



**DESIGN AND CONSTRUCTION GROUP
THE GOVERNOR NELSON A. ROCKEFELLER
EMPIRE STATE PLAZA
ALBANY, NY 12242**

ADDENDUM NO. 1 TO PROJECT NO. 45098

**ELEVATOR WORK, CONSTRUCTION WORK, HVAC WORK,
ELECTRICAL WORK, AND PLUMBING WORK
REHABILITATE ELEVATORS
STATE EDUCATION BUILDING
89 WASHINGTON AVE
ALBANY, NY 12234**

September 15, 2016

<p>NOTE: This Addendum forms a part of the Contract Documents. Insert it in the Project Manual. Acknowledge receipt of this Addendum in the space provided on the Bid Form.</p>
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COMMON DIVISION 1 SECTIONS

1. 011000 SUMMARY OF THE WORK: Discard the Section bound in the Project Manual and substitute the accompanying Section (pages 011000-1 thru 011000-6) noted "Revised 9/15/2016".

ELEVATOR WORK SPECIFICATIONS

2. Page 007307-1, Subparagraph 16.7.1: Change "30%" to read "10%" and both occurrences of "15%" to read "5%".
3. 141000 ELEVATOR FULL MAINTENANCE SPECIFICATION: Discard the Section bound in the Project Manual and substitute the accompanying Section (pages 141000-1 thru 141000-13) noted "Revised 9/15/2016".
4. Page 140120-7, 1.09, Paragraph 1.09 D.; Add the following Subparagraph:
"17. Elevator Specific Maintenance Control Program (MCP) for each elevator."

CONSTRUCTION WORK SPECIFICATIONS

5. Page 007307-1, Subparagraph 16.7.1: Change "30%" to read "10%" and both occurrences of "15%" to read "5%".

HVAC WORK SPECIFICATIONS

6. Page 007307-1, Subparagraph 16.7.1: Change "30%" to read "10%" and both occurrences of "15%" to read "5%".

ELECTRICAL WORK SPECIFICATIONS

7. Page 007307-1, Subparagraph 16.7.1: Change “30%” to read “10%” and both occurrences of “15%” to read “5%”.

PLUMBING WORK SPECIFICATIONS

8. Page 007307-1, Subparagraph 16.7.1: Change “30%” to read “10%” and both occurrences of “15%” to read “5%”.

END OF ADDENDUM

Margaret F. Larkin
Executive Director
Design and Construction

SECTION 011000

SUMMARY OF THE WORK

PART 1 GENERAL

1.01 WORK COVERED BY CONTRACT DOCUMENTS

- A. The title and location of the Work is printed on the cover of this Project Manual.
- B. Type of Contract: Fixed price.

1.02 RELATED CONTRACTS

- A. The Project consists of the following separate contracts:

Elevator Work	Project No. 45098-U
Construction Work	Project No. 45098-C
HVAC Work	Project No. 45098-H
Plumbing Work	Project No. 45098-P
Electrical Work	Project No. 45098-E
- B. The suffix letter at the end of the project number distinguishes the separate Contracts. The Sections in Division 01 of the Specifications which have more than one suffix letter (such as this Section) are common to each related Contract.

1.03 CONCURRENT PROJECTS

- A. The following projects will be taking place concurrently with the work of this project:

Project No. 44251-E
Replace Fire Alarm System, State Education Building and Addition
- B. Coordinate the work of this project, thru the Director's Representative, to avoid conflicts with concurrent contracts.

1.04 PHASING

- A. Phasing of construction work as outlined below shall include all work associated with Contract 45098 as coordinated with the Director's Representative and all other Contractors.
 - 1. Pre-Construction Activities
 - a. Submittal process shall commence immediately after approval of the Contract by the Comptroller and shall be completed within 7 Weeks.
 - 2. Phase 1 (17 Week Construction Duration)
 - a. Passenger Elevator 3
 - b. Passenger Elevator 4

- c. Construction shall start within 12 weeks after approval of the Contract by the Comptroller and as coordinated with the Director's Representative. Both elevators shall be modernized concurrently.
 - 3. Phase 2 (16 Week Construction Duration)
 - a. Passenger Elevator 1
 - 4. Phase 3 (16 Week Construction Duration)
 - a. Passenger Elevator 2
 - 5. 1 Year Warranty and Warranty Maintenance (52 Weeks)
 - a. Upon Beneficial Occupancy of all (4) elevators, the 1 Year Warranty and Warranty Maintenance period for the U-Contract (45098-U) shall commence, lasting for 365 calendar days.
 - 6. Each phase shall be considered complete once all work for that phase has been completed, the elevator(s) are fully operational, and have passed the QEI acceptance testing and field testing.
 - 7. The Director's Representative shall approve the completion of each phase prior to the start of the next phase and prior to removing any other elevators from a different Phase from service.
- B. Phasing of the maintenance work (45098-U Only):
 - 1. Upon approval of the Contract by the Comptroller, the U-Contract (45098-U) shall assume Full Maintenance responsibilities for all four (4) elevators.
 - 2. Upon Beneficial Occupancy of all (4) elevators, the Contractor shall continue Full Service Maintenance for a period of 365 calendar days.
 - 3. Upon completion of the 365 days, Full Service Maintenance shall terminate, and the elevators will be added to the facilities existing maintenance agreement.

1.05 SUBSTANTIAL AND PHYSICAL COMPLETION DATES

- A. Substantially complete the Work within 793 calendar days after the Agreement is approved by the Comptroller.
 - 1. The time allocated for the performance of work under this contract includes 10 days for notification of the Contractor of the Comptroller's approval of the Agreement.
 - 2. The approval of the Agreement by the Comptroller constitutes the filing of the Contract Documents as a public record and notice to the Contractor that a fully executed contract exists between the Contractor and the State.
- B. Physically complete the Work within 90 days after the established Substantial Completion date.

1.06 CONTRACT AWARD SUBMITTALS

- A. Submittal No. 1: Submit the CONTRACTOR'S LIST OF SUBCONTRACTORS-SUPPLIERS information required in SCHEDULES AND RECORDS Article in Specification Section 013000 not later than 15 days after approval of the Contract by the Comptroller.

- B. Submittal No. 2: Submit Preliminary Project Schedule related information noted in 013113 Project Schedule or 013200 Construction Progress Documentation, whichever section is applicable, within 15 days after approval of the Contract by the Comptroller for review by the Director's Representative and OGS Scheduling.
- C. Submittal No. 3: Submit the Submittal Coordinator Qualifications not later than 10 days after Award. Include resume and references, and other certification, licenses, or other requested information.
- D. Submittal No. 4: Submit all product data and shop drawings for long-lead items not later than 21 days after approval of the Contract by the Comptroller.

1.07 RESTRICTED WORK PERIOD

- A. Construction Work Contract: Do not perform the roofing and related Work on or after December 1st and up to, but not including April 1st unless approved otherwise, in writing, by the Director. During this period, clear the roof of materials, equipment, and debris. Maintain the roof in a watertight condition.
- B. Asbestos-containing materials will be abated by the Construction Work Contractor. Do not perform other Work in the area of such activity during the abatement of asbestos-containing materials.
- C. Asbestos Abatement activities shall be performed between the hours of 7pm - 6am. Any work that produces noise, smells or that can trip fire alarm system cannot take place on days or evenings when the NYS Regents Exams are scheduled (tentatively June 13-22, 2017).

1.08 OFF HOURS & WEEKEND WORK (PREMIUM TIME)

- A. Work associated with the U-Contract (45098-U) and the E-Contract (45098-E) will be required to be performed during off hours and/or weekends to accommodate the occupied facility and minimize impact to the buildings daily operations.
- B. All work to be performed during off hours and/or on weekends shall be coordinated with the Director's Representative prior to any shutdowns or work being performed.

1.09 ITEMS NOT INCLUDED

- A. The following items shown on the Drawings are not included in the Contract:
 - 1. Items indicated "N.I.C" (Not in Contract).
 - 2. Existing construction, except where such construction is to be removed, replaced, or altered.

1.10 CONFINED SPACE

- A. Comply with confined space and permit-required confined space as defined in Title 29, Part 1910, Section 146 of the Code of Federal Regulations (29CFR 1910.146).
- B. Comply with Safety Requirements for Confined Spaces (ANSI/ASSE Z117.1-2009).
- C. All spaces shall be treated as permit-required confined spaces until the Contractor and/or subcontractors are able to re-classify the space to a non-permit confined space as per 29CFR 1910.146 and ANSI/ASSE Z117.1-2009.
- D. Indicated confined spaces are not intended to limit or define Contractor's or subcontractors' regulatory compliance requirements. In addition to confined spaces indicated on the drawings, other confined spaces may be present or created by the work of this contract. Notify the Director's Representative, in writing, of confined spaces created or eliminated during execution of the Work.
- E. For the purpose of inspecting ongoing work, furnish at no additional cost to the State, personnel, as directed, to allow the Director's Representative to enter confined space and permit-required confined space in compliance with Title 29, Part 1910, Section 146 of the Code of Federal Regulations (29CFR 1910.146).

1.11 OCCUPANCY

- A. This is an occupied Facility. The building will be occupied and operational during execution of the Work. Ingress to and egress from the building shall be maintained at all times.

1.12 CONTRACTOR USE OF PREMISES

- A. Work hours shall be as established by the Facility authorities thru the Director's Representative.
- B. Inform the Director's Representative of work area access requirements. The Director's Representative will coordinate and schedule the requirements with Facility staff to obtain and ensure timely availability of work areas.
- C. Check in with the Facility Representative, as directed, at the beginning of each work day. Furnish information regarding where employees will be working during the day.
- D. Comply with the Facility's Visitor Identification Policy. A copy of the current policy will be distributed at the initial job meeting.
- E. The following items are not allowed on the Site or on Facility premises.
 - 1. Firearms, ammunition, weapons, and dangerous instruments (other than tools required for the Work).
 - 2. Alcoholic beverages and persons under the influence of same.
 - 3. Illegal controlled substances and persons under the influence of same.

4. Cameras (except with written permission from the Director's Representative).
- F. Comply with Facility policies relating to smoking at the Site.
- G. Routes of ingress and egress within the building to the location of the Work shall be as directed by the Director's Representative.
- H. Store materials and perform the Work so that pedestrian and vehicular traffic is not obstructed.
- I. Do not diminish the level of life safety during performance of the Work.
- J. Remove furniture and portable equipment which interferes with the execution of the Work and store where directed. Reset such items when directed.
- K. Utility Outages and Shutdowns: Perform Work which will cause interruptions of utility services or branch services within the building at such times as directed by the Director's Representative, on weekdays between the hours of 6:00 p.m. and 6:00 a.m. or on Saturdays or Sundays.
 1. Construction Work Contract: During the asbestos abatement portion of the Project, comply with the requirements specified in Section 028213.
- L. Use of Existing Elevators:
 1. Elevators for transportation of workers and materials will be designated by the Director's Representative. Arrange the time and duration of such use with the Director's Representative. Do not exceed capacity of elevators. Provide padding or other protection for the car.
 2. During Periods of Exclusive Use:
 - a. Operate elevators. Prevent unauthorized persons from using elevators.
 - b. Where an existing elevator service contract exists, make arrangements thru the Director's Representative for repairs required due to misuse or negligence. Pay elevator service company's fees for repairs.
 - c. Where an existing elevator service contract does not exist, have repairs required due to misuse or negligence made by a qualified elevator company.
- M. Be responsible and accountable for employees, suppliers, subcontractors and their employees, with regard to their use of the premises. Direct them to comply with the Facility Regulations and with the security and traffic regulations.
- N. Furnish Facility authorities with a telephone number or method to contact the supervisor for the Work in case of an emergency after work hours, including weekends and holidays.
- O. Comply with applicable federal and State of New York Right-to-Know Law provisions. Provide Safety Data Sheets (SDS) documents for products that have SDS data prior to use on the project site.

1. Upload and maintain electronic SDS documents on the Submittals Website (SDS tab).
 2. SDS tab is organized by prime contracts. To be readily identified, name products with SDS by specification section number and product name.
 3. Supply and maintain one hard copy of the appropriate SDS on the project site and one hard copy with the Facility's Right-to-Know Information Officer.
- P. Direct employees to be watchful for people in or near the work area where safety hazards may be present. Notify the Facility Safety/Security Department, if necessary, to remove them from the work area or Site.
- Q. Report fire and other emergency situations to the Facility Safety/Security Department immediately.

1.13 REFERENCE SPECIFICATIONS AND STANDARDS

- A. Comply with the requirements of the various specifications and standards referred to in these Specifications, except where they conflict with the requirements of these Specifications. Such reference specifications and standards shall be the date of latest revision in effect at the time of receiving bids, unless the date is given.

1.14 LAYING OUT

- A. Examine the Contract Documents thoroughly and promptly report any errors or discrepancies to the Director's Representative before commencing the Work.
- B. Lay out the Work in accordance with the Contract Documents.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION (Not Used)

END OF SECTION

SECTION 141000

ELEVATOR FULL MAINTENANCE SPECIFICATION

PART 1 - GENERAL

1.01 SUMMARY OF ELEVATOR MAINTENANCE

- A. Refer to the Division 01 specifications, specifically 011000 SUMMARY OF WORK, for requirements related to the construction and maintenance schedule for the project.
- B. Contractor shall assume Full Maintenance responsibilities as described herein, for Elevators 1, 2, 3, and 4, located in the State Education Department in Albany, New York.
- C. Elevators other than those listed above shall not be associated with this maintenance agreement.

1.02 CONTRACTOR GENERAL RESPONSIBILITIES

- A. The Contract provides for full maintenance service for all equipment specified in the “Equipment to Be Maintained List” (Exhibit A) and any component or accessory not specifically mentioned, which is essential for the proper operation and functioning of the elevators. The full maintenance service includes the furnishing of all material, labor, supervision, diagnostic tools, laptops, tools, supplies, weights, and other expenses necessary to provide full maintenance service, and repairs of every description, including inspections, tests, adjustments, and replacement parts. Full maintenance service includes all maintenance tasks as described herein, including emergency call back service on an as-needed basis. All maintenance, adjustments, tests, and repairs shall be in compliance with the latest adopted editions of ASME A17.1 Safety Code for Elevators and Escalators, A17.2 Inspector’s Guide for Elevators and Escalators. The terms and requirements of this contract are specified in the singular with the understanding that all provisions shall be applicable to all units unless otherwise specified. The safety practice and procedures in the “Elevator Industry Field Employees Safety Handbook” shall also be followed when performing maintenance and repairs.
- B. All work shall be performed as outlined in the Division 01 specifications.
- C. The maintenance tasks associated with the full maintenance service are provided herein. All systems, components, and equipment covered under this Contract shall be maintained at the highest level of efficiency and at an acceptable level throughout the Contract period. An acceptable level of maintenance is defined as that level of maintenance that will preserve the equipment in unimpaired operating condition (i.e., above the point where deterioration will begin, thereby diminishing the normal life expectancy of the equipment).

- D. The only circumstance where the CONTRACTOR shall not be obligated under this agreement to repair damage at no additional cost is where such damage was caused by vandalism, fire, acts of God, negligence by the DIRECTOR'S REPRESENTATIVE, STATE EDUCATION DEPARTMENT, or other unusual circumstances (except that which is caused by the CONTRACTOR). For repair or replacement of materials that are not covered under the terms of this contract the CONTRACTOR shall present an itemized quote "Chargeable Billing Per Contract Terms" (Exhibit B), for material and labor, to the DIRECTOR'S REPRESENTATIVE. The DIRECTOR'S REPRESENTATIVE will decide how to proceed with all repairs. Review and approval by the DIRECTOR'S REPRESENTATIVE is required for all out-of-contract work. The DIRECTOR'S REPRESENTATIVE reserves the right to require that the CONTRACTOR submit a completed T&M proposal within 48 hours upon request.
- E. The CONTRACTOR shall provide 24-hour-a-day, 7 days-a-week, callback service, as part of the monthly maintenance fee and at no added cost to the Contract. In the event of callback service, a journeyman elevator mechanic will report to the site of the call, when requested by the DIRECTOR'S REPRESENTATIVE, in accordance with the following schedule:
1. Within one (1) hour after the receipt of request for service for any stalled elevator(s) containing a trapped passenger.
 2. Within two (2) hours after the receipt of request for service for any non-entrapment calls. The DIRECTOR'S REPRESENTATIVE reserves the right to schedule the callback service for the next regular working day.
- F. CONTRACTOR shall provide a written Maintenance Control Program (MCP) that meets or exceeds any and all requirements of the latest adopted edition of ASME A17.1 Code, Section 8.6. The MCP shall include, but not be limited to, records of inspection, maintenance, lubrication, repair, replacements, testing and callback services. These records shall be available to the DIRECTOR'S REPRESENTATIVE and elevator personnel at all times. Maintenance tasks and intervals are outlined herein.
- G. All preventive maintenance tasks identified herein shall be completed within the specified frequency as defined in the schedule matrix.
- Should it be identified that the quality of the maintenance services being performed is not satisfactory and that the requirements of this Agreement are not being met, the CONTRACTOR will be notified of these deficiencies in writing, and it shall be the CONTRACTOR'S responsibility to make the necessary corrections within ten (10) working days after receipt of such notice.
- H. All parts, materials, components and equipment provided by the CONTRACTOR shall be new and of the same brand name and manufacturer as the item being replaced or with a DIRECTOR'S REPRESENTATIVE pre-approved equal. These parts, materials, components and equipment shall be fully warranted [material] by the CONTRACTOR to be free of defects (manufacturing and workmanship) for one year from date of installation.

- I. The DIRECTOR'S REPRESENTATIVE, at its discretion, may have a maintenance audit performed on the elevators annually. All deficiencies noted during the maintenance audit, that are the responsibility of the CONTRACTOR under the Full Maintenance Agreement, shall be corrected within thirty (30) working days of being notified. Within three (3) working days of said notification, CONTRACTOR shall provide the DIRECTOR'S REPRESENTATIVE a schedule which includes, but is not limited to: outlining the required scope of work and start and completion dates for the work. If the deficiencies are not corrected after thirty (30) working days, the DIRECTOR'S REPRESENTATIVE reserves the right to solicit offers from, and have deficiencies corrected by, other sources. The cost of the deficiency corrections shall be deducted from the money owed to the CONTRACTOR as part of the maintenance agreement.
1. Deficiencies involving riding public safety shall be corrected immediately upon notification by the DIRECTOR'S REPRESENTATIVE.
- J. The CONTRACTOR shall be responsible for maintaining the lighting fixtures installed in car, hoistway, pit, car top, and car emergency lighting. This will include all lighting fixture bulbs, lamps, and tubes. The CONTRACTOR shall be responsible for maintaining the car telephone and associated traveling cable telephone wires. The following items of work are specifically not included as work that the CONTRACTOR is responsible to perform:
1. Refinishing of the elevator car interior walls, elevator car interior ceiling, car door panels, and elevator car floor covering.
 2. Elevator equipment room lighting ballasts and light fixtures (except bulb replacement) .
 3. Hoistway enclosure walls, hoistway door panels and frames and hoistway sills.
 4. Telephone lines from the interface with the elevator.
 5. Main line power and cab lighting disconnect switches or circuit breakers.
 6. Emergency power plants and associated transfer switches.
 7. Replacement of broken cab handrails.
 8. Machine room cooling and heating equipment.
 9. Replacement of sump pump.
 10. Replacement of smoke/heat detectors and fire alarm system.
- K. If an elevator is continuously out-of-service for more than seventy-two (72) hours, then the DIRECTOR'S REPRESENTATIVE reserves the right to deduct 10% from the total amount of the next monthly maintenance invoice. If the downtime exceeds thirty (30) continuous days, then the:
1. The entire monthly maintenance fee for the elevator or 20% from the total amount of the next monthly maintenance invoice, whichever is greater shall be deducted. The length of time that an elevator is out-of-service shall be measured by the DIRECTOR'S REPRESENTATIVE; beginning at such time the CONTRACTOR is notified that the elevator is out-of-service or that an unsafe condition exists and ending at such time the elevator is safely placed back into service. The DIRECTOR'S REPRESENTATIVE may interrupt the total "downtime" duration.

- L. In accordance with the current adopted addition of ASME A17.1, all elevators shall be appropriately inspected every six (6) months, annually, and every five (5) years by a certified elevator inspection service contracted by the DIRECTOR'S REPRESENTATIVE. The CONTRACTOR shall provide any needed equipment, including weights, and qualified journeyman elevator mechanics familiar with the equipment to perform the pretest examinations and tests at no additional cost to the Contract. Tests performed on 1 and 5-year intervals will be scheduled to comply with the 1 and 5-year intervals specified in the current adopted edition of ASME A17.1 Appendix N. The CONTRACTOR shall furnish test and condition reports to the DIRECTOR'S REPRESENTATIVE after each test. After tests have been performed, all load weighing devices, etc. shall be checked and adjusted as required to meet manufacturer's recommendations. Cars shall not be placed in service until all tests, checks and adjustments are completed, and the elevators are in proper working condition. The CONTRACTOR will not be held responsible for any damage to the building and equipment (excluding elevator and related elevator equipment) caused by these tests, unless such damage is a result of negligence by the CONTRACTOR. Failure to follow correct procedures to prevent damages and failure to perform a pretest examination shall be considered negligence by the CONTRACTOR. If, during the inspection/testing of a particular elevator, such elevator fails; CONTRACTOR shall continue the inspection/testing procedure with other elevators so as not to delay the overall inspection/testing process. CONTRACTOR shall provide a separate crew to repair deficiencies.
 - 1. In addition, the CONTRACTOR is responsible for completion of the Monthly Testing of Fireman's Service as required in the current adopted edition of ASME A17.1. All tests shall be coordinated with the DIRECTOR'S REPRESENTATIVE.

- M. Sixty (60) days prior to the expiration of the agreement, the CONTRACTOR and DIRECTOR'S REPRESENTATIVE will make a complete examination of the elevators covered under the agreement. The CONTRACTOR shall coordinate and schedule the examination. The DIRECTOR'S REPRESENTATIVE shall determine if such an examination is warranted. The DIRECTOR'S REPRESENTATIVE, at its expense, reserves the right to contact an independent Elevator Inspector if such an examination is warranted. The DIRECTOR'S REPRESENTATIVE, with the assistance of the independent Elevator Inspector, will prepare a Deficiency Report listing all deficiencies noted during the examination. The CONTRACTOR shall correct all deficiencies as required by this contract, prior to the expiration of the agreement or risk being deemed a Non-Responsible vendor for any future contracts.

- N. The CONTRACTOR shall be completely responsible for their work, including any damages or breakdowns caused by their failure to take appropriate action.

- O. The CONTRACTOR shall not make changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, and may not alter the original circuit or wiring design of the elevators unless authorized in writing by the DIRECTOR'S REPRESENTATIVE. The CONTRACTOR shall submit any such proposed change and shall include complete legible drawings and wiring diagrams, as well as a complete description of the proposed change. Prior to submitting the proposed change, the CONTRACTOR shall, at its own

expense, obtain comments from the original equipment manufacturer concerning the overall effect of such changes on the system. If changes are made, the CONTRACTOR shall provide the DIRECTOR'S REPRESENTATIVE with three (3) copies of as-built drawings of the modifications including a complete description of the changes.

- P. The CONTRACTOR shall maintain a complete set of current, legible schematic wiring diagrams in the elevator machine room. At the end of the contract term, all schematic diagrams shall be left in the machine room..
- Q. The Contractor shall maintain all elevator equipment in the machine room, hoistways, and pits in a clean orderly condition, free of dirt, rust, dust and debris.
- R. The Contractor shall not be responsible for upgrading equipment to meet changes in Code requirements as may be recommended or directed by insurance companies, Federal, State, Municipal, or other Governmental authorities. The Contractor shall notify the DIRECTOR'S REPRESENTATIVE of any Code changes that affect the site specific equipment and/or conditions.

1.03 GENERAL REQUIREMENTS FOR ALL SERVICE VISITS

- A. Perform all work in a safe, organized manner.
- B. Repairs and maintenance are to be performed with equipment properly tagged and locked out. The equipment is to be disabled, and all switch or switchgear surveyed and positioned to prevent shock hazards and the release of stored energy. Ensure that site personnel are aware of equipment status and potential hazard.
- C. CONTRACTOR'S servicing technicians will be required to sign in and out in accordance with the procedure established with the DIRECTOR'S REPRESENTATIVE.
- D. All work under this contract shall be performed by skilled, competent elevator mechanics directly employed and/or supervised by the CONTRACTOR. Elevator mechanic helpers and/or elevator mechanic apprentices may be used, provided they are under the direct supervision of a journeyman elevator mechanic on site at all times. Direct supervision means working under constant guidance or simultaneously with an elevator mechanic. All elevator mechanics shall have a minimum of three (3) years of experience maintaining elevators. Technicians shall have training and experience with facility-specific elevator controls. Sufficient personnel shall be assigned to complete maintenance in a timely manner. The mechanic will perform tests, checks, inspections, calibrations, adjustments, component replacements, repairs, and diagnostic assessment of the systems. The CONTRACTOR shall provide documentation to the DIRECTOR'S REPRESENTATIVE of the competency of the personnel assigned to provide this service. DIRECTOR'S REPRESENTATIVE reserves the right to review the CONTRACTOR'S technician qualifications and approve or reject all service providers based on their training and experience. DIRECTOR'S REPRESENTATIVE reserves the right to conduct a security background check or otherwise approve any employee, Subcontractor or agent

furnished by CONTRACTOR and to refuse access to or require replacement of any personnel for cause based on, including but not limited to, professional, technical or training qualifications, quality of work or change in security status or non-compliance with the DIRECTOR'S REPRESENTATIVE security or other requirements. Such approval shall not relieve the CONTRACTOR of the obligation to perform all work in compliance with the Contract terms.

- E. Report to the DIRECTOR'S REPRESENTATIVE any situations or observations, which could adversely affect the safety of the riding public or the operation of the elevators.

- F. As documented in the Maintenance Control Program submit a completed Preventive Maintenance Checklist (all items initialed, including all recommendations) "in layman's terms" for each piece of equipment serviced at the end of each visit to the DIRECTOR'S REPRESENTATIVE or his assigned designee, for review prior to leaving the site. Should both the DIRECTOR'S REPRESENTATIVE and designee be unavailable, the CONTRACTOR shall submit the Preventive Maintenance Checklists via fax/e-mail to the DIRECTOR'S REPRESENTATIVE or his assigned designee within 24 hours of leaving the site.
 - 1. The mechanic must initial the Preventive Maintenance Checklist when each maintenance task is successfully completed. If a specific task is not applicable to a specific piece of equipment, note, "N/A" on the Checklist along with a written notation explaining the reason for the "N/A" entry. DIRECTOR'S REPRESENTATIVE assumes that all tasks not initialed, were not performed. The CONTRACTOR is required to provide written documentation describing why any task was not successfully performed. Successful completion/written documentation justifying non-performance for all tasks is required before invoices will be paid.

- G. CONTRACTOR shall submit to the DIRECTOR'S REPRESENTATIVE monthly reports listing all inspections, repairs, testing and callbacks, no later than five (5) business days after the end of each calendar month. The DIRECTOR'S REPRESENTATIVE reserves the right to change the format as needed. No contract payment will be approved without completion of this requirement. As part of the monthly report, the CONTRACTOR shall submit a line graph that shows the trend in callbacks and juxtaposes it against industry standards.

- H. Repair any and all damage caused by CONTRACTOR to the building or property, to the satisfaction of the DIRECTOR'S REPRESENTATIVE.

- I. Upon request of the DIRECTOR'S REPRESENTATIVE, CONTRACTOR shall be available to review issues such as recent work performed, quality of work, performance, and outstanding deficiencies. The CONTRACTOR will not receive additional compensation to attend these meetings.

- J. The proper off-site disposal of all waste oil, empty containers and other waste material shall be the responsibility of the CONTRACTOR. CONTRACTOR is to provide to the DIRECTOR'S REPRESENTATIVE all Federal, State and Local documentation required (waste manifests, bills of lading, etc.) for disposal of any hazardous and/or regulated waste.

- K. Only one (1) elevator per bank shall be taken out of service at any one (1) time for regular maintenance, lubrication and servicing. The time of day that each elevator can be shut down for routine maintenance shall be scheduled with the DIRECTOR'S REPRESENTATIVE to minimize the disruption caused by the elevator down-time. The CONTRACTOR shall inform the DIRECTOR'S REPRESENTATIVE the reason(s) the elevator will be out of service and what time the elevator is expected to be put back in service for proper and safe operation. When an elevator is taken out of service for maintenance, a sign shall be placed at each opening stating, "This elevator is out of service, please use another elevator."

- L. The CONTRACTOR shall maintain on-site spare parts in order to minimize downtime for spare parts procurement. CONTRACTOR shall provide a metal storage cabinet in each machine room to store spare parts.
 - 1. At a minimum, the CONTRACTOR shall maintain, for each elevator, the following replacement parts:
 - a. Five (5) fuses of each size, type and current rating
 - b. Adequate supply of replacement LED lamps
 - c. Four (4) each type car and hoistway door hanger rollers
 - d. One (1) each type hoistway door interlock assembly, complete
 - e. One (1) infrared door detector, receiver and transmitter along with associated cables
 - f. One (1) set of rollers for car and counterweight roller guide assemblies
 - g. One (1) plug-in relay for each type used
 - h. Door operator drive belts (matched set)
 - 2. The CONTRACTOR shall have and maintain on hand locally, a supply of spare parts sufficient for the full maintenance and expedient emergency repair of the elevators.
 - 3. The CONTRACTOR shall not remove operating components from an active elevator, for the installation in a non-functioning elevator for the purpose of troubleshooting, unless pre-approved by the DIRECTOR'S REPRESENTATIVE.

PART 2 - MAINTENANCE REQUIREMENTS

2.01 FULL SERVICE MAINTENANCE

- A. The contractor shall bi-weekly examine, adjust, lubricate, clean, and when conditions warrant, repair or replace the following items and components thereof

and all other mechanical or electrical equipment, including, but not limited to the following:
 - 1. Entire machine, including housing, permanent magnet AC motor, sheave shaft and bearings, solid state VVVF drive, deflector sheave, sheave shaft and bearings, machine brake and brake assembly, emergency brake/rope brake and component parts.
 - 2. Controller: All components including all relays, printed circuit boards, solid state starter, solid state components, resistors, condensers, transformers, leads, electrical timing devices, computer devices.

3. Car Positioning System: Encoder, tape, reader, and ancillary equipment.
 4. Hoistway door interlocks, hoistway door hangers, hanger rollers, up-thrust rollers, tracks, bottom door gibs, and closers.
 5. Hoistway limit switches, slowdown switches, leveling switches and associated cams and vanes.
 6. Car and counterweight roller guide assemblies complete.
 7. Door operators including motors, operator linkage, door infrared protective devices, car door hangers, hanger rollers, tracks, car door contact, and clutch.
 8. Traveling cables, and elevator control wiring in hoistway and machine room.
 9. Governor including governor sheave and shaft assembly bearings, contact jaw, over-speed switch, and governor tension assemblies.
 10. Car safety mechanism and load weighing equipment.
 11. Hoist cables, belts, compensation cables, governor cables. Including adjustment and shortening of same as required by code.
 12. Car and counterweight buffers.
 13. Fixture contacts, push buttons, key switches and locks, lamps and sockets of button stations (car and hall), hall lanterns, position indicators (car and hall), direction indicators, solid state components and LEDs.
- B. CONTRACTOR shall keep the guide rails free of rust. Renew guide shoe rollers as required to insure smooth and satisfactory operation. Contractor shall also examine and make necessary adjustment or repair to the following accessory equipment including re-lamping of signal equipment: hall stations, car stations, and direction indicators.
- C. CONTRACTOR shall be responsible for keeping the exterior of the elevator machinery and any other parts of the equipment subject to rust painted with heat resistant enamel and presentable at all times. The machine windings shall be treated as needed, with proper insulating compound as recommended by the machine manufacturer.
1. Cleaning and refinishing interior of cars and exterior of hoistway doors and frames is excluded from this contract.
- D. Monthly Firefighters' Recall Service: The following current adopted edition of the ASME A17.1 Code test shall be performed monthly:
1. Phase 1- EMERGENCY RECALL OPERATION: Initiate by inserting Firefighters' key in Fire Recall switch at the designated level. Turn key to "ON" position. Wait for the four elevators to return to the designated level and their doors to fully open. If test is for Phase I only, turn key to "RESET" and then to "OFF" position and remove.
 2. Phase 2 - EMERGENCY IN CAR OPERATION: Remove key from designated level Fire Recall switch while still in the "ON" position. In the elevator place Fire Operation key switch to "ON" position. Register at least one floor car. Doors should remain open. Press "Door Close" button and hold until doors are fully closed. When car stops at next floor doors shall remain closed. Press "Door Open" button and hold until doors are fully open. Place key switch to "HOLD" position. Try registering a car call. Car shall not respond. Return key to "OFF"

- position. Elevator will proceed to the designated level. Remove key, repeat for next elevator.
3. CLEAR: To clear fireman's recall test, insert key into designated level key switch. Turn to "RESET" and then to "OFF" position and remove key.
 4. Correct any deficiencies found. Record findings in Monthly Firefighters' Emergency Operation Test Log. Log shall be available to elevator personnel and to the AHJ.

2.02 ITEMS OF PREVENTATIVE MAINTENANCE WORK

- A. The preventive maintenance specified herein is considered the minimum for all equipment. If specific equipment covered by this Contract requires additional preventive maintenance for safe, reliable operation, as specified by the manufacturer, the CONTRACTOR shall perform the required additional preventive maintenance without added cost to the Contract.
- B. Bi-Weekly
 1. Perform general inspection of machine, sheaves, and brake. Lubricate as required.
 2. Inspect interior of cab. Test telephone or intercommunication system, normal and emergency lights, fan, and emergency alarm. Make needed repairs.
 3. Visually inspect controller. Verify cooling fan operation. Repair as necessary.
 4. Ride car and observe operation of doors, leveling, reopening devices, pushbuttons, lights, etc.
 5. Replace all burned out lamps in elevator cars, machine room, and pit.
 6. Replace any defective LED indicators in car operating panel and hall fixtures.
 7. Remove litter, dust, oil, etc. from the machine room.
 8. Clean car sills.
 9. Clean hoistway sills.
- C. Monthly
 1. Perform Bi-weekly Checks.
 2. Check door operation and adjust as necessary.
 3. Clean trash from pit.
 4. Observe operation of signal and dispatching system.
 5. Observe brake operation and adjust or repair if required.
 6. Check oil level in car and counterweight oil buffers and add oil as required.
- D. Quarterly
 1. Perform Monthly Checks.
 2. Check tension sheave fastenings and adjust as necessary.
- E. Semi-Annually
 1. Perform Quarterly Checks.

2. Check Controller. Clean with blower. Check all resistance tubes and grids. Check operation of overloads. Clean and inspect fuses and holders and all controller connections. Check terminal connections for tightness.
3. In hoistway examine guide rails, cams and fastenings. Inspect and test limit and terminal switches.
4. Clean all dirt, dust, and debris from sheaves, bottom of platform, car tops, counterweights and hoistway walls.
5. Inspect sheaves to ensure they are tight on shafts. Sound spokes and rim with hammer for cracks.
6. Examine all hoist ropes for wear, lubrication, and tension. Replace, lubricate and adjust as required to meet code requirements.
7. Check hoistway tape hitches and broken tape switch.
8. Check car stile channels for bends or cracks; also car frame, cams, supports and car steadying plates.
9. Clean all parts of safeties and lubricate moving parts to assure their proper operation. Check and adjust clearance between safety jaws and guide rails. Visually inspect all safety parts.
10. Inspect machine, machine brake pads and disc, and drive sheave. Check for bearing wear. Inspect brake surface of emergency brake and clean deposits of brake pad powder. Ensure that faces of brake pads are parallel to hoist ropes.

F. Annually

1. Perform Semi-Annual Checks.
2. Thoroughly clean car and counterweight guide rails using a nonflammable or high flash point solvent to remove lint and dust. Vacuum down elevator hoistway.
3. Remove, clean and lubricate brake cores on machine brakes, clean brake pads. if necessary and inspect for wear. Adjust brake for proper operation.
4. Four car group supervisory control system operations shall be checked. The systems, dispatching scheduling and emergency servicing shall be tested and adjusted in accordance with manufacturer's literature. The CONTRACTOR shall prove to the satisfaction of the DIRECTOR'S REPRESENTATIVE that the system functions properly. Checking out of the group supervisory system shall be performed during other than normal working hours with no inconvenience to the building occupants.
5. Additionally, car speeds shall be checked, and adjusted, to maintain contract speed. A report covering time intervals, dispatch times on various programs, door standing time and door opening and closing speeds, and car speeds shall be furnished to the DIRECTOR'S REPRESENTATIVE. CONTRACTOR shall be responsible to correct any and all deviations from specified operations.
6. Follow machine manufacturer's recommendation regarding type of grease to be used for the machine bearings. (If applicable).

PART 3 - EXHIBITS

3.01 GENERAL

- A. The exhibits below shall be considered part of this elevator maintenance agreement.
1. EXHIBIT A - EQUIPMENT TO BE MAINTAINED.
 2. EXHIBIT B - CHARGEABLE BILLING PER CONTRACT TERMS.

END OF SECTION

**EXHIBIT A
EQUIPMENT TO BE MAINTAINED**

Building	Elevator(s)	Description	Elevator Type	Capacity	Speed	No. of Floors	Controller
NY State Education Dept.	#1, #2, #3, #4	Passenger	Gearless Traction	3500	500	#1- B, 1-10 (11flrs) #2, #3, #4- 1-10 (10flrs)	Microprocessor Four Car Group

**EXHIBIT B
CHARGEABLE BILLING PER CONTRACT TERMS**

Contractor: _____ Building: _____
 Contract No.: _____ Elevator No: _____
 Proposal No.: _____ Date of Service Call: _____
 Invoice No.: _____ Day of Service: _____

Description of Work: _____

Explanation why work is not covered under contract: _____

LABOR COST

Worker Description	Time Arrived	Time Job Completed	Labor Rate	Hours	Cost
Mechanic					
Helper					
OT Mechanic					
OT Helper					
Total Labor Cost:					

MATERIALS COST

Item	Quantity	Cost Per Unit	% Mark-Up	Total Cost
Total Material Cost:				