

GENERAL SPECIFICATIONS

These specifications are intended to describe the character of the work under ordinary circumstances and to require first-class work and materials in all particulars. The specifications shall be interpreted by the PA Department of Transportation facility to require first-class work and such interpretation shall be final. Technicians performing the work shall be skilled in the trade required and the type of work being performed.

CONTRACTOR'S EMPLOYEES: The Vendor's employees shall at all times conduct themselves in a professional manner. All work shall be performed by skilled elevator men directly employed and supervised by the Vendor. They are required to wear a distinctive uniform or badge while in public areas of the service site. A Technician reporting to the building to perform service shall be required to sign-in with the Receptionist.

The Vendor will be expected to provide qualified supervision capable of rendering backup technical advice to the servicing technician. The Supervisor will be expected to review the maintenance program with the building manager quarterly and discuss any present or future problems or repairs. Circumstances which will render equipment inoperable for more than 24 hours shall be discussed with the building manager immediately.

Technician will be required to complete a Confirmation of Service form – (OS-501) for each visit for the performance and completion of the work.

SCOPE OF WORK

Work shall consist of performing quarterly scheduled preventive maintenance and servicing including all necessary additional service calls that are required. The vendor shall at all times maintain the efficiency, safety, speeds and operating characteristics as originally designed and installed by the manufacturer(s) of the equipment, including acceleration, retardation, contract speed with or without full load, floor to floor time, door opening and closing time and leveling accuracy.

INSPECTION: The vendor shall be responsible for performing all required and necessary inspections to ensure that maintenance is in compliance with applicable rules and regulations of that agency. This shall include but not be limited to the STATE REQUIRED THREE (3) YEAR PRESSURE TEST. The vendor shall promptly correct discrepancy that the Labor & Industry Elevator inspections report and that are a part of this contract.

All materials furnished and work performed under these specifications and plans must be according to rules, regulations and laws of the State of Pennsylvania, Department of Labor and Industry, Division of Elevator Inspection and set forth in the Pennsylvania State Elevator Code.

PREVENTIVE MAINTENANCE & SERVICE: The vendor shall quarterly regularly and systematically examine, adjust, lubricate, repair and/or replace the following components listed but not limited to:

- A. Power Units, pumps, motors and controllers including valves, relief valves, pilot lowering, leveling, leveling and check valves; or any of the part thereof.
- B. V-Belts, strainers, springs and gaskets.
- C. Controller relays, contacts, coils, timers, magnet frames and controller wiring, traveling cable and components for entire operating circuit.

- D. Plunger, guide bearings, packing and packing gland.
- E. Guide rails and guide shoes.
- F. Clean elevator hoist ways and equipment, including rails, inductor, hatch door hangers and tracks, relating devices, switches, buffers and car ledges and other projections shall be vacuumed a minimum of once per year.
- G. Cleaning of machine room floor and pits, quarterly, in order to minimize oily substance and accumulation.

LUBRICANTS, FLUIDS AND ADJUSTMENTS: The vendor shall also provide as a part of the contract all necessary lubricants, and hydraulic fluids required that are of the proper grades and quality. Vendor shall maintain fluid levels at the proper operating levels.

LIGHT FIXTURES AND LAMPS: Vendor shall be responsible for light fixtures and lamp replacement.

CAR ENCLOSURE: Vendor shall not be responsible for the following:

- A. Refinishing, repairing or replacement of car enclosure.
- B. Car doors, hoist way enclosures, hoist way door panels, frames, sills, car flooring and floor covering, and main line power switches.

BREAKDOWNS AND SHUTDOWNS:

At a minimum, the supplier must respond to an agency call for repair by placing a return phone call to confirm receipt of the service call request and communicate the repair plans within one hour after receipt of any call for maintenance or repairs. For life and safety threatening situations response time shall be within 30 minutes after receipt of the call. If the supplier fails to respond within the designated time, the supplier shall pay agency, as liquidated damages, the sum of \$75.00 for each failure to respond. Also, the maximum allowable time required for the supplier to arrive on site would be 4 hours. If the supplier fails to arrive on site within the designated time, the suppliers shall pay agency, as liquidated damages, an additional \$75.00 for each failure to arrive at the site. The supplier shall have round-the-clock availability of its service Center and provide agency with a 24-hour telephone number. The supplier shall respond to an agency call for repair of any systems unit that has broken down by arriving at the premises within one hour after receipt of any call for maintenance or repairs, except in life and safety threatening situations response time shall be within 30 minutes after receipt of the call. Under no circumstances shall the supplier permit any minor shutdown or breakdown to continue longer than 24 hours after arrival at the premises without the concurrence of the agency administrator. Repairs or maintenance must be completed within this time frame. If the supplier fails to complete the repair or maintenance within the designated time, the supplier shall pay the agency, as liquidated damages, the sum of \$75.00 for each occurrence of delay. The supplier shall report all major shut-downs or breakdowns to the agency administrator within 2 hours after making a determination that the situation is a major breakdown or requires a major shutdown. If the supplier is unable to immediately repair or correct the problem, the mechanic shall immediately notify agency administrator as to the reason immediate action cannot correct the problem and provide supplemental information regarding the restoration of services. Within 3 working days following the major shut-down or breakdown, the supplier shall submit a follow-up written report, detailing the of the problem and the expected date when the problem will be corrected, to the agency administrator. Agency will not assess liquidated damages where act of God, freight embargoes, strikes, fire, acts of government, or any other cause beyond the cause of the supplier, prevents or delays performance, provided that the supplier notifies the agency of such circumstances, and the agency concurs with the information provided.

Agency will deduct the amount of any liquidated damages assessed against the supplier from the monthly payment.

HOURS OF WORK: Work required in performance of the Contract shall be performed during regular working hours on regular work days, as defined in Section B.1. of Service Agreement Types. However, Contractors are required to provide prompt emergency call-back service regardless of the time or day of the week at prices indicated.

- A. STATE HOLIDAYS: The Commonwealth's offices are closed for eleven scheduled holidays during the calendar year. The specific Holidays and dates are identified in accordance with the [Commonwealth's Directives Management System](#) and are issued via an Administrative Circular. This information is published annually on the Office of Administration's website at the URL provided above. The awarded Contractors will be required to check the website for the most current published Holidays and dates. All work that is scheduled to be performed on the day of a scheduled holiday shall fall on the next regular Commonwealth workday. The agency administrator shall approve any special maintenance or repair work to be performed on a scheduled holiday prior to the performance of any work.
- B. HOURS: Regular hours are Monday thru Friday 7:00 am to 4:30 pm, excluding State Holidays. Premium hours are any hours outside of regular hours, including State Holidays.
- C. Contingency – A contingency line will be added for materials needed outside the Preventative Maintenance scope of work.

DESCRIPTION OF EQUIPEMNT:

Schindler Hydraulic Passenger
Elevator, 2500 lbs. Capacity,
25" – 0" of Travel at 100 FPM,
Serving three (3) stops and
Three (3) front openings, MPH II
Microprocessor Control.

CONTRACT TERMS: Purchase Order shall be valid for two (2) years with up to 36 months of renewals by mutual consent.