain the school district's elevators and platform lifts in a safe and serviceable operating condition as well as the maintenance necessary to ensure the equipment provides full life cycle service and avoids premature failure due to inadequate or improper service and maintenance. These services are to be performed by properly trained and licensed elevator maintenance personnel in the employ of the company awarded this work. Sub-contracted work is not acceptable. All work to be performed in a high quality and professional manner in accordance with the requirements, specifications and recommendations of this document, those of the manufacturer and that of any authority having jurisdiction.

Types of Bids: Award of the bid will be based on lowest and best qualified bid as determined by the Owner.

Obtaining Documents: Interested Bidders may download and print bid package documents from the KSD website: www.kirkwoodschools.org/rfp beginning at 2:00 PM on Wednesday, September 16th, 2026. Or call 314-213-6185 to receive an emailed copy.

Other Requirements: Each Bidder who submits a bid must hold any licenses as provided by law. No bids will be read or considered which do not fully comply with the above provisions as to bond and licenses, and any deficient bid submitted will be resealed and returned to the Bidder immediately.

Pre-bid Meeting: A pre-bid meeting will be held on Thursday, September 24th, 2026, at 7:00 AM at Nipher Middle School, 700 South Kirkwood Road, Kirkwood, MO 63122. Meet in the North parking lot to sign in. Immediately afterwards a guided tour and inspection of the schools will be conducted. Bidders are encouraged to make inspections of existing conditions and take measurements at this time. Follow-up visits during normal business hours are allowed, but access to the work area may be limited.

The Owner reserves the right to hold all bids for a period of sixty (60) days after the date fixed for the openings of bids, to reject any and all Bids and waive any formalities or irregularities.

The Owner: Kirkwood School District, 1099 Milwaukee St., Suite 260, Kirkwood, MO 63122

Questions should be directed to Jimmy Hendrickson at 314-213-6185.

SECTION 00100 - INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

To be considered, Bids shall be made in accordance with these Instructions to Bidders.

1.01 DEFINITIONS

- A. **OWNER** refers to Kirkwood School District, Kirkwood, MO.
- B. **BIDDING DOCUMENTS** include Instructions to Bidders, Bid Form, other sample bidding and contract forms, the Contract Documents, and any Addenda issued.
- C. **ADDENDA** are written or graphic instruments issued prior to execution of Contract which modify or interpret Bidding Documents. Addenda will become part of the Contract Documents.
- D. **BID** refers to complete and properly signed proposal to do Project or designated portion thereof for sums stipulated therein, submitted in accordance with Bidding and Contract Documents.
- E. **BASE BID** refers to sum stated in Bid for which Bidder offers to perform the Work.
- F. **ALTERNATE** is an amount stated in Bid to be added or deducted from Base Bid if there is a corresponding change in Work, as described in Bidding Documents.
- G. **BIDDER** refers to person or entity invited to submit a Bid. Any reference herein to Prime Bidder or Prime Contractor is to mean Bidder or Contractor, respectively.
- H. **SUBCONTRACTOR** refers to person or entity who submits a Bid to a Bidder for materials equipment or labor for a portion of the Work.
- I. **PROJECT MANAGER** refers to the Owner's Representative.

1.02 PROCUREMENT OF DOCUMENTS

- A. Procurement of Documents See Section 00010, Invitation to Bid.

1.03 EXAMINATION OF DOCUMENTS AND SITE

- A. **Examination of Documents:** Bidders shall carefully examine the entire contents of Contract Documents prepared for the Work to become thoroughly familiar with all requirements.
- B. **Examination of the Sites:** Bidders are encouraged to join the Pre-Bid Meeting and guided tour of the schools to obtain first-hand knowledge of existing conditions, and conditions relative to the Work to be performed. See Section 00010 – Pre-bid Meeting.

1.04 RESOLUTION OF DISCREPANCIES AND AMBIGUITIES

- A. **General Requirements:** Submit questions concerning Bidding Documents and existing site conditions at the elevator locations through the Owner's Representative. Replies will be issued to Bidders and Plan Rooms in the form of an Addendum to the Drawings and Specifications, and will become part of the Contract. The Owner Representative, Architect and Owner will not be responsible for oral clarifications. In no case shall the Bid be submitted in uncertainty. Questions received less than 72 hours before bid opening cannot be answered. Subcontractors are responsible for contacting Bidders prior to the bid date for Addenda relating their work. Addenda will only be sent to the plan holders and rooms.

1.05 SUBSTITUTION OF MATERIALS

- A. **General Requirement:** To obtain approval to use unspecified products, Bidder shall have written requests approved not less than five (5) working days before the bid due date. Requests received after this time may not be considered. If the product is acceptable, the Owner, Owner Representative or Architect will approve the substitution and notice of approval will be noted in an Addendum issued to "Plan Rooms" and Bidders on record.

1.06 PREPARATION OF BIDS

- A. **Proposal Form Format:** Using the most recent Bid Form with the Bidding Documents, Bidder shall fill in those bid amounts including Alternate Bids as applicable that apply to the Contract Category for which Bidder is submitting a Bid. Where so indicated by makeup of the Bid Form, sums shall be expressed in both words and figures, and in case of discrepancy between the two, amounts written in words shall govern. Interlineations, alteration and reassures must be initialed by signer of Bid. Oral, telephone, or facsimile bids are invalid and will not receive consideration. Any notations, qualifications or bid instructions on the Proposal Form or envelope will not be considered and may be cause for rejecting the bid.
- B. **Alternate Bids:** On the Bid Form, Alternate Bids are noted and Bidders shall indicate their Alternate Bid amounts in the designated locations indicating if the alternate bid submitted is an ADD or DEDUCT from the Base Bid.
- C. **Package Bid Deduction:** On the Bid Form, if a "Package Bid Deduction" is asked for write in the dollar amount that the bidder is willing to deduct from their total bid amount (base bids only) in exchange for being awarded all the work included in the Project.
- D. **Modifications to Bid Form:** Bids containing clauses or phrases which modify enclosed Bid Form or Bidding Documents may be cause for rejection. The Bid Form will be provided to the bidders separate from the Project Manual.
- E. **Completeness and Copies Required:** Bidder shall fill in all blank spaces, which are associated with the Contract Category(ies) for which Bidder is submitting a bid. Bidders shall submit an original, signed original copy of the Bid Form.
- F. **Signing Bids:** Bids shall be signed with name typed or printed below the signature. Where Bidder is a corporation, Bids must be signed with the legal name of the corporation followed by name of state of incorporation and the legal signature of an officer authorized to bind the corporation to a contract.
- G. **Addenda:**
1. Addenda will be e-mailed to all who are known by the issuing office to have received a complete set of Bidding Documents.
 2. Copies of Addenda will be made available for inspecting wherever Bidding Documents are on file for that purpose.
 3. Each Bidder shall ascertain prior to submitting a Bid that Bidder has received all Addenda issued, and Bidder shall acknowledge its receipt on the Bid Form.

1.07 SUBMISSION OF BIDS

- A. **Base Bid:** Submit Bid in an opaque, sealed envelope. Identify the outside of the envelope with: (1) Project Name, (2) Name of Bidder, (3) Write "BID ENCLOSED." Submit Bids in accordance with Section 00010, Invitation to Bid.

1.08 MODIFICATION AND WITHDRAWAL OF BIDS

A. General Requirements:

1. A Bid may not be modified, withdrawn, or canceled by Bidder, without consent of Owner, during the sixty (60) work-day period following the time and date designated for receipt of Bids, and each Bidder so agrees in submitting its Bid.
2. Prior to time and date designated for receipt of Bids, a Bid submitted may be modified or withdrawn by notice to party receiving Bids at place designated for receipt of Bids. Such notice shall be in writing over signature of Bidder or by facsimile; if by facsimile, written confirmation over signature of Bidder shall be mailed and postmarked on or before date and time set for receipt of Bids. A change shall be so worded as not to reveal amount of original Bid.
3. Withdrawn Bids may be resubmitted up to date and time for receipt of Bids, provided that they are fully in conformance with these Instructions to Bidders.

1.09 DISQUALIFICATION OF BIDDERS

- A. **General Requirements:** Owner reserves the right to accept or reject any or all Bids, or parts of Bids, and to waive formalities or informalities therein. For the purpose of determining the successful Bidder in the consideration of all Bids submitted, Owner reserves the right to accept or reject any or all alternates in any order as may appear in the best interests of the Owner. Owner reserves the right to disqualify Bids, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of the Bidder.
- B. **Qualification of Bidder:** In awarding the Contract, the Owner may take into consideration the Bidder's skill, facilities, capacity, experience, responsibility, previous work record, financial standings, safety and health experience, Subcontractors, and proposed work schedule. *Bidders are required to comply with the Project Special Requirements per paragraph 1.13 of Section 00100—Instructions to Bidders and paragraph 1.01 of Section 00810—Special Conditions to be qualified for this project.* The inability of any Bidder to meet the requirements mentioned above may be cause for rejection of its Bid.

1.10 EXECUTION OF CONTRACT

- A. **Qualification of Bidder:** Bidder shall be prepared, if so requested by Owner, to present evidence of his experience, qualifications and financial ability to carry out terms of the Contract.
- B. **Withdrawal of Bids:** Bid may not be withdrawn for a period of sixty (60) work days after Bids are received and opened.
- C. **Alternates:** The successful Bidder to whom the Contract has been awarded shall agree to the cost of alternates.

1.11 EVALUATIONS OF BIDS

- A. **Voluntary Alternates:** Voluntary alternates will not be considered in the determination of lowest responsive, responsible bidder.
- B. **Accept or Reject:** The Kirkwood School District reserves the right to reject any or all bids and to waive any irregularities therein, and to accept the bid most advantageous to the Kirkwood School District as determined solely in the judgment of the Owner, Kirkwood School District.

1.12 PROJECT SPECIAL REQUIREMENTS

- A. Bidders must have any required contractor's license as stated in the Invitation to Bid.
- B. The successful Bidder understands that this will be a smoking, tobacco, drug and alcohol free project and anyone working under this contract found to be in violation of such shall be removed from the job site.
- C. This is a Missouri Prevailing Wage Project. All workers performing work under this contract must be paid accordingly, as defined by Missouri Statutes Section 290.250 RSMo. For detailed information on rules and occupational titles, see 8 CSR 30-3.010 through 3.060 code of State Regulations-Prevailing Wage rules. It is against the law to knowingly misclassify a worker or fail to claim a worker as an employee. Section 285.503 RSMo. A list of all prevailing wage rates must remain posted at the worksite by the Contractors per 290.265 RSMo. Payroll records are required to be kept per 290.290 RSMo. Certified Payroll is required to be submitted with Application for Payments. With Application for Final Payment, the General Contractor and all Sub-Contractors must file and submit an Affidavit of Compliance per Section 290.290 and 290.325 RSMo.
- D. The successful bidder must be enrolled and participate in a federal work authorization program with respect to their employees and provide an affidavit that the bidder does not knowingly employ any person who is an unauthorized alien, who will be working on this project. No business entity, contractor, or employer involved with this project shall employ an unauthorized alien to perform work within the state of Missouri. As a condition for the award of any contract in excess of \$5,000 the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Section 285.530 RSMo
- E. Every transient employer performing work on this contract must show proof of Financial Assurance and adhere to all Missouri Revised Statutes governing them.
- F. Out of state contractors bidding on public work projects should review Missouri Revised Statutes Section 34.076.
- G. Proof of insurance for at least \$1,000,000.00 liability and \$1,000,000.00 worker's compensation must be submitted prior to work beginning.
- H. If applicable, the Contractor shall submit a proposed (SWPPP) Storm Water Pollution Prevention Plan including erosion control for review and approval by the Owner and all code enforcing officials. The Contractor shall manage this operation to control water pollution in accordance with the project specifications and applicable Local and State Regulations throughout the duration of the construction project.
- I. This project is sales and use tax exempt, and Bidder shall exclude such taxes from its bid.

- J. ALL CONTRACTORS shall perform conviction checks on its employees and any of its SUBCONTRACTORS' employees and shall cross reference each employee of the Contractor and any employee of its SUBCONTRACTORS with the St. Louis Sexual Offender's Registration list. Conviction checks shall be performed for both felonies and misdemeanors. All CONTRACTORS and any of its SUBCONTRACTORS will be required to re-perform conviction and sexual offender list registration checks every two years for those individuals assigned to DISTRICT'S SITES.

All CONTRACTORS and SUBCONTRACTORS must exclude an individual from DISTRICT's premises if he/she have ever been convicted of the following types of crimes: First or Second Degree Murder; First Degree Assault; Rape; Sodomy; Statutory Rape or Sodomy; Child Molestation; Sexual Assault; Sexual Misconduct; Sexual Contact; Sexual Abuse; Sexual Solicitation; or any other Misdemeanor or felony under §566.000 et seq. RSMo.; Sexual Battery or Gross Sexual Imposition; Arson; Robbery; Drug Trafficking.

In addition, THE CONTRACTOR and SUBCONTRACTOR must exclude an individual from DISTRICT'S premises if he/she is listed on the County Sexual Offender Registration list.

- K. Federal EPA laws require contractors performing renovation, repair and painting projects that disturb lead-based products in Pre-1978 child care facilities and schools to be certified and must follow the rules required for lead-safe work practices. Contractors performing this type of work, if applicable, must provide proof of certification prior to the start of the project, and adhere to lead-safe work practices throughout the duration of the project.
- L. Annually, the District is required by law to notify parents, staff, and outside contractors of asbestos building materials that exist in our District facilities. A careful survey of our facilities confirms that the present asbestos containing materials pose no health threat at this time. Located in the main office of each facility is a manual pinpointing the locations of asbestos-containing-material. The Director of Buildings and Grounds is the responsible party in ensuring the management plan is followed. If you have any questions regarding this notification or need additional information in regard to the management plan, you may contact the Director of Facilities, Russ Leary (russ.leary@kirkwoodschoools.org), at 314-213-6100 ext. 6185.

PART 2 – EXECUTION

2.01 SCHEDULE: 3-Year Contract (November 1, 2026 to October 31, 2029)

- A. The Contractor will be required to start providing full service on **November 1, 2026**. Work can be performed during normal hours (7:00 am to 4:00 pm) Monday – Friday for regularly scheduled routine service.
- B. Contractor will coordinate with Owner for access to facilities if/when after-hours work is to be performed.
- C. Contractor cannot perform work activity which will in any way interfere with or disrupt facility operations without prior approval by Owner except in cases of emergencies or for safety issues.
- D. Contractor will submit to Owner for Owner's approval prior to starting services a schedule indicating the contractor's planned work schedules, work locations and timeline for completing work at each location.

END OF SECTION 00100

SECTION 00101 – ANNUAL WAGE ORDER NO. 33

Prevailing Wage Determination

Prevailing wages are required to be paid to persons working on this project. A copy of the wage order is a part of this bid package. Ask for a copy if you did not receive it. Contractors can find more information on the Missouri Department of Labor website:

https://laborwebapps.mo.gov/DLS/PrevailingWage/AWO/33/33_WO100.pdf

According to the State of Missouri Prevailing Wage laws, any Contractor and/or Sub-Contractor(s) performing work under this Contract will forfeit a penalty to the contracting public body of \$100 per day (or portion of a day) if a worker is paid less than the Prevailing Wage rate.

END OF SECTION 00101

BID FORM

Date _____

TO: Director of Facilities
Kirkwood School District
200 Thomas Avenue
Kirkwood, MO 63122

RE: ELEVATOR SERVICE AGREEMENT

Bidders must complete all sections of the Bid Form. The Bidder that is the apparent low, most responsive and responsible bidder shall be prepared to immediately meet with the Owner to execute the contract, submit insurance certificates and receive a Notice to Proceed. The undersigned, having familiarized itself with the terms, conditions and requirements of said Bid Documents, hereby proposes to furnish any and all management, supervision, services, parts, labor, equipment, parts, materials, tools, clerical and administrative support, necessary to perform the services required in compliance with said terms, conditions and requirements, for the following consideration:

Instructions to bidders: Wednesday September 16, 2026, at 2:00PM.

Submit bids in a sealed envelope clearly labeled "ELEVATOR SERVICE AGREEMENT".

Bidder Acknowledges Receipt of Addendum (Initial by any/all received):

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

ELEVATORS – MONTHLY MAINTENANCE

\$ _____ Per Month Total (All Elevators Only)

Written Bid Amount: _____

_____ Number of maintenance hours per elevator per month

ELEVATORS – QUARTERLY MAINTENANCE

\$ _____ Per Month Total (All Elevators Only)

Written Bid Amount: _____

_____ Number of maintenance hours per elevator per quarter

WHEELCHAIR LIFTS – SEMI-ANNUAL MAINTENANCE

\$ _____ Per Month Total (All Lifts Only)

Written Bid Amount: _____

_____ Number of maintenance hours per lift per semi-annual period

I am submitting a bid for:

___ Elevators Only

___ Wheelchair Lifts Only

___ All Elevators and Wheelchair Lifts

Billing Rates	Mechanic	Helper	Crew
Straight Time	\$	\$	\$
Overtime Premium (1.5 Time)	\$	\$	\$
Overtime Premium (1.7 Time)	\$	\$	\$
Overtime Premium (Double Time)	\$	\$	\$

Material Markup _____ %

Discount for annual billing _____ %

Annual Escalation Rate (if any) _____ %

The undersigned further agrees and understands that the Owner has the right to reject any and all bids, to waive technicalities or other requirements for its benefits, and to accept the bid that is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rule of any group, association or corporation;

The bid is firm and cannot be withdrawn for a period of sixty (60) calendar days;

That there has been no attempt on its part to directly or indirectly induce or solicit any other vendor to submit a false or sham bid;

That there has been no attempt on its part to solicit or induce any person, firm, or corporation to refrain from submitting a bid;

And that it has not sought by collusion or otherwise to obtain for it any advantage over any other bidder or over the Owner.

In submitting this Bid the Bidder agrees:

- A. To hold its bid open for sixty (60) calendar days after the bid date.
- B. To accept the provisions of the Bid Documents.

- C. To enter into and execute an Agreement in the form provided in the Bid Documents.
- D. To provide its services in accord with the Contract Documents, including all submittals.
- E. To complete its services within the time specified.
- F. To comply with laws and regulations.

The Bidder certifies the following to induce the Owner to receive and consider its Bid:

- A. Neither it nor its subcontractors and suppliers are currently debarred, suspended or otherwise ineligible for public work.
- B. It has all current licenses to perform its work.
- C. If it is a corporation, it is currently in good standing in its state of incorporation and is authorized to do business in the State of Missouri.
- D. It has sufficient insurance coverage to satisfy the requirements in the Contract Documents.
- E. To its best knowledge and belief, it will self-perform _____% of the Work.
- F. It has read, understands and will comply with the Project Special Requirements per paragraph 1.13 of Section 00100—Instructions to Bidders and paragraph 1.01 of Section 00810—Special Conditions and can provide all required documents to the Kirkwood School District prior to starting work.

Signature_____

Print Name_____

Firm Name_____

Corporation_____ Partnership_____ Sole Proprietorship_____

Mailing Address_____

City, State, Zip_____

Primary Contact Telephone (including area code)_____

Fax Number (including area code)_____

Email Address_____

Date_____

END OF BID FORM

SECTION 00800 - SUPPLEMENTARY CONDITIONS

PART 1 - GENERAL

1.01 MISCELLANEOUS CONTRACTOR RESPONSIBILITIES

A. SAFETY:

1. The Contractor agrees to adequately and properly protect its Work. The Contractor agrees to adhere to the Federal Occupational Safety Act, State and local safety regulations, so as to avoid injury or damage to persons or property, and to be directly responsible for damage to persons and property resulting from failure to do so.
2. If the Owner issues a safety notice to the Contractor and the Contractor fails to take corrective action immediately to insure compliance with said safety regulations and/or removal of rubbish and debris resulting from his Work, the Owner shall undertake these obligations and charge the cost of same to the Contractor's account without further notice to the Contractor.
3. The Contractor agrees to notify the Owner's representative on the jobsite of all accidents which may occur to persons or property and shall provide the Owner's representative with a copy of all accident reports on appropriate forms. All reports shall be signed by the Contractor or his authorized representative and submitted within twenty-four (24) hours of occurrence.
4. The Contractor shall insure that tools, equipment, and other items used in accomplishing the Work, whether purchased, rented or otherwise provided by the Contractor or provided by the others, are in a safe, sound and good condition, they must be capable of performing the functions for which they are intended, and maintained in conformance with applicable laws and regulations.

B. LABOR RELATIONS:

1. The Contractor shall procure its materials from such sources and employ such labor, subject to Contract terms and conditions, in order to insure harmonious labor relations on the project site and to prevent strikes or other labor disputes by other trades.
2. In the event of a strike or other labor dispute affecting the labor employed by the Contractor and determined by the Owner to be detrimental to the Project, the Owner, through the PM upon seven days written notice, may terminate this agreement and pay the Contractor for all work performed prior to termination.
3. The Contractor agrees that all disputes concerning the jurisdiction of trades shall be adjusted in accordance with any plan for the settlement of jurisdictional disputes which may be in effect, either nationally or in the locality in which the Work is being done. The Contractor shall be bound by, and shall abide by, all such adjustments and settlements of jurisdictional disputes, whether or not the Contractor is signature bound by the agreement establishing the Impartial Jurisdictional Disputes Board and/or its successors. The Contractor agrees not to cause a work stoppage due to the jurisdictional assignment of work.
4. Contractor shall use, at all times on the Project, only such labor as will in no way whatsoever disturb or affect labor employed by the Owner or other contractors on the site, and Contractor's employees shall work in harmony with all such employees and contractors. Contractor shall consult with Owner before making any disputed work assignments.

5. Any of Contractor's assigned personnel or subcontractors whom the Owner may consider to be incompetent, careless, insubordinate or otherwise objectionable, or whose conduct or presence is considered to be detrimental to the best interests of the Project, or who are not required for the Work, shall be removed at Owner's request. Owner shall not incur any liability, responsibility or obligation whatsoever in regard to exercising its rights herein either to Contractor or any other person.

C. WORK SCHEDULES & STAFFING:

1. The Contractor agrees to maintain an adequate force of experienced workers and the necessary materials, parts, supplies, equipment and tools to meet the requirements of the Owner and in order to minimize equipment down time and to maintain service schedules, as established by the Service Agreement. In the event that elevator company's labor force is, in the judgment of the Owner based on stated schedules in the service agreement, inadequate to meet the established schedules during the regular work hours, the Contractor agrees to work sufficient overtime hours or increase its work force to meet such schedules at no extra cost to the Owner.
2. The Contractor agrees to employ competent administrative, supervisory and field personnel to accomplish the work through the time period covered by the service agreement.
3. Failure by the elevator company to perform service work in accordance with the established service agreement two (2) times within a one (1) year period or three (3) times during the life of the service agreement will be considered a breach of contract and grounds for the Owner, Kirkwood School District, to terminate the service agreement.

D. WORK PERFORMANCE:

1. In no event shall any act or omission on the part of the Owner, the Architect or the PM relieve the Elevator Company from its obligation to perform its Work in full compliance with applicable laws and regulations.
2. The Elevator Company shall be responsible to the Owner for the acts and omissions of all its employees and all Subcontractors, their agents and employees, and all other persons performing any of the Work under a contract with or in the employ of the Elevator Company.
3. Elevator Company shall in all respects comply with, and shall cooperate with the Owner in enforcing, all site procedures, conditions and rules established by the Owner which affect any of the Work being performed for the Project or at the Jobsite, including, but not limited to: Work schedules; access; security, traffic and solicitation; work and storage areas; utilities; safety, medical and first aid facilities; fire and explosion precautions; pollution; sanitation; cleanup and work conditions. Elevator Company shall be required to attend all elevator service related meetings held by the Owner regarding any elevator service work involving work the elevator company is obligated to perform under the Service Agreement.
4. The requirements specified in any referenced standard and/or specification shall not change or modify the contractual obligations set forth in the Contract Documents.
5. Elevator Company will provide parts and labor utilizing fully qualified elevator technicians directly in the employment and under the supervision of the Elevator Company to perform the equipment manufacturer's recommended regular maintenance, service and adjustments, and to inspect, maintain, adjust, clean, lubricate, repair and perform other preventative maintenance and repairs on the elevator/wheelchair lift equipment that is required and/or recommended by the elevator manufacturer to keep the equipment in an optimal and safe operating condition. If the contract is for quarterly maintenance, minimally one service/maintenance visit will be completed for each elevator four (4) times a year (quarterly) in the 1st quarter (January – March), 2nd quarter (April – June), 3rd quarter (July –

September) and 4th quarter (October – December). No regularly scheduled service/maintenance visit is to take place any sooner than 75 calendar days after the last such visit. If contract is for monthly preventative maintenance, no regularly scheduled service/maintenance visit is to take place any sooner than 15 calendar days after the last such visit. The wheelchair lift contract is for semi-annual preventative maintenance and no regularly scheduled service/maintenance visit is to take place any sooner than 150 calendar days after the last such visit. This does not apply to service calls or call backs to address problems for which the Owner requests service or for emergency entrapment calls.

6. Liquidated Damages: If/when any monthly/quarterly/semi-annually service visit is not performed on any elevator or lift as scheduled in paragraph #D.5 above the Elevator Company agrees to deduct from monthly invoice an amount equal to two (2) hours of the Elevator Company's normal labor rate, the rate charged to the Owner for any work not covered by this agreement.
7. Owner reserves the right to cancel this agreement within 30 days of providing Elevator Company written notice (by e-mail or letter) should the Elevator Company fail to perform maintenance on time (as described in paragraph #C.1 above) on any single elevator included in this agreement more than one (1) time in a calendar year (January – December) or on any combination of elevators more than two (2) times in a calendar year.
8. Owner does not agree to automatic renewal of this agreement. This agreement will end at the end of the contract period unless the Elevator Company and Owner sign an agreement to extend or renew the agreement prior to the last day of the agreement period.

END OF SECTION 00800

00810 - SPECIAL CONDITIONS

PART 1 – GENERAL

1.01 EMPLOYEE BACKGROUND & SEXUAL OFFENDER REGISTRY CHECKS:

- A. All CONTRACTORS shall perform conviction checks on its employees and any of its SUBCONTRACTORS' employees and shall cross reference each employee of the Contractor and any employee of its SUBCONTRACTORS with the St. Louis County Sexual Offender's Registration list.
- B. Conviction checks shall be performed for both felonies and misdemeanors. All CONTRACTORS and any of its SUBCONTRACTORS will be required re-perform conviction and sexual offender list registration checks every two years for those individuals assigned to DISTRICT'S SITES.
- C. All CONTRACTOR'S and SUBCONTRACTORS must exclude an individual from DISTRICT'S premises if he/she has ever been convicted of the following types of crime:
 - 1. First of Second Degree Murder
 - 2. First Degree Assault
 - 3. Rape, Sodomy, Statutory Rape or Sodomy, Child Molestation, Sexual Assault, Sexual Misconduct, Sexual Contact, Sexual Abuse, Sexual Solicitation, or any other Misdemeanor or felony under §566.000 etSeq.RSMo.
 - 4. Sexual Battery or Gross Sexual Imposition
 - 5. Arson
 - 6. Robbery
 - 7. Trafficking in Drugs
- D. In addition, THE CONTRACTOR and SUBCONTRACTOR must exclude an individual from DISTRICT'S premises if he/she is listed on the County Sexual Offender Registration.

1.02 SECURITY AND SAFETY:

- A. At the completion of work or end of the work day, the Elevator Company will have all equipment and materials secure and stored away as to not impact facility operations.
- B. The Elevator Company will be responsible for cleaning up on a daily basis.

1.03 PROJECT SCHEDULE:

- A. Elevator Company shall comply with the schedule as established in the bidding documents.
- B. WORK HOURS: See Section 00100, paragraph 2.01

1.04 WARRANTY:

- A. Contractor guarantees that all materials and workmanship provided by it or any of its subcontractors shall, in every way, be good, sound and well suited for its intended purposes and that all materials and workmanship shall conform with the specifications under which the Work is being performed. In the event a failure to satisfy the foregoing guarantee shall occur or be detected within one (1) year from the date of final payment for the Work, Contractor shall, upon written notice from Owner, or any mortgagee of the Owner's interest in the property, promptly remedy the deficiency, fault or imperfection, and pay all damages resulting therefrom. In the event Contractor fails to fulfill its obligation to take remedial action, Owner may take such action at the expense of Contractor and deduct from any amount that is or may become due Contractor the cost of such corrective actions and seek recovery to the extent the cost of corrective actions and damages exceeds the amount then due Contractor under this Contract.

Where goods are to be integrated into other products, packages or systems, the same representation and warranty shall be and is hereby made for use of such Products, as integrated or incorporated into such other system. In addition to all other rights and remedies and not by way of limitation, in the event of any breach of such warranty, as set forth above, Contractor shall restore the Products to the same level as warranted herein or repair or replace the Products with conforming Products so as to minimize interruption to the user's ongoing business processes, time being of the essence, at Contractor's sole cost and expense.

1.05 WAIVER OF MECHANICS' OR MATERIALSMEN'S LIEN:

- A. Contractor, for itself and for anyone claiming by, through or under it, hereby releases and waives any and all lien rights or claims to liens against the Property and/or the underlying real estate which might arise in connection with the furnishing of labor or materials or goods under this Contract. The foregoing release and waiver specifically includes, but is not limited to, all liens and rights or claims to liens arising under the applicable Mechanics' Lien Act of the jurisdiction in which the Property is located, as the same may be amended and replaced from time to time. Contractor hereby agrees to execute and deliver such additional documentation as may be required by Owner that no mechanics' or materialmen's liens have been or will be created as a result of the Work performed hereunder, including without limitation, sworn contractors' statements and partial and final lien waivers.

END OF SECTION 00810

SECTION 01010 - SUMMARY OF THE WORK

PART 1 - GENERAL

1.1 DESCRIPTION

A. Work Included:

1. The "Project" of which the "Work" of this contract is a part, is titled "**Elevator Service Agreement.**"
2. This Section is intended as a general outline of information for the Work required. It does not intend to cover all items of Work or suggest construction schedules.
3. The "Work" of this Contract is defined in the Contract Document to include all elevators and platform lifts presently owned by Kirkwood School District and listed in this document.
4. See Appendix A for specific details of the contract "**Scope of Work**"

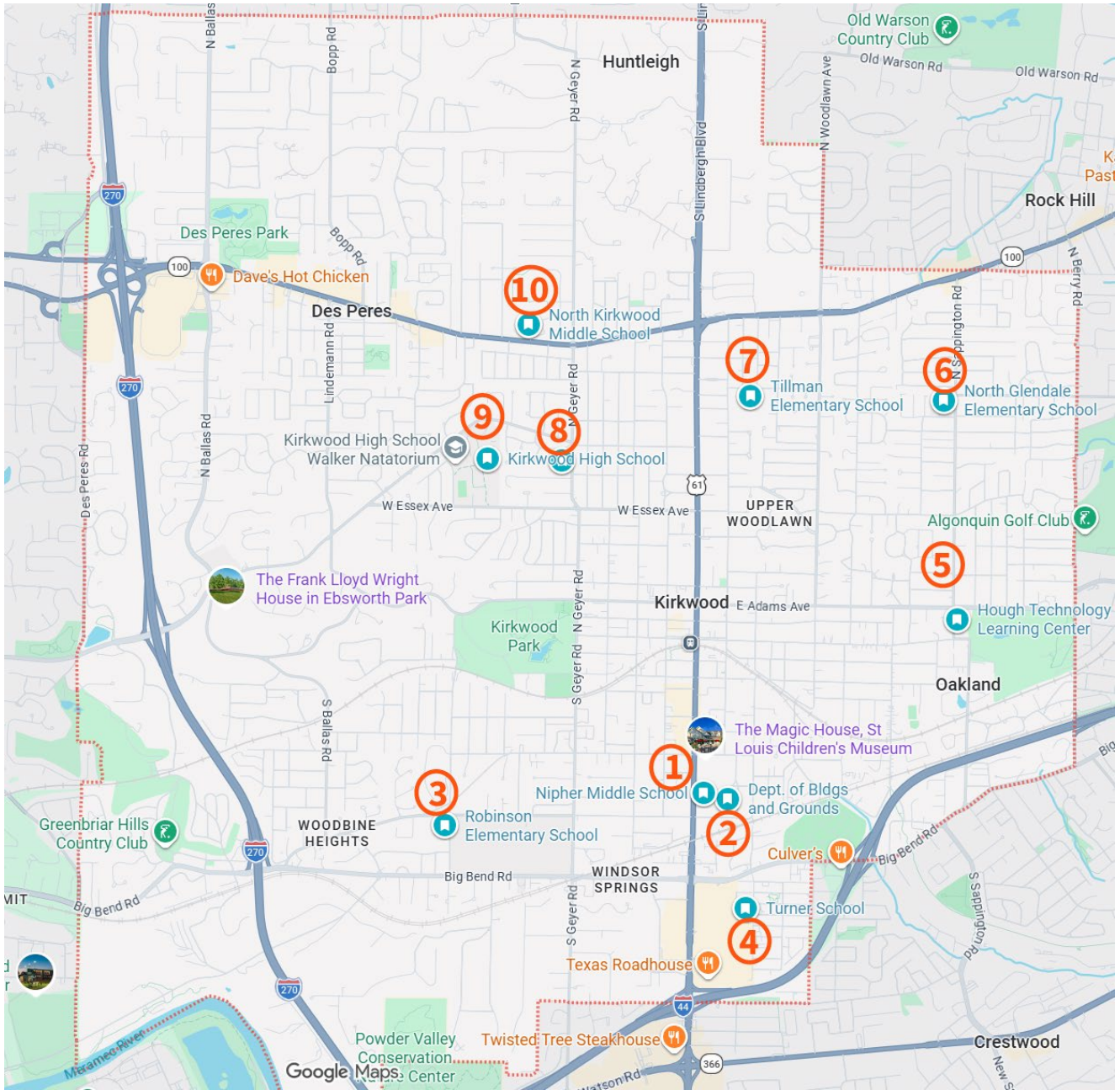
1.2 SCOPE OF WORK/SERVICES TO BE PROVIDED

- A. Contractor shall perform preventative, predictive, and corrective maintenance services and provide proactive recommendations for traction elevators, hydraulic elevators and wheelchair lifts per specifications listed below at the Owner's facilities. Work will be done with only a high standard of professionalism and quality. All material, labor, and services shall be furnished by the Contractor. Contractor shall adhere to the requirements of current OSHA, NFPA 70, 70B, 70E and 72, EPA, State, and Local requirements and regulations. All work shall be performed so as to have minimal interference with Owner operations.

END OF SECTION 01010

SECTION 01152 – APPLICATION FOR PAYMENT

Contractor will be required to accept the school district's normal and routine purchase order payment process as a condition of being awarded the Service Agreement.



1	Nipher Middle	700 S. Kirkwood Road
2	K.S.D. Facilities	200 Thomas Ave
3	Robinson Elementary School	803 Couch Avenue
4	Turner Building	1099 Milwaukee St
	Hough Learning Center	100(106?) N. Sappington Road

6	N. Glendale Elementary	765 N. Sappington Road
7	Tillman Elementary	230 Quan
8	Keysor Elementary School	726 N. Geyer Road
9	Kirkwood High School	801 W. Essex
10	Kirkwood Middle	11287 Manchester Road

School	State ID	Location	Equipment Type	5 Year	Year Installed	Notes
High School	10035	Science Bldg.	ThyssenKrupp: TAC 20 Passenger, dual jack Holeless, hydraulic	2022	2007	Has OSV
High School	10036	Library	Access Industries: Platform lift-VPL screw drive		1995	
High School	10037	Northwest Bldg.	Garaventa: Stairway Inclined Platform Lift GSL-1 Artira		2012/2018	
High School	10048	West Bldg. Lobby	Dover: Passenger, Cimarron single jack, holeless (1'-2' in ground), hydraulic		1997	
High School	22773	Walker Natatorium	Kone: Passenger, MRL Traction	2020	2016	MRL
Nipher	6274	Lobby	Long: Passenger, hydraulic 2014 Modernization by TKE TAC 32 controller, new hydraulic power unit, new fixtures.	2022	1994/ 2014 Mod	Has OSV
Nipher	25400	Student Center (#1)	Savaria: Stairway Inclined Platform Lift		2020	
Nipher	10033	North Gym Stage(#2)	Access Industries: Platform lift-VPL-Screw		1996	
Nipher	26683	New addition#2	MEI Hydraulic passenger elevator - summer 2023		2023	
N. Middle School	10017	Mid Meadows Lobby (#1) Cafeteria	Access Industries: Platform lift-VPL-Screw TG-50		1996	
N. Middle School	11593	Gymnasium Hallway #3	Garaventa: Xpress Stairway Inclined Platform Lift		2005	
N. Middle School	11594	#2 Near cafeteria	Garaventa: Stairway Inclined Platform Lift, XP II		2005	
Keysor	21177	North Lobby	Thyssen Krupp: Passenger, dual jack telescoping, TAC 32 hydraulic	2022	2012	Has OSV
N. Glendale	10030	Basement near Rm. 009 (#2)	Access Industries: Carrier Inclined Platform Lift.		1995	
N. Glendale	21272	North wing	Schindler: Passenger, Inverted, dual jack holeless hydraulic	2022	2012	Has OSV
Robinson	24426	(#1) Near room 210	Garaventa: Stairway Inclined Platform Lift		2018	
Robinson	10021	(#2) Near room 203	Garaventa: Stairway Inclined Platform Lift		1998	
Robinson	10022	(#3) Near room 103	Garaventa: Stairway Inclined Platform Lift		1998	
Robinson	25061	(#4) Near room 110	Garaventa: Stairway Inclined Platform Lift		2018	
Robinson	25432	SW Stairs	Savaira: Stairway Inclined Platform Lift		2020	
Robinson	25834	Front Entrance	Savaria: Stairway Inclined Platform Lift		2022	
Robinson	10025	(#6)	Schindler: Passenger, holed hydraulic 2022 Modernization by MEI. VMI controller, new hydraulic power unit and new hydraulic cylinder.	2022	1990/ 2022 Mod	Has OSV

Robinson	21243	(#7) West Wing	Thyssen Krupp: Passenger, dual jack holeless telescoping hydraulic	2022	1	Has OSV
Tillman	10168	Main Hallway	Long: Passenger, hydraulic 2014 Modernization by TKE TAC 32 controller, new hydraulic power unit, new fixtures.	2024	1994/ 2014 Mod	Has OSV
Tillman	18718	Basement Multipurpose Room	National Wheel-O-Vator: Vertical Platform Lift-screw drive.		2005	
Tillman	26684	Stage	New summer 2023 Savaria: Vertical Platform Lift, roped-hydraulic drive.		2023	
Tillman	26685	New addition	MEI : Hydraulic Passenger		2023	
Hough Center	14155	Lobby	Schindler: Passenger, Inverted, dual jack holeless hydraulic	2022	2002	Has OSV
Turner	21933	#1	Otis: Hydraulic Passenger	2026	2005	Has OSV
Facilities	26611	Vertical WC Lift	Garaventa		2023	

APPENDIX A

Annual preventative maintenance for Traction and Hydraulic Elevators and Wheelchair Lifts.

SCOPE OF WORK INCLUDES:

1. Purpose

Contractor shall perform preventative, predictive, and corrective maintenance services and provide proactive recommendations for traction elevators, hydraulic elevators and wheelchair lifts per specifications listed below at the Owner's facilities. Work will be done with only a high standard of professionalism and quality. All material, labor, and services shall be furnished by the Contractor. Contractor shall adhere to the requirements of current OSHA, NFPA 70, 70B, 70E and 72, EPA, State, and Local requirements and regulations. All work shall be performed so as to have minimal interference with Owner operations.

2. Scope of Work

1.1. Responsibilities:

- 1.1.1. Equipment: These systems include all elevators, wheel chair lifts and dumbwaiters.
- 1.1.2. Contractor shall oversee equipment repair and maintenance services to maintain operational integrity and promote 100% reliability of equipment.
- 1.1.3. Contractor shall develop, implement, and monitor compliance of emergency response procedures.
- 1.1.4. Measure and report compliance with Owner's mandated response times for emergency situations.
- 1.1.5. All maintenance and repair activities shall be consistent with manufacturer specifications.
- 1.1.6. Contractor shall prepare an Annual Project Plan that identifies major maintenance, repair, and proposed system enhancements beyond the maintenance and repair services outlined herein. Project activities and recommended improvements shall be designed to enhance reliability, safety and service. The Annual Project Plan shall be submitted no later than February 1 of each calendar year. All costs shall be clearly defined and itemized.
- 1.1.7. Contractor shall ensure maintenance and repair personnel hold proper licenses and certifications. Contractor technicians shall complete manufacturer training and maintain current manufacturer certifications when applicable.
- 1.1.8. Within the first six (6) months of contract execution, Contractor shall create, validate and update the Equipment Inventory. Contractor shall be responsible for accurately maintaining the data represented as Equipment Inventory over the life of the contract.
- 1.1.9. Contractor shall provide an initial evaluation of the current condition and life expectancy of the equipment. Contractor will accept all equipment on an "as is" basis. No pro-rations will be allowed on any repair, renewal, or replacement costs.
- 1.1.10. Contractor shall assign service technicians to provide the contract duties as outlined herein. Contractor technicians shall be available to ensure Service Level Expectations are met at all times.
- 1.1.11. Contractor shall maintain a sufficient inventory of original manufacturers' replacement parts in order to maintain equipment in accordance with section 2.9, Service Level Expectations and safe operating conditions.
- 1.1.12. Contractor shall supply all necessary tools and equipment necessary to fulfill contractual obligations.

1.2. Hours of Service, Callback, and Emergency Services

- 1.2.1. Business hours are from 7:00am to 4:00pm, Monday thru Friday, excluding designated Customer holidays.
- 1.2.2. Maintenance routines shall be executed in a manner to avoid business interruptions. Any maintenance activity that places the downstream load at risk shall be performed after business hours.
- 1.2.3. Contractor shall maintain an online service request system to promptly dispatch maintenance technicians in response to service requests for emergency troubleshooting and/or repair.
- 1.2.4. All parts, labor, travel (Owner is not to be billed trip charges), and on-site time are included in monthly contract price.
- 1.2.5. Off-hours emergency services shall be limited to only two hours unless extended and approved by Owner.
- 1.2.6. Contractor shall provide emergency service effective twenty-four (24) hours a day, seven (7) days per

week, 365 days per year including weekends and holidays.

1.2.7. Contractor shall respond onsite for emergency service as follows:

1.2.7.1. Time from receipt of request to mechanic arrival in response to a request for service for emergency adjustment or repair **shall not be more than sixty (60) minutes** during **regular business** hours.

1.2.7.2. Time from receipt of request to mechanic arrival in response to a request for service for emergency adjustment or repair **shall not be more than two (2) hours** during **non-business** hours.

1.2.7.3. **For passenger entrapment only**, Arrival of mechanic **shall be not more than thirty (30) minutes from receipt of request** during **regular business** hours and **shall be not more than sixty (60) minutes** during **non-business** hours.

1.2.8. With reference to 1.2.7, these are the **mandatory response times** that will remain in effect throughout the contract period. **It is understood that weather and other special situations may impact response by the Contractor which will be noted on a future business review.**

1.3. Coordination with Owner

1.3.1. Contractor shall notify and coordinate with Owner in advance any time a unit is to have a service for planned or scheduled maintenance. **This includes removing a unit from regular service for maintenance.**

1.3.2. In the event a unit cannot be returned to service due to repair activities within 4 hours of incident inception, Contractor shall advise Owner of the nature of the problem and provide an estimated time of when the unit is expected to be returned to service.

1.3.3. Contractor will provide detailed Work Plan Procedures for all major maintenance prior to commencing work, especially for maintenance tasks requiring a unit to be shut down and/or removed from service. Procedures shall include back out and contingency plans.

1.4. Execution of Corrective Maintenance

1.4.1. All repairs shall be performed in an expedient and professional manner. All efforts should be made to return unit to service as soon as possible, unless otherwise agreed to by Owner. This includes, but is not limited to overtime, air freight, temporary units, etc.

1.4.2. A report written by Contractor shall be submitted to Owner upon completion of corrective maintenance service. The report shall include the location of the unit, labor hours, cause of malfunction, details of the repair, timeline of events, a description of parts and materials used, and any necessary follow up work required. In addition to identifying root cause, the Contractor shall provide any recommended actions to prevent such failures from reoccurring. Contractor shall maintain a database of recommended improvements for annual review.

1.5. Preventive and Predictive Maintenance

1.5.1. Contractor shall provide Owner with a schedule for preventive maintenance on all equipment in accordance with frequencies specified in subsequent Appendix A-1, A-2 and A-3.

1.5.2. See Appendix A-1, A-2 and A-3 which detail the minimum preventive and predictive maintenance requirements.

1.5.3. Contractor is obligated to continually apprise Owner of advancements in maintenance practices and technology which improve system reliability and/or reduce operating costs.

1.6. Replacement parts, Inventory, and Products Used

1.6.1. Contractor shall use original equipment manufacturer (OEM) replacement parts or like parts meeting OEM specifications. Like part substitutions must be approved by Owner in writing.

1.6.2. Contractor shall maintain an adequate, onsite supply of frequently used replacement parts allowing for immediate repairs and to meet the specific requirements of the listed equipment.

1.6.3. Obsolescence of the Conveyances. If original equipment manufacturer parts are no longer available, Elevator Service Provider shall provide a reasonable substitute for the original OEM parts of equal quality or provide rebuilt components on elevators under Complete Maintenance.

1.6.4. Contractor shall provide all consumables and supplies.

1.7. Additional Work

1.7.1. Work which does not fall within the scope of this contract shall be paid for at hourly billing rates as

established and material markup. See Appendix F. Work must be approved in advance by Owner.

1.8. Performance Standards and Reporting

- 1.8.1. Contractor shall maintain equipment maintenance and history records to be provided to Owner upon request. Equipment records and logs are property of Owner.
- 1.8.2. Contractor will update and maintain equipment logs at each equipment location. Log shall contain the following: date of service, name of technician, time of arrival, time of departure and detailed description of work performed.
- 1.8.3. Contractor shall provide and maintain a MCP (Maintenance Control Program) for each elevator at each location. MCP shall comply with the provisions of the currently adopted A17.1 section 8.6.1.2. or any subsequent version adopted by the State of Missouri. The MCP shall become and remain the property of the owner and shall remain on-site, even in the event the maintenance contract is cancelled or not renewed.
- 1.8.4. All equipment manuals, drawings, electrical schematics, diagrams, elevator specific adjusting tools and/or software are the property of the owner and shall remain on-site, even in the event the maintenance contract is cancelled or not renewed.
- 1.8.5. Equipment should perform within manufacturer's specifications at all times during the term of this contract. Deviations must be approved by Owner.
- 1.8.6. Contractor shall provide Owner reports concerning equipment performance, planned maintenance status, and equipment condition with recommendations for future work. At a minimum, reports shall include:
 - 1.8.6.1. Monthly: Emergency Response Reports, Completed Maintenance Reports, Executive Summary of Problems or Potential Problems, and Outstanding Issues Reports.
 - 1.8.6.2. Quarterly: Major Service Work completed and planned, Equipment Condition and Recommendation Reports, Field Change Notice Reports identifying equipment effected and status of change.
 - 1.8.6.3. Annually: Equipment Audit detailing equipment condition, and recommended future modifications for capital planning purposes, including replacement/renewal. Annual Audit is to include an analysis of service issues, repair history, alarm conditions, and failures experienced during the prior year.
- 1.8.7. Contractor will hold a Quarterly Business Review with Owner at Owner's place of business at which time progress, open issues, and recommendations will be addressed. Contractor shall bring above stated reports.
- 1.8.8. Layout and details of reports shall be developed by Contractor and must be agreed to by Owner. Contractor shall provide reports in an Owner-approved electronic format.
- 1.8.9. Contractor shall obtain signature of Owner's representative on work order upon completion of work at site (unless otherwise agreed to in writing).
- 1.8.10. Contractor shall continually improve the quality of the Services to Owner's satisfaction which includes a quality control program.
- 1.8.11. Contractor shall take proactive steps to limit customer complaints. These steps shall include but shall not be limited to:
 - 1.8.11.1. Proactive inspections and maintenance program
 - 1.8.11.2. Regular status reports to Owner
 - 1.8.11.3. Detailed information for monitoring and management of service program

Utilization of an Owner approved quality assurance program.

1.9. Service Level Expectations:

Compliance with codes, regulations, safety and security programs:	100%
Achieve Emergency Response Time Goals	100%
Service requests addressed consistent with service level response goals:	100%
No controllable impacts to business operations	100%

3. Safety/Quality

- 3.1. Contractor and its employees shall comply with the latest revisions of Owner's Vendor Code of Conduct document.
- 3.2. Contractor shall notify Owner immediately of any safety or security issues that arise while performing the duties of this agreement and/or while on the Owner's Property.

- 3.3. Contractor shall supply and install a Ground Fault Interrupter (GFI) when using power operated tools or electrical equipment.
- 3.4. Contractor will submit an energized electrical permit for any energized manipulative repair work for approval by Owner.
- 3.5. Contractor shall conform to lock-out/tag-out procedures as defined in OSHA 1920.147 and related State Administration Code.
- 3.6. Contractor shall submit MSDS to the Owner's Safety representative for all chemicals to be used in the fulfillment of this contract. Chemicals shall not be brought onto the Owner's Property before an authorization has been granted and shall not be stored or left on Owner's property without approval. The Contractor will be responsible for maintaining respective MSDS at necessary equipment.
- 3.7. Fire lanes must be kept open at all times.

4. Credit for Out Of Service Equipment or Cancelled Maintenance Service

- 4.1. Contractor shall provide an invoice credit for any unit left out of service for more than one week whether such unit has been removed from service at request of Owner or removed from service by Contractor while awaiting spare parts. Any such credit shall be proportional to the monthly maintenance cost for the unit, pro-rated for the out of service period of time.
- 4.2. Owner may vacate occupied buildings during the term of this contract. An invoice credit for the full period of time any such equipment is taken out of service shall be provided based on the monthly maintenance cost for the unit. Owner reserves the right to cancel and cease monthly maintenance and associated costs for any building.
- 4.3. A partial prorated credit of new equipment shall be provided, subject to negotiation.

5. Personnel

- 5.1. Identification
 - 5.1.1. Contractor field personnel shall wear uniforms, clearly identifying them as employees of the Contractor.

6. Purchasers Right to Inspect and Require Work

- 6.1. Purchaser reserves the right to perform audits, maintenance evaluations, inspections or tests whenever it is deemed advisable or necessary to ascertain that the requirements of this Agreement are being fulfilled. The Contractor agrees to furnish, without cost, personnel to accompany Purchaser and/or its representatives during such inspections. Any items found will be submitted in writing to Contractor.
- 6.2. A qualified vertical transportation consultant may be retained by Purchaser to perform any of Services and mediate disputes in this agreement.

End of Appendix A

APPENDIX A-1 – Traction Elevators

1. Maintenance Schedule, Testing and Inspection Services

Routine service of all Elevator Equipment shall consist of monthly examination, minor adjustment, cleaning, painting and lubrication of such equipment. Any repair or replacement of Elevator Equipment is considered as additional time beyond that required for routine service. Contractor shall provide minimum routine servicing of Elevator Equipment based on the following frequency (or more frequently if determined to be necessary by Owner or Contractor):

- 1.1. The Contractor will regularly and systematically examine, adjust, lubricate as required, and when conditions warrant, repair or replace:
 - 1.1.1. Machine, worm, gear, thrust bearings, all seals, drive sheave, drive sheave shaft bearings, brake pulley and brake coil, contact, linings and component parts.
 - 1.1.2. Motor and motor generator, motor windings, rotating element, commutator, stator brushes, brush holders and bearings.
 - 1.1.3. Silicon controlled rectifiers, motor control drives, Solid-state power drives, reactors, filters, heat sinks, amp traps, transducers and all control components.
 - 1.1.4. Controller, leveling devices and cams, selector and dispatching equipment, encoders, all relays, magnet frames, solid state components, circuit boards, resistors, condensers, transformers, contacts, switches, leads, dash pots, timing devices, resistance for operating and motor circuits, operating circuit rectifiers, computer and micro computer devices, steel selector cable or tape and mechanical and electrical driving equipment. Includes all hoistway components.
 - 1.1.5. Hall and Car Operating Panel fixture contacts, markings and bezels, pushbuttons, key switches, locks, lamps and sockets, buttons and operating devices and hoistway access devices.
 - 1.1.6. Governor, governor wire rope, governor sheave and shaft assembly, bearings, contacts, switches and governor jaws.
 - 1.1.7. Deflector or secondary sheave, bearings, car and counterweight guide rails, top and bottom limit switches, governor tension sheave assembly, compensating sheave assembly, counterweight and counterweight guide shoes including rollers or gibs.
 - 1.1.8. Hoistway door interlocks and pick-up assemblies, rollers and related components, door hangers, tracks, door rollers and hardware, bottom door guides and auxiliary door closing devices, hoistway switches and all components subject to wear.
 - 1.1.9. Automatic power operated door operator, clutch assembly and related components, car door hanger, tracks, door rollers and hardware, bottom door guides, car door contact, door protective device, load weighing equipment, car frame, car sling, car safety mechanism, platform, wood platform flooring, tile floor covering in the elevator car, elevator car guide shoes, gibs or rollers.
 - 1.1.10. Examine all safety devices. All tests shall be performed in accordance with the provisions of the American National Standard, Safety Code for Elevators and Escalators ASME A17.1, current edition and American National Standard, Guide for Inspection of Elevators, Escalators, and Moving Walks ASME A17.2, current edition.
 - 1.1.11. Examine annually all safety devices and governors and conduct an annual periodic inspection and Category 1, no-load safety test, and each fifth year conduct a periodic inspection and perform a full-load, full-speed Category 5 Safety Test of safety mechanisms, speed governors, car and counterweight buffers, machine brake, Emergency Power and any other safety device subject to the Category 5 Safety Test. The car balance will be checked, and the governor set. If required, recalibrate the governor and seal for proper tripping speed and pull-through. Verify the brake will hold 125% of the rated capacity. Adjust if required to hold 125% of the rated capacity. Test Phase 1 & 2 Firefighters' Emergency Operation on a monthly basis. Annual testing shall be performed no more than 30 days prior nor later than 30 days after the conveyance state certificate expiration date.
 - 1.1.12. Load weighing devices will be calibrated after five-year safety tests.
 - 1.1.13. Renew all wire ropes as often as is necessary to maintain an adequate factor of safety; equalize the tension on all hoist and compensation ropes, and shorten ropes as required to provide legal and reasonable bottom clearances.
 - 1.1.14. Repair or replace conductor cables, traveling cables and hoistway and machine room elevator wiring as needed.
 - 1.1.15. Furnish lubricants compounded to the manufacturer's rigid specifications.

1.2. Auxiliary Equipment

The Contractor shall maintain, and if conditions warrant, repair or replace the following auxiliary equipment:

- 1.2.1. Emergency lighting, bulbs (including Owner supplied hoistway lighting bulbs), batteries, trickle charger and all related wiring and components.
- 1.2.2. Emergency telephones, Intercom system, master stations, speakers, latch-in system, emergency batteries, wiring and components. (Only those systems and devices directly related to Elevator Communication.)
- 1.2.3. Elevator Management Systems, Consoles, CRTs keyboards, wiring and components and all other devices associated with these systems.
- 1.2.4. Fire Emergency Operation and elevator operating devices, including operational signage.
- 1.2.5. Emergency Power Operation and elevator operating devices.
- 1.2.6. All ADA devices.
- 1.2.7. Labor only at no expense to Owner to replace **cab lighting ballasts (supplied by Owner)** and to rewire and reconnect faulty ballasts located on the top of each cab.
- 1.2.8. Inspect elevator pit sump pump for compliance with applicable codes and activate the pump manually by tripping the float mechanism to verify the pump comes on. Report to Owner if pump fails to come on or if any sump pump related code violations exist.

2. General

- 2.1. Contractor shall inform Owner of any abnormalities, needed repairs, and/or recommended actions.
- 2.2. Contractor shall develop, submit for approval, and, if necessary as determined by owner, maintain an agreed to list of critical spare parts for emergency replacement.
- 2.3. The Contractor **shall be required** to make other **safety tests** recommended or directed by governmental authorities in force at the signing of this contract.
- 2.4. Contractor shall **not** be required to install new attachments on the elevators recommended or directed by insurance companies, or by governmental authorities, and to make replacements with parts of a different design recommended or directed by insurance companies, or by governmental authorities.
- 2.5. **It is agreed that the Contractor shall not be required to make renewals or repairs necessitated by reason of negligence or misuse of the equipment or by reason of any other cause beyond their control except ordinary wear and tear.**
- 2.6. The Contractor shall maintain a supply of genuine manufacturer's and alternative replacement parts in their warehouse inventory.
- 2.7. The Contractor shall **not** be responsible for the following car enclosure items: (removable finish panels, door panels not related to elevator operation, car gates, plenum chambers, hung ceilings, light diffusers, light tubes and bulbs, handrails, mirror and carpets); frames and sills.
- 2.8. Repair/replace components as possible without posing risk to downstream load per contract.
- 2.9. Inform Owner of any abnormalities, needed repairs, and/or recommended actions.

3. Reporting Requirements

- 3.1. Reports shall be provided to Owner at least monthly.
- 3.2. Reports shall be in an agreed to format and file type.
- 3.3. Reports shall be for each individual elevator.
- 3.4. Identify any problems found, necessary corrective actions, and repair date.
- 3.5. Identify recommended actions (improvements, replacement/renewal, etc.).

End of Appendix A-1

APPENDIX A-2 – Hydraulic and Roped Hydraulic Elevators

1. Maintenance Schedule, Testing and Inspection Services

Routine service of all Elevator Equipment shall consist of monthly examination, minor adjustment, cleaning, painting and lubrication of such equipment. Any repair or replacement of Elevator Equipment is considered as additional time beyond that required for routine service. Contractor shall provide minimum routine servicing of Elevator Equipment based on the following frequency (or more frequently if determined to be necessary by Owner or Contractor):

- 1.1. The Contractor will regularly and systematically examine, adjust, lubricate as required, and when conditions warrant, repair or replace:
 - 1.1.1. Pumps, pump motors, control valves, operating valves, valve motors, motor windings, leveling valves, plunger, plunger packing, seals, exposed piping, hydraulic oil and hydraulic fluid tanks.
 - 1.1.2. Controller, leveling devices and cams, selector and dispatching equipment, all relays, magnet frames, solid state components, circuit boards, resistors, condensers, transformers, contacts, switches, leads, dash pots, timing devices, resistance for operating and motor circuits, operating circuit rectifiers, computer and micro computer devices, steel selector cable or tape and mechanical and electrical driving equipment. Includes all hoistway components.
 - 1.1.3. Hoistway door interlocks and pick-up assemblies, rollers and related components, door hangers, tracks, door rollers and hardware, bottom door guides and auxiliary door closing devices, hoistway switches and all components subject to wear.
 - 1.1.4. Governor, governor wire rope, governor sheave and shaft assembly, bearings, contacts, switches and governor jaws.
 - 1.1.5. Automatic power operated door operator, clutch assembly and related components, car door hanger, tracks, door rollers and hardware, bottom door guides, car door contact, door protective device, load weighing equipment, car frame, car sling, car safety mechanism, platform, wood platform flooring, tile floor covering in the elevator car, elevator car guide shoes, gibs or rollers.
 - 1.1.6. Hall and Car Operating Panel fixture contacts, markings and bezels, pushbuttons, key switches, locks, lamps and sockets, buttons and operating devices and hoistway access devices.
 - 1.1.7. Filters, mufflers and muffler components.
 - 1.1.8. Examine all safety devices. All tests shall be performed in accordance with the provisions of the American National Standard, Safety Code for Elevators and Escalators ASME A17.1, current edition and American National Standard, Guide for Inspection of Elevators, Escalators, and Moving Walks ASME A17.2, current edition.
 - 1.1.9. Examine annually all safety devices and governors and conduct an annual periodic inspection and Category 1, no-load safety test, and each fifth year conduct a periodic inspection and perform a full-load, full-speed Category 5 Safety Test of safety mechanism, speed governors, rupture/flow control valve, full-load working pressure, Emergency Power and any other safety device subject to the Category 5 Safety Test. If required, recalibrate the governor and seal for proper tripping speed and/or pull-through. Test Phase 1 & 2 Firefighters' Emergency Operation on a monthly basis. Annual testing shall be performed no more than 30 days prior nor later than 30 days after the conveyance state certificate expiration date.
 - 1.1.10. Annual Category 1 tests shall include a relief pressure test of the hydraulic system and a static leak down test. If leakage is detected that cannot be accounted for, the contractor, at no additional cost, will provide test weights and subject the elevator to a static test with the car loaded with the rated capacity. The elevator shall stand a minimum of 24 hours and the results reported to the owner.
 - 1.1.11. Load weighing devices will be calibrated after five-year safety tests.
 - 1.1.12. Renew all wire ropes as often as is necessary to maintain an adequate factor of safety; equalize the tension on all hoist and compensation ropes, and shorten ropes and chains as required to provide legal and reasonable bottom clearances.
 - 1.1.13. Repair or replace conductor cables, traveling cables and hoistway and machine room elevator wiring as needed.
 - 1.1.14. Furnish lubricants and hydraulic fluid compounded to the manufacturer's rigid specifications.
 - 1.1.15. Periodically conduct an analysis of the hydraulic fluid to detect contaminants and assure proper viscosity and make necessary corrections and replace fluid as required.
 - 1.1.16. Clean excessive fluid leakage from pump pans, cylinder heads, machine room and pit floors.
- 1.2. Auxiliary Equipment

The Contractor shall maintain, and if conditions warrant, repair or replace the following auxiliary equipment:

- 1.2.1. Emergency lighting, bulbs (including Owner supplied hoistway lighting bulbs), batteries, trickle charger and all related wiring and components.
- 1.2.2. Emergency telephones, intercom system, master stations, speakers, latch-in system, emergency batteries, wiring and components. (Only those systems and devices directly related to Elevator Communication.)
- 1.2.3. Elevator Management Systems, Consoles, CRTs keyboards, wiring and components and all other devices associated with these systems.
- 1.2.4. Fire Emergency Operation and elevator operating devices, including operational signage.
- 1.2.5. Emergency Power Operation and elevator operating devices.
- 1.2.6. All ADA devices.
- 1.2.7. Labor only at no expense to Owner to replace **cab lighting ballasts (supplied by Owner)** and to rewire and reconnect faulty ballasts located on the top of each cab.
- 1.2.8. Inspect elevator pit sump pump for compliance with applicable codes and activate the pump manually by tripping the float mechanism to verify the pump comes on. Report to Owner if pump fails to come on or if any sump pump related code violations exist.

2. General

- 2.1. Contractor shall inform Owner of any abnormalities, needed repairs, and/or recommended actions.
- 2.2. Contractor shall develop, submit for approval, and, if necessary as determined by owner, maintain an agreed to list of critical spare parts for emergency replacement.
- 2.3. The Contractor **shall be required** to make other safety tests recommended or directed by governmental authorities in force at the signing of this contract.
- 2.4. Contractor shall **not** be required to install new attachments on the elevators recommended or directed by insurance companies, or by governmental authorities, and to make replacements with parts of a different design recommended or directed by insurance companies, or by governmental authorities.
- 2.5. **It is agreed that the Contractor shall not be required to make renewals or repairs necessitated by reason of negligence or misuse of the equipment or by reason of any other cause beyond their control except ordinary wear and tear.**
- 2.6. The Contractor shall maintain a supply of genuine manufacturer's and alternative replacement parts in their warehouse inventory.
- 2.7. The Contractor shall **not** be responsible for the following car enclosure items: (removable finish panels, door panels not related to elevator operation, car gates, plenum chambers, hung ceilings, light diffusers, light tubes and bulbs, handrails, mirror and carpets); frames and sills.
- 2.8. Repair/replace components as possible without posing risk to downstream load per contract.
- 2.9. Inform Owner of any abnormalities, needed repairs, and/or recommended actions.

3. Reporting Requirements

- 3.1. Reports shall be provided to Owner at least monthly.
- 3.2. Reports shall be in an agreed to format and file type.
- 3.3. Reports shall be for each individual elevator.
- 3.4. Identify any problems found, necessary corrective actions, and repair date. Identify recommended actions (improvements, replacement/renewal etc.)

End of Appendix A-2

APPENDIX A-3 – Wheelchair Lifts

1. Maintenance Schedule, Testing and Inspection Services

Routine service of all Elevator Equipment shall consist of Quarterly examination, minor adjustment, cleaning, painting and lubrication of such equipment. Any repair or replacement of Wheel Chair Lift Equipment is considered as additional time beyond that required for routine service. Contractor shall provide minimum routine servicing of Elevator Equipment based on the following frequency (or more frequently if determined to be necessary by Owner or Contractor):

- 1.1. The Contractor will regularly and systematically examine, adjust, lubricate as required, and when conditions warrant, repair or replace:
 - 1.1.1. Machine, worm, screw shaft, screw and ball nut or Acme lifting assembly gear, rack and pinion, shaft bearings, brake assembly, drive sprockets and pulleys, drive belts, chains and cables, suspension chains and cables and other machine components.
 - 1.1.2. Motor, motor windings, rotating elements, bearings, stator and rotors.
 - 1.1.3. Pumps, pump motors, control valves, operating valves, valve motors, motor windings, leveling valves, plunger, plunger packing seals, exposed piping and hydraulic fluid tanks.
 - 1.1.4. Controller: All components including all batteries, relays, solid state components, resistors, condensers, transformers, contact, leads, computer devices, switches, mechanical or electrical driving equipment, coils, magnet frames, contact switch assemblies, springs, solenoids, resistance grids, truss wiring, magnets and inductors.
 - 1.1.5. Fixture contacts, pushbuttons, key switches, locks, lamps and sockets and button stations.
 - 1.1.6. Landing and platform doors and gates, hinges, interlocks, door strikes and related components, switches, auxiliary door closing devices, power door operators and related components.
 - 1.1.7. Platform control and operating components, switches, safety barriers, switches and activating mechanisms, platform folding mechanisms and related components, lighting and emergency communication.
 - 1.1.8. Repair or replace conductor cables, traveling cables and hoistway and machine enclosure wiring as needed.
 - 1.1.9. All safety mechanisms and switches, safety devices and related circuitry.
 - 1.1.10. Examine all safety devices. All tests shall be performed in accordance with the provisions of the American National Standard, Safety Standard for Platform Lifts and Stairway Chairlifts ASME A18.1, Section 10, current edition.
 - 1.1.11. Examine annually all safety devices and governors and conduct annual no-load, One-Year inspection and test and each fifth year perform a full-load, Five-Year inspection and test of safety mechanism, speed governors and full-load working pressure. If required, recalibrate the governor and seal for proper tripping speed and/or pull-through. Annual testing shall be performed no more than 30 days prior nor later than 30 days after the conveyance state certificate expiration date.
 - 1.1.12. Furnish lubricants compounded specifically for chairlift usage.
- 1.2. Auxiliary Equipment
 - 1.2.1. The Contractor shall maintain, and if conditions warrant, repair or replace the following auxiliary equipment:
 - 1.2.2. Emergency lighting, bulbs, batteries, trickle charger and all related wiring and components.
 - 1.2.3. Emergency telephones, intercom system, emergency communication system, master stations, speakers, latch-in system, emergency batteries, wiring and components. (Only those systems and devices directly related to Lift Communication.)
 - 1.2.4. All ADA devices.

2. General

- 2.1. Contractor shall inform Owner of any abnormalities, needed repairs, and/or recommended actions.
- 2.2. Contractor shall develop, submit for approval, and, if necessary as determined by owner, maintain an agreed to list of critical spare parts for emergency replacement.
- 2.3. The Contractor **shall be required** to make other safety tests recommended or directed by governmental authorities in force at the signing of this contract.
- 2.4. Contractor shall **not** be required to install new attachments on the elevators recommended or directed by insurance companies, or by governmental authorities, and to make replacements with parts of a different design recommended or directed by insurance companies, or by governmental authorities.
- 2.5. **It is agreed that the Contractor shall not be required to make renewals or repairs necessitated by reason of negligence or misuse of the equipment or by reason of any other cause beyond their control except ordinary wear and tear.**

- 2.6. The Contractor shall maintain a supply of genuine manufacturer's and alternative replacement parts in their Warehouse inventory.
- 2.7. The Contractor shall **not** be responsible for the following car enclosure items: (removable finish panels, door panels not related to elevator operation, car gates, plenum chambers, hung ceilings, light diffusers, light tubes and bulbs, mirror and carpets); frames and sills.
- 2.8. Repair/replace components as possible without posing risk to downstream load per contract.
- 2.9. Inform Owner of any abnormalities, needed repairs, and/or recommended actions.

3. Reporting Requirements

- 3.1. Reports shall be provided to Owner at least monthly.
- 3.2. Reports shall be in an agreed to format and file type.
- 3.3. Reports shall be for each individual lift.
- 3.4. Identify any problems found, necessary corrective actions, and repair date.
- 3.5. Identify recommended actions (improvements, replacement/renewal, etc.).

End of Appendix A-3