

How to Use This Contract

This document provides the Authorized User general instructions on how to use the Elevator, Escalator & Miscellaneous Lift Equipment Maintenance Services Contract. These instructions assume the Authorized User has a good knowledge of Mini-Bid procurement methodology. Authorized Users of these contracts must read the contract terms and conditions in its entirety to gain an understanding of requirements for both the Contractors and Users. Please also see the Frequently Asked Questions (FAQ's) for additional information regarding usage of this Contract. Additional general procurement information is available on the OGS website.

Section 1. GENERAL INFORMATION

1.1 OGS CENTRALIZED CONTRACT OVERVIEW AND SCOPE

The Elevator, Escalator & Miscellaneous Lift Equipment Maintenance Services backdrop contracts streamline the procurement of Lift Equipment maintenance services for Authorized Users of NYS OGS Centralized Contracts. To utilize these Contracts, an Authorized User must use the Mini-Bid process outlined in these instructions and the OGS Centralized Contract.

Services and products are broken down per Region, per Maintenance Plan, and per type of lift.

1.2 REGIONS

OGS Centralized Contracts have been awarded by Region, with eleven Regions established as shown in the following Table:

Region	Applicable Counties
Region No. 1 - Long Island Region	Nassau and Suffolk
Region No. 2 - New York Region	Bronx, Kings, New York, Queens and Richmond
Region No. 3 - Lower Hudson Valley Region	Orange, Putnam, Rockland and Westchester
Region No. 4 - Hudson Valley Region	Columbia, Delaware, Dutchess, Greene, Sullivan, and Ulster
Region No. 5 - Capital Region	Albany, Rensselaer, Saratoga, Schenectady, and Schoharie
Region No. 6 - North Country Region	Clinton, Essex, Warren, and Washington
Region No. 7 - Mohawk Valley/North Country Region	Franklin, Fulton, Hamilton, Herkimer, Lewis, Montgomery, Oneida, and St. Lawrence
Region No. 8 - Central New York Region	Cayuga, Cortland, Jefferson, Madison, Onondaga, and Oswego
Region No. 9 - Southern Tier Region	Broome, Chenango, Otsego, Tioga, and Tompkins
Region No. 10 - Finger Lakes Region	Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, and Yates
Region No. 11 - Western New York	Alleghany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, and Wyoming

Contractors are under no obligation to respond to any Mini-Bid Project Definitions they receive.

1.3 LIFT EQUIPMENT

Within each Region, the following types of Lift Equipment may be serviced:

1. Traction Elevator Equipment (Geared and Gearless Traction Elevators)
2. Hydraulic Elevator Equipment
3. Escalator Equipment
4. Miscellaneous Lift Equipment (Dumbwaiters, Wheelchair Lifts, Stage Lift Elevators)

1.4 MAINTENANCE PLANS

Two different types of maintenance plans are offered by all Contractors for the different types of Lift Equipment:

1. Basic Maintenance
2. Full-Service Warranty Maintenance

The chart below is intended to provide additional information regarding each type of plan:

	Basic Maintenance		Full-Service Warranty Maintenance	
	Monthly Maintenance Rate	Exception Details	Monthly Maintenance Rate	Exception Details
Preventive Maintenance and Required ASME Inspections/Tests	Included	N/A	Included	N/A
Callback Service (Including On-site response and Troubleshooting)	Included	Required repairs reimbursed under Time and Material (T&M) provision if repair work is required.	Included	See as explained in the Contract where Time and Material (T&M) would apply
Repairs/Replacements	Not Included	Time and Material (T&M) only	Included	See as explained in the Contract where Time and Material (T&M) would apply
Fireman’s Recall Test	Not Included	Separate fee	Not Included	Separate fee

Both types of maintenance plans cover the same level of Preventive Maintenance as part of the Monthly Maintenance Rate but differ as to when Time and Material can be applied for Repairs and replacements.

For both maintenance plans listed above, Preventive Maintenance services are the process of inspection, routine examination, lubrication, cleaning and adjustment of parts, components, and/or subsystems for the purpose of ensuring acceptable performance in accordance with the specifications herein, the applicable ASME Code requirements and the manufacturer’s specifications. Contractors shall perform the Preventive Maintenance tasks in accordance with the Centralized Contract appendices listed below.

- Appendix D – Preventive Maintenance Specifications for Hydraulic Elevators
- Appendix E – Preventive Maintenance Specifications for Traction Elevators
- Appendix F – Preventive Maintenance Specifications for Escalators
- Appendix G – Preventive Maintenance Specifications for Miscellaneous Lift Equipment

These appendices and associated maintenance checklists are available on the OGS contract website under “Contract Specifics”.

Authorized Users shall have the option of amending any of these appendices for their Mini-Bid Project Definition that shall be issued to all awarded Contractors for the Region being bid.

1.5 RATES AND FEES

Within each Region, the following rates and fees may apply:

1. Basic Maintenance for Traction Elevators
2. Basic Maintenance for Hydraulic Elevators
3. Basic Maintenance for Escalators

4. Basic Maintenance for Miscellaneous Lift Equipment
5. Full-Service Warranty Maintenance for Traction Elevators
6. Full-Service Warranty Maintenance for Hydraulic Elevators
7. Full-Service Warranty Maintenance for Escalators
8. Full-Service Warranty Maintenance for Miscellaneous Lift Equipment
9. Fireman's Recall Testing Fee
10. Elevator Mechanic Straight Time Hourly Rate
11. Elevator Mechanic Overtime Hourly Rate
12. Elevator Apprentice Straight Time Hourly Rate
13. Elevator Apprentice Overtime Hourly Rate
14. Material Markup (%)

1.6 TIME AND MATERIAL

The Time and Materials (T&M) Proposal Form is for Contractor use to quote Repairs or Replacements of materials not covered by the Basic Maintenance or Full-Service Warranty Maintenance plans. The Time and Materials (T&M) Proposal Form has instructions for Contractors and Authorized Users to follow.

To navigate to the Time and Materials (T&M) Proposal Form from the Landing Page:

1. Click on the "Contract Specifics" link
 - a. This will take you to the Contract Specifics page
2. Click on "Time and Materials (T&M) Proposal Form"

The Contractor shall present, a completed T&M Proposal along with an itemized not-to-exceed quote for materials and labor to the Authorized User for their consideration. No work should commence without the prior approval of the Authorized User. Any incurred cost over the approved not-to-exceed amount will not be paid.

The Authorized User will decide how to proceed with all Repairs and Replacements. The Authorized User maintains the right to supply materials directly to the Contractor and can also implement the required work without penalty or charge using:

1. Mini-Bid Awarded Contractor
2. Authorized User staff
3. Other Contracted labor

If the Repair is of an urgent nature (if the failure of the equipment will impact safety or comfort or will consequently cause extensive or expensive damage or loss to other equipment and/or furnishings), the Contractor is to notify the Authorized User representative immediately. If necessary, the Authorized User will direct the Contractor to perform tasks on an emergency basis. Subsequent to the emergency service (including Callback Service as applicable), the Contractor shall develop and submit, on the completed T&M Proposal Form, a description of the emergency work performed with actual hours and material charged to the emergency work.

The use of a Subcontractor to complete Repairs for specialty work is acceptable and may be invoiced at the Contract labor rates in the Mini-Bid Agreement or may be included in the material cost section subject to the material allowance in the Mini-Bid Agreement. Feel free to see Contract Section 3.19 - Subcontracting of Work for additional information.

Repair any and all damage caused by Contractor to the Authorized User's buildings or property at the expense of the Contractor, to the full satisfaction of the Authorized User.

The Authorized User can request the Contractor to provide training in elevator operation. This training shall include emergency lowering of the elevators, routine inspection requirements, starting and operating procedures, response to alarms, and problem diagnostics (controls/mechanical). Training can be given either on or off-site as agreed to by Authorized User and shall be invoiced at the Elevator Mechanic Straight Time hourly labor rate from the Authorized User's Mini-Bid Project Definition.

Feel free to see Contract Section 3.8 - Time and Material ("T&M"), Section 3.9 - Time and Material ("T&M") for Fire Alarm and/or Security System Installation, and Section 3.14 – Component Obsolescence of the Centralized Contract for additional information.

1.7 REQUIREMENTS

There are various requirements Authorized Users and Contractors must meet:

1. A competitive Mini-Bid Project Definition is required for every transaction under this Centralized Contract.
2. An Authorized User must prepare a detailed Mini-Bid Project Definition using the Mini-Bid Project Definition Template.
3. Mini-Bid Project Definitions can only be for locations within one Region.
4. A Mini-Bid Project Definition may include multiple locations and buildings within the same Region.
5. A Mini-Bid Project Definition may include one or both types of maintenance plans.
6. The Authorized User must distribute the Mini-Bid to all qualified Contractors in the selected Region.
7. At minimum, an Authorized User must use the Contact Information for all awarded Contractors in the Region as found on the OGS website for this Contract.
8. An Authorized User shall invite all qualified Contractors within the applicable Region to the mandatory Site Visit(s) for each lift and location included under the Mini-Bid Project Definition.

Section 2. PREPARING AND CONDUCTING THE MINI-BID PROJECT DEFINITION

2.1 CONTRACT TERMS AND CONDITIONS

An Authorized User must understand the terms and conditions of the OGS Centralized Contract prior to project development.

In accordance with Appendix B, Section 26 - Modification of Contract Terms, an Authorized User may add additional required terms and conditions to the Mini-Bid Project Definition only if such terms and conditions are more advantageous to the Authorized User and do not conflict with or supersede the OGS Centralized Contract terms and conditions. Examples of additional terms and conditions include:

1. Additional incentives, such as discount for expedited payment/Procurement Card use; and
2. Any additional requirements imposed by the funding source.

2.2 STATUTORY REQUIREMENTS

An Authorized User of this Contract:

1. Must adhere to the procedures of this Contract.
2. Must adhere to Authorized User's internal policies and procedures.
3. Must adhere to all federal, State and/or local statutes, as applicable.
4. Must ensure licensing requirements are met by Contractor staff/representatives
 - a. Visit the Elevator Licensing Information page: <https://dol.ny.gov/elevator-licensing-information>
 - b. Depending on the applicable licensing, scroll down to either:
 - a. "To verify if a Business is licensed in NY, you can search for them here:"
 - b. "To verify if an Individual is licensed in NY, you can search for them here:"
 - c. From link, to access the searchable list, click on the "Data" menu item (see screenshot below):



2.3 DEVELOP A PROCUREMENT PLAN

Based on the individual project, the Authorized User should consider the following factors when developing the Mini-Bid Project Definition:

PRE MINI-BID

1. Perform a survey of current needs for Lift Equipment including any current code deficiencies;
2. Identify any specific service needs such as an on-site mechanic, preparation of schematic wiring diagrams, or special reporting needs;
3. Determine the type of maintenance plan needed for each piece of Lift Equipment;
4. Determine if monthly Fireman's Recall Testing is needed for each elevator;
5. Depending on the type of maintenance plan(s) requested, estimate the number of Time and Material labor hours needed per month per labor title (i.e., Mechanic, Apprentice) based on previous maintenance records for use in the MONTHLY MATERIAL ALLOWANCE, ESTIMATED HOURS, AND CONTINGENCY section of the Mini-Bid Project Definition;
6. Identify all Pre-Maintenance repairs that will need to be performed by next maintenance provider in order to further develop the estimated number of labor hours and material allowance needed for the MONTHLY MATERIAL ALLOWANCE, ESTIMATED HOURS, AND CONTINGENCY section of the Mini-Bid Project Definition;
7. Review current list of qualified Contractors for the applicable Region.
8. Request a Prevailing Rate Case (PRC) from the NYS Department of Labor Bureau of Public Work (DOL) at <https://dol.ny.gov/public-work-and-prevailing-wage>. The Authorized User cannot utilize the PRC # assigned to the Centralized Contract. Each Mini-Bid Project Definition must have its own PRC#. DOL will email a link to the online prevailing wage schedule with the assigned PRC #. This link will also be used to notify DOL when the project has been awarded and completed or cancelled.

TOTAL PROCUREMENT TIMEFRAMES, INCLUDING BUT NOT LIMITED TO:

1. Mandatory Site Visit(s)
2. Question and answer period
3. Intent to Bid (if applicable)
4. Mini-Bid Project Definition due date
5. Evaluation Period
6. Tentative Mini-Bid Agreement start date
7. Office of the State Comptroller (OSC) review period (if applicable)

A Mini-Bid award shall be made on basis of lowest total cost.

2.4 CONDUCTING THE MINI-BID

The process for conducting a Mini-Bid by an Authorized User is as follows:

1. The Authorized User will review the location of their facility(s) to determine what Region they are located in.
2. If the Authorized User is seeking services at multiple sites located in several Regions, then separate Mini-Bid Project Definitions must be done for each Region.
3. The Authorized User will provide the eligible Contractors in the Region a copy of the Mini-Bid Project Definition.
4. The Authorized User will conduct mandatory Site Visit(s).
5. Contractors shall develop a Bid and submit it to the Authorized User by the specified Bid Opening date and time.
6. The Authorized User will evaluate the Bids and award the Mini-Bid Agreement using lowest cost. Please note that the fees and markup rates Bid by a Contractor for the Mini-Bid Project Definition must be less than or equal to that Contractor's Centralized Contract Rates. Any Bid including a value above their Centralized Contract Rates must be rejected by the Authorized User.
7. The Authorized User issues a Purchase Order for their awarded Mini-Bid Project Agreement in accordance with their agency procurement guidelines.

8. Authorized User may need to submit their Purchase Order to the Office of the State Comptroller for review and approval. Authorized Users are responsible for following their own procurement guidelines, policies, and procedures accordingly.

2.5 SITE VISITS

Authorized Users must conduct mandatory Site Visit(s) during the Mini-Bid process. All Contractors who are eligible to provide services within the applicable Region must be sent the Mini-Bid Project Definition and be invited to attend the Site Visit(s). Each location and Lift Equipment included under a Mini-Bid Project Definition must be viewed during the Site Visit(s). Prior to the Site Visit(s), Authorized Users shall determine if they will allow questions to be asked during the Site Visit and whether the responses provided shall be official responses or Contractors will be required to submit their questions in writing. The Authorized User shall communicate to Site Visit attendees how questions will be handled at the commencement of the Site Visit.

Interested Contractors shall verify all Lift Equipment listed in the Mini-Bid Project Definition during their attended mandatory Site Visit(s). In addition, each Contractor is under an affirmative duty to inform itself by personal examination of the specifications and location of the proposed work during the mandatory Site Visit(s). Ergo, Contractors cannot submit a Bid unless they attend a mandatory Site Visit.

It is highly recommended Authorized Users conduct only one Site Visit per Mini-Bid process. In the event more than 1 Site Visit is required and/or allowed, Authorized Users are reminded to document the justification to allow for more than 1 Site Visit within their Procurement Record. All Contractors who attended the first Site Visit shall be invited to attend any subsequent Site Visit but are not required to attend.

Feel free to see Contract Sections 3.1 – General Requirements and 3.24 – Examination of Buildings, Lift Equipment to be Serviced and Contract Documents for additional information.

Section 3. EVALUATION AND AWARD OF MINI-BIDS

3.1 EVALUATION OF MINI-BIDS

The process for evaluating a Mini-Bid is as follows:

1. The Authorized User shall reject any Bid which includes pricing in excess of the Contractor's Centralized Contract Rates. The Centralized Contract Rates for each Contractor is available on the Region & Pricing Summary document.
 - a. Should only one Bid be received, the Authorized User can request the Contractor lower their pricing consistent with or below their applicable Centralized Contract Rate(s). Should Contractor's response to the request not be at or below their Centralized Contract Rates, their Bid shall then be rejected.
 - b. If only one bid is received, the Authorized User is advised to canvass the eligible Contractors for the applicable Region to determine if rebidding is an option.
2. Verify that Contractor responded to all Authorized User requested pricing, including all applicable Lift Equipment, Time and Material labor rates and Material Markup, and Fireman's Recall Testing.
3. Confirm Contractor's attendance at a mandatory Site Visit.
4. Verify NYS license(s).
5. Verify OSHA 10 training certification of submitted Elevator Mechanics if the value of the Mini-Bid Agreement will be \$250,000 or more.
6. Contractors are not permitted to unilaterally add their own terms and conditions to a Mini-Bid Response or a subsequent Agreement. In the event a Contractor attempts to attach their own terms and/or conditions to a proposed Mini-Bid Project Definition or subsequent Mini-Bid Agreement, the Authorized User may allow additional terms and conditions to be incorporated into the Mini-Bid Agreement provided that all of the following conditions have been met:
 - a. The Contractor identifies such terms and conditions in Contractor's response to the Authorized User's Mini-Bid Project Definition; and
 - b. Such terms and conditions do not contradict or violate any of the terms and conditions of the Contract, and/or are more advantageous to the Authorized User and the State than those set forth in the Contract; and

- c. Such terms place no additional liability or responsibility on the Authorized User or the State; and
- d. The Authorized User acknowledges in writing that it accepts such additional terms and conditions.

3.2 NOTIFICATION OF MINI-BID RESULTS

The Authorized User must notify the tentative awardee and non-awardees of tentative Mini-Bid results in writing as per the Authorized User's procurement requirements.

3.3 AWARD OF MINI-BIDS

The OGS Centralized Contract requires that a Mini-Bid Project Definition be completed and an award made on the basis of "lowest cost".

Feel free to see the Centralized Contract's 5th whereas clause, the Mini-Bid Project Definition Template, and Section 4 – Reserved Rights of the Centralized Contract for additional information.

3.4 NO AWARDABLE BIDS

There are a number of situations which may result not being able to award a Mini-Bid Agreement. In each instance, an Authorized User must follow the Procurement Guidelines of the Agency and the State in order to determine how to proceed.

Should the OGS Centralized Contract still be considered to fit the form, function and utility of the Authorized User's desired procurement, the following considerations can be made before submitting re-bid's Mini-Bid Project Definition to Contractors:

1. Request Pre-Review of drafted re-bid Mini-Bid Project Definition by OGS Procurement Services. Please be aware that such service is a curtesy and is performed by OGS Procurement Services staff as per their availability. As such, NO estimated turnaround can be provided.
2. An Authorized User, at their discretion, can pre-qualify the attendee(s) of an original mandatory Site Visit(s) as fulfilling the mandatory Site Visit requirement of the re-bid should all the following be true:
 - All the mandatory Site Visit(s) of the original Mini-Bid fall within a reasonable period of the re-Bid timeframe.
 - All Lift Equipment included under the re-bid Mini-bid Project Definition were included on the original Mini-Bid Project Definition.
 - The status of all Lift Equipment included under the re-bid Mini-Bid Project Definition is believed to be consistent with their status at time of the original mandatory Site Visit(s).
 - The pre-qualification is applied to every eligible Contractors that attended an original mandatory Site Visit.

Should the Authorized User decide to allow such pre-qualification, this information must be clearly described in the MANDATORY SITE VISIT section of the re-bid's Mini-Bid Project Definition. Please be aware that this consideration does not negate the requirement on the Authorized User to conduct a mandatory Site Visit as part of the re-bid for any interested, eligible Contractors. Any Contractors who would qualify for the described pre-qualification cannot be disallowed or discouraged from attending the re-bid mandatory Site Visit.

Section 4. PURCHASING

4.1 GENERAL

Authorized Users may purchase off this Contract via Purchase Orders or , Purchasing Cards.

As mentioned above this Contract includes a requirement for Authorized Users to conduct Mini-Bids with Site Visit(s).

Authorized Users must purchase from Contractors who are eligible to provide services and related products within the applicable Region in the most economical manner and have properly responded to the Authorized User's Mini-Bid Project Definition.

Authorized Users are reminded to always follow the Procurement Guidelines of their Agency and the State. This includes the possible need for an approval from an agency such as the NYS Office of the State Comptroller. State Agency Authorized Users may be required to obtain an approved B-1184 prior to purchasing from this Contract as well.

There are various sections of the Contract and Appendices that discuss how to purchase services and products from this Contract. For example, feel free to see Contract Section 1.7 – NYS Comptroller Approval, 6.6 – Ordering, 6.7 – Purchasing Card Orders as well as Appendix B Section 15 – Purchasing Card and 30 – Purchase Orders.

4.2 MWBE AND SDVOB GOALS

This OGS Centralized Contract does not have any goals for participation by New York State Certified Minority- and Women-Owned Business Enterprises (MWBEs) or by New York State Certified Service-Disabled Veteran Owned Businesses (SDVOBs). However, Contractors and Authorized Users are encouraged to make good faith efforts to promote and assist the participation of MWBEs and/or SDVOBs on this Contract for the provision of services and materials.

4.3 PRICING

Purchases are limited to only the products and services that fall under the scope of this Contract and are provided under the categories shown on the currently approved Region & Pricing Summary document. The rates and fees are broken down per Region, per type of Maintenance Plan, and/or per type of lift.

The rates and fees shown on the Region & Pricing Summary document are maximum not-to-exceed amounts. Contractors are encouraged to respond to Mini-Bid Project Definitions with prices that are less than the maximum not-to-exceed amounts. Authorized Users may negotiate lower pricing as well.

To navigate to the currently approved Region & Pricing Summary document from the Landing Page:

1. Click on the "Contract Specifics" link
 - a. This will take you to the Contract Specifics page
2. Click on "Region & Pricing Summary"
 - a. The Price List should download via a Microsoft Excel document

The Region & Pricing Summary document allows for filtering of offered services per item.

There are various sections of the Contract and Appendices that discuss the pricing for this Contract. For example, feel free to see Contract Section 1.1 – Overview, 3.19 – Subcontracting of Work, 6.4 – Price, 6.5 – CPI Price Update, Appendix B Section 13 – Pricing, Appendix H – Mini-Bid Project Definition Template, Appendix I – Time and Material (T&M) Proposal Form, as well as Region & Pricing Summary.

4.4 PURCHASE ORDERS

Purchase Orders shall be made in accordance with the terms set forth in Appendix B Section 30 - Purchase Orders. After determining the winning Bidder for the Mini-Bid process Authorized Users may submit orders over the phone, and, if available, may submit orders electronically via web-based ordering, e-mail, or facsimile at any time. Orders submitted shall be deemed received by Contractor on the date submitted.

All orders shall reference Contract number, requisition, and/or Purchase Order number (if applicable). Upon Contractor's receipt of an order, confirmation is to be provided to the Authorized User electronically or via facsimile. Order confirmation should be sufficiently detailed, and include, at a minimum, purchase price, date of order, delivery information (if applicable), Authorized User's name, and sales representative (if applicable).

Feel free to see Contract Section 6.6 – Ordering, 6.7 – Purchasing Card Orders as well as Appendix B Section 30 – Purchase Orders for additional information.

4.5 FREIGHT COSTS

Contractors may not charge freight costs under this OGS Centralized Contract as freight costs are covered under the Material Markup.

4.6 PREVAILING WAGE

Authorized Users are required notify the NYS Department of Labor Bureau of Public Work that the project has been awarded by completing the online Notice of Award (Form PW16) using the link from the DOL email with the PRC #.

Section 5. DOCUMENTATION

5.1 PROCUREMENT RECORD

An Authorized User must adhere to the procedures of this OGS Centralized Contract, its own internal procurement policies and procedures and all federal, State and/or local statutes, when applicable.

The following are examples of documentation that should be created and maintained by the Authorized User as part of a Procurement Record. This list is not meant to be all inclusive.

1. Approved Requisition or Purchase Order;*
2. DOB 1184 Attachment A or B (http://www.budget.ny.gov/guide/bprm/bulletins/b-1184_revised.html);*
3. Bid distribution and announcements;
4. Mandatory Site Visit Sign-In Sheet and Transcript;
5. Bid Protests and Responses;
6. Justification for Rejecting Bids or Proposals;
7. Blank Solicitation Document (including appendices);
8. Questions & Answers;
9. Completed Evaluation Score Sheets & Evaluation Summary;
10. Bid Tabulation;
11. Bidders List;
12. Price Lists, if applicable;
13. Awarded Bid;
14. Proposals Received;
15. Any Contractor Correspondence (e.g. clarifications);
16. Rejected Bids with Justification;
17. Tentative Award letter;
18. Non-award Letters;
19. Authorized User Mini-Bid Agreement.

*Requirement for State Agency

Section 6. AFTER THE MINI-BID PROJECT DEFINITION AWARD

6.1 MONITORING

Authorized Users are reminded to monitor the Contractor and the services being provided after the Mini-Bid Project Definition Award is made. Throughout the life of the Mini-Bid Agreement Authorized Users should continue communicating with the Contractor and be vigilant they are being invoiced for work that was truly

completed as per the requirements of their Project Definition and Centralized Contract. This includes but is not limited to:

1. Maintaining Sign In/Sign Out Sheets
2. Confirming Licensing information for the Elevator Mechanics
3. Having 1 or more staff members assigned to physically make sure and document the required maintenance services have been completed and review Contractor submitted Maintenance Checklists and Inspection reports.
4. Verifying hours worked and material receipts for T&M work.
5. Reviewing invoices
6. Documenting when a Contractor is not performing or otherwise failing to meet the Terms and Conditions of the Contract
7. Keeping copies of written communications with the Contractor within the Procurement Record
8. Possible performance of a Mini-Bid Agreement close-out inspection. Feel free to see Contract Section 3.27 – Mini-Bid Agreement Close-Out Inspection and Repair for additional information.
9. Having a replacement Mini-Bid awarded prior to the current Mini-Bid's end date.

Please refer to Section 3.28 – Deliverables of the Centralized Contract for additional information.