

CAMERON S. MCCORMICK
ASSISTANT DIRECTOR OF FINANCE
540.332.3948



ADRIENNE D. HAMMEL
FINANCE CLERK
540.332.3809

DEPARTMENT OF FINANCE
PURCHASING & RISK MANAGEMENT

INVITATION TO BID
April 18, 2018

BID TITLE: Elevator Maintenance **BID #: E00118**
BID OPENING DATE: May 16, 2018 at 2:00 PM
DELIVERY DATE: Contract to begin July 1, 2018
BID BOND REQUIRED: No
MANDATORY PRE BID: April 30, 2018 at 10:00 A.M.

The City of Staunton is seeking bids from qualified vendors to provide routine and preventive maintenance and repair services for the City's elevators. Any questions regarding the specifications for this bid should be directed to Timothy C. Powell, Facility Services Superintendent, at (540) 332-3882, powelltc@ci.staunton.va.us

Please quote lowest price and best delivery on items listed. Advise what discount, if any will be allowed for payment within a specified time. Terms and delivery date must be specified.

Right is reserved to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities, to negotiate contract terms and options with the successful low bidder, and to contract for the bid to other than the lowest bidder in the best interest of the City of Staunton to the extent allowable by law.

The City does not discriminate against small and minority businesses or faith-based organizations.

All bids must be submitted in a sealed envelope plainly marked, Bid No. "**E00118-ELEVATOR MAINTENANCE**", with the name and address of the bidder in the upper left hand corner and accompanied by complete specifications for the items offered. **E-Mail and facsimile responses are not acceptable.** No responsibility will attach the Owner or any official or employee thereof for the pre-opening of, post-opening of, or the failure to open a proposal not properly addressed and identified.

BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL BE REJECTED
BIDS MUST BE SEALED, MARKED, AND DELIVERED TO:

Mail To:
City of Staunton
Cameron S McCormick
Assistant Director of Finance
P.O. Box 58
Staunton, VA 24402-0058

Overnight To:
City of Staunton
Cameron S McCormick
Assistant Director of Finance
116 W Beverley St., 3rd Floor
Staunton, VA 24401

Phone: (540) 332-3948

**CITY OF STAUNTON
PURCHASING DEPARTMENT
GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS**

1. **SUBMISSION AND RECEIPT OF BIDS:**
 - (A) Bids, to receive consideration, must be received prior to the specified time and date of opening as designated in the invitation. E-mail and facsimile submittals are not acceptable.
 - (B) Unless otherwise specified, bidders must use the bid form furnished by the City. Failure to do so may cause bid to be rejected. Removal of any part of the bid form may invalidate the bid.
 - (C) Bids having any erasures, corrections, or typewriter opaquing fluid are not acceptable and will result in rejection of the bid. Prior to submission or opening, errors may be crossed out, corrections entered in ink and initialed in ink by the person signing the bid. No bid shall be altered or amended after the specified time for opening.
 - (D) All bids shall be either typewritten or filled in with ink in order to be considered. Also, all bids must be signed in ink in order to be considered.
 - (E) Bids concerning separate bid invitations must not be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision may not be considered.
 - (F) When specified, each bid shall be accompanied by a bid bond with surety satisfactory to the City or a cashier's or certified check, made payable to the Treasurer, City of Staunton, in an amount equal to 5 per cent of the total bid price. In the event of default by the bidder the 5 per cent deposit shall be and represent liquidated damages to the City.
2. **ANNUAL CONTRACT USAGE REQUIREMENTS:** Whenever a bid is sought seeking a source of supply for an annual contract for products or services, the quantities or usage shown are estimates only. No guarantee or warranty is given or implied by the City of Staunton as to the total amount that may or may not be purchased from any resulting contracts.
3. **PRICING:**
 - (A) Bidder warrants by virtue of bidding that prices, terms, and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from the date of bid opening unless otherwise stated by the City or bidder.
 - (B) Prices should be stated in units of quantity as specified in the bid form. In case of error in extension of prices in the bid, the unit price shall govern.
 - (C) Bids based on a firm price or those including a "Downward Escalator" clause for an annual contract period may be given preference over lower ones bearing an "Escalator" clause for an annual contract period.
 - (D) When an annual contract is not requested by the City, and the bid is for products or services to be delivered on a one time only or staggered basis, only firm pricing shall be given consideration. General terms such as "Price in effect at time of delivery" shall be cause for rejection of bid.
4. **PERFORMANCE BOND:** When requested in the bid, the City shall require the successful bidder to furnish a performance bond and labor and material payment bond with surety satisfactory to the City in the amount of contract price at the time of or prior to execution of the contract. If no bond is furnished by the successful bidder, the City reserves the right to award the contract to the next lowest responsible bidder with the next lowest responsive bid.
5. **DELIVERY POINT:** All items shall be delivered F.O.B. destination, and delivery costs and charges included in the bid price. Failure to do so may be cause for rejection of bid. The bidder shall assume all liability and responsibility for the delivery of merchandise in good condition to the specified delivery location(s).
6. **CASH DISCOUNTS:** Cash discounts will be considered in determining the award.
7. **BRAND NAMES:** Unless otherwise provided in the invitation for bid, the name of a certain brand, make, or manufacturer does not restrict bidders to the specific brand, make, or manufacture mentioned; it conveys the general style, type, character, and quality of the equipment desired. The City shall determine in its sole discretion equipment bid to be equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.
8. **SPECIFICATIONS:** The bidders must also indicate any variances from our specification and/or conditions, NO MATTER HOW SLIGHT. If variations are not stated in the bid, it will be assumed that the product or service fully complies with our specifications. The Purchasing Department is not responsible for locating or securing any information which is not included in the bid. Accordingly, to insure that sufficient information is available, the bidder must furnish as part of his bid all descriptive material, (i.e., Catalog Cuts, illustrations, drawings, specifications, or other information) necessary for the Purchasing Department to determine whether the goods or services offered meet the salient characteristic requirements of the bid.
9. **LATEST MODEL/QUALITY:** Bidder shall bid on the latest model, design, etc. of this type of equipment by the manufacturer of which he represents. Equipment shall be new and unused.
10. **NOTICE OF AWARD:** Notice of award will be posted at <http://www.staunton.va.us/solicitation-results>.

**CITY OF STAUNTON
BID FORM**

<u>DESCRIPTION</u>	<u>COST</u>
Firm fixed price	\$_____ per annum
Firm Fixed price bid is for all work as outlined herein other than major repair	
Indefinite quantity rate (regular time)	
Electronic Technician	\$_____ per hour
Mechanical Technician	\$_____ per hour
Engineering Services	\$_____ per hour
Indefinite quantity rate (overtime)	
Electronic Technician	\$_____ per hour
Mechanical Technician	\$_____ per hour
Engineering Services	\$_____ per hour
Mileage rate	\$_____ per mile

Hourly and Mileage rates are for work not covered by the firm fixed price contract.

PER ATTACHED SPECIFICATIONS

OFFER

To Purchasing Department:

In compliance with the bid information, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

TERMS: _____

BIDDER/COMPANY NAME: _____

BY: (signature) _____

TYPED NAME OF SIGNER: _____

STREET ADDRESS: _____

CITY AND STATE: _____

FEDERAL ID NUMBER: _____ SCC NUMBER: _____

E-MAIL ADDRESS: _____

DATE: _____ PHONE: _____ FAX: _____

**ELEVATOR MAINTENANCE
SPECIFICATIONS**

I. GENERAL INTENTION

The intention of this solicitation is to obtain routine and preventive maintenance and repair services for seven (7) City owned elevators, associated equipment and systems by means of a combination firm fixed-price and indefinite quantity contract.

The following seven (7) elevators and related equipment shall be maintained under this contract:

<u>Qty</u>	<u>Mfr</u>	<u>Type</u>	<u>Location</u>
1	Dover	Hydraulic Passenger	City Hall, 116 W. Beverley St.
1	Otis	Traction Passenger	City Hall, 116 W. Beverley St.
1	Dover	Traction Passenger	Parking Garage, Johnson St.
1	Monarch	Traction Freight	Water Treatment Plant, 1776 Englewood Dr.
1	Dover	Hydraulic Passenger	Staunton Library, 1 Churchville Ave.
1	Dover	Hydraulic Passenger	Staunton Courthouse, 113 E. Beverley St.
1	Virginia	Hydraulic Passenger	New Parking Garage, 35 N. New St.

II. GENERAL REQUIREMENTS

The Contractor shall maintain the elevators listed above using only qualified personnel directly employed by the contractor. Contractor shall provide all labor, supervision, tools, materials, equipment, transportation, and management necessary to operate, maintain, repair, and make alterations to elevators and associated equipment in accordance with the requirements specified herein. This solicitation includes the performance of service work, recurring services such as but not limited to: pumps, motors, controllers, valves, selectors and switches, governors, accessory equipment including car and hall station buttons and all other equipment associated with the full operation of each elevator listed above. The contractor shall also provide monthly preventive maintenance, operational checks and inspections, annual hydraulic relief pressure testing and tagging as required, maintain car, pit and machine room lighting and ventilation if installed, conduct all annual and five (5) year full-load testing as required, and all other testing/certifications as required and governed under existing local, state and federal code sections or laws. Attachments A through D describe the equipment and systems to which services shall be provided.

Services shall be provided as follows for the types of elevators listed in this section and types of equipment listed in Attachments A through D.

1. Contractor shall furnish and maintain all necessary lubricants and hydraulic fluids and shall inspect wire ropes and cables as often as necessary to maintain sufficient safety and tension on all ropes/cables.
2. Contractor shall keep all machine rooms and pits clean and clear of all debris such as oily rags, grease or other items that are not directly a working part of the elevator system or could constitute a fire hazard.

3. Contractor shall test fire service and emergency phones monthly and log all tests in the book maintained in each machine room.
4. Contractor shall maintain, repair and/or replace peripheral systems, miscellaneous equipment on facilities and systems directly related to the safe operation of all elevator systems and equipment.
5. Contractor shall conduct all other inspections such as monthly, semi-annual, annual, three (3) year and five (5) year as required by the National Elevator Manufacturing Industry, Local, State and Federal Codes.
6. Contractor agrees to maintain any additional equipment which may be added by the City. If such additions result in an increase or decrease in contract requirements, the contract price will be adjusted by mutual agreement of both parties.

A **MANDATORY pre-proposal meeting** will be held on Tuesday, April 30, 2018, at 10:00 a.m. beginning in the Finance Conference Room, located on the 3rd floor of City Hall, 116 West Beverley Street, Staunton Virginia. **All contractors bidding this agreement will have the opportunity to familiarize themselves with the conditions of the elevator equipment following the pre-bid meeting. Additional inspections and/or questions pertaining to the elevator equipment or bid should be directed to Timothy C. Powell, Facility Services Superintendent, (540) 332-3882, powelltc@ci.staunton.va.us**

Bid Questions and Addenda: Prior to submitting their bid, it is the bidder's responsibility to check the City web-site (<http://www.staunton.va.us/solicitations>) for any addenda associated with this Invitation for Bid. All questions must be submitted in writing to Tim Powell no later than 2:00 p.m. Tuesday, May 1, 2018. Any addenda issued, or answers to questions, will be available on the City web site by 4:00 p.m. Wednesday, May 2, 2018.

The City makes no representation or guarantee as to the condition of equipment on the start date of the contract and no adjustments will be made in contract price for equipment condition after award.

III. DEFINITIONS – TECHNICAL

Alteration: An alteration includes all work necessary to provide a new complete and usable elevator system; or to provide a complete and usable addition to an existing system.

Check: Check includes examination of the performance of parts for replacement, lubrication, adjustment, calibration, cleaning, repair, etc.

Contractor: The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor shall ensure that subcontractors comply with the provisions of this contract.

Contract Administrator (CA): The individual designated by the City to administer the contract. The term CA will be used to refer to the individual designated to administer the contract or his/her designated representative

Direct Material Costs: The actual vendor invoice charges for materials used for performance of work under this contract. Direct material costs shall include transportation charges when such charges are included on the invoice by the vendor, as well as any discounts allowed for prompt payment and discounts or rebates for core value or salvage value that accrue to the Contractor. When questions arise concerning the cost of materials, material costs will be based on the lowest of quotes provided by the Contractor from at least three (3) different commercial vendors for the direct material cost. The City retains the right to obtain additional quotes in questionable situations. The lowest price will be used.

Engineered Performance Standards (EPS): Job estimating system using the average time in accordance with industry standards, necessary for a qualified craftsman working at a normal pace, following acceptable trade methods, receiving capable supervision, and experiencing normal delays to perform defined amounts of work of a specified quality.

Frequency of Service:

Annual (A), Services performed once during each (12) month period of the contract. (See Attachments A and B.)

Semi-annual (SA), Services performed twice during each (12) month period of the contract at intervals of (160) to (200) calendar days. (See Attachments A and B.)

Monthly (M), Services performed (12) times during each (12) month period of the contract at intervals of (28) to (31) calendar days. (See Attachments C and D.)

Inspect: Includes examination and the performance of parts replacement, lubrication, adjustment, calibration, cleaning, repair, etc.

Job Preparation: All work and costs associated with receiving and considering a job assignment and instructions; planning equipment and material requirements; obtaining proper tools; laying out tools, material, and equipment; setting up to begin work; cleaning and storing tools and equipment; and cleanup of job site.

Labor Hour Unit Price: The unit price bid by the Contractor to provide one performance standard hour of work-in-place. The unit price includes all direct and indirect costs associated with performing a standard hour of work.

Latent Defects: Latent defects are defects that are present in a hidden or undeveloped state and are not visible or apparent at the time of inspection, but which become obvious or come into being at some future time.

Major Repair: Any individual unit or incident of repair or replacement with a total estimated cost (labor and direct material) exceeding \$5,000.00. Major repairs will normally be accomplished by separate contract.

Non-Maintainable Equipment and Parts: Unless otherwise stated herein, except for inspection purposes, all equipment and parts not having a scheduled Preventive Maintenance cycle, or if the

life of said equipment or parts cannot be extended through periodic cleaning, servicing or maintenance will not be covered under this contract.

Regular Working Hours: The City's regular (normal) working hours are from 7:30 AM to 4:30 PM, Mondays through Fridays except (a) announced holidays and (b) other days specifically designated by the CA.

Repair: Repair is the restoration of a piece of equipment, a system, or a facility to such condition that it may be effectively utilized for its designated purposes. Repair may be (a) overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated by action of the elements or usage and have not been corrected through maintenance, or (b) replacement of the entire unit or system if beyond economical repair.

Response Time: The time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site, with appropriate tools, equipment, and materials, ready to perform the work required. Response time for emergencies shall not exceed four- (4) hours unless the service call is placed after 1:00 PM. The contractor shall respond to emergency service calls placed after 1:00 PM by 9:00 AM the following work day. All other service calls shall be in accordance with (SECTION X).

IV. CITY FURNISHED PROPERTY & SERVICES

The City will furnish or make available to the Contractor the facilities described herein. The Contractor shall be responsible and accountable for such facilities accepted for use and shall take adequate precautions to prevent fire hazards, odors, excessive noise, safety hazards, vermin, or other disruptive actions. The Contractor shall obtain written approval from the CA prior to making any modifications or alterations to the facilities. Any such modifications or alterations approved by the City shall be made at the expense of the Contractor. At the completion of the contract, all facilities shall be returned to the City in the same condition as received, except for reasonable wear and tear. The Contractor shall be held responsible for the cost of any repairs caused by negligence or abuse on his/her part, or on the part of his/her employees.

Availability of Utilities: The City will furnish the following utility services at existing outlets, for use in those facilities provided by the City and as may be required for the work to be performed under the contract: electricity, steam, natural gas, fresh water, sewage service, and refuse collection (from existing collection points). Information concerning the location of existing outlets may be obtained from the CA.

Independent Inspections: The City shall contract an independent elevator inspector to inspect all city owned elevators covered under this contract and to perform six (6) months inspections as required under the Virginia Uniform Statewide Building Code.

V. CONTRACTOR FURNISHED ITEMS

Except for the items listed in clause IV, the Contractor shall provide all equipment, materials, labor and services to perform the requirements of this contract. The Contractor shall provide new or factory reconditioned parts and components when providing maintenance and repair services as described herein. All replacement parts, components, and materials to be used in the

maintenance, repair, and alteration of facilities and of equipment shall be compatible with the existing equipment on which it is to be used. All replacement units shall be of equal or better quality than original equipment specifications and shall comply with applicable commercial and industrial standards. All replacement parts and equipment shall be used in accordance with original design and manufacturer intent. If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract shall equal or exceed the updated quality. The Contractor shall retain the parts replaced for at least ten (10) working days after completion of the job and make these parts readily available for inspection by the CA upon request. When disputes arise concerning sub-standard material, equipment, and/or components selected for work items already accomplished, the Contractor shall, at no cost to the City, remove, replace, and/or rework material, equipment, and components so that compliance with the City's requirements are satisfied. The Contractor shall obtain and maintain manufacturer's operating instructions and maintenance manuals on all new equipment installed by the Contractor. These documents shall become property of the City and shall be maintained on-site in the mechanical room.

VI. WORK OUTSIDE REGULAR HOURS

Except as otherwise specified, all work shall be performed during regular working hours. If the Contractor desires to perform work on Saturday, Sunday, holidays, or outside regular working hours, he/she must provide twenty four (24) hour prior notification to the CA for approval.

VII. MANAGEMENT

The Contractor shall manage the total work effort associated with the operations, maintenance, repair, and all other services required herein to assure fully adequate and timely completion of these services. Included in this function are a full range of management duties including, but not limited to, planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide an adequate staff of personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices.

Work Control: The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and status reports shall be provided when requested by the CA. The status of any item of work must be provided within four (4) hours of the request during normal working hours, and within twelve (12) hours after regular working hours.

Work Schedule: The Contractor shall schedule and arrange work to cause the least interference with the normal occurrence of City business and mission. In those cases where some interference is unavoidable, the Contractor shall minimize the impact of the interference, inconvenience, equipment downtime, interrupted service, customer discomfort, etc.

Notice of Equipment Shut-Downs: Except in emergencies, prior approval shall be obtained from the CA for work requiring shut-down of equipment for more than thirty (30) minutes during

regular work hours. All such requests must be submitted at least 72 hours in advance. In cases where shut-down is necessary, the Contractor shall coordinate the shut-down with the CA or other designated representative in the affected building. When an elevator is placed "OUT OF SERVICE" for any reason appropriate signs must be placed inside the car and at each hall station.

Records and Reports: The Contractor shall maintain management, operation, and maintenance records and prepare management, operation, and maintenance reports on all elevators and equipment listed in Section I and in Attachments A through D. All records and copies of reports shall be turned over to the CA within five- (5) calendar days after contract completion. The Contractor shall maintain a completed work file for each elevator. Each file shall contain a listing of all equipment by nomenclature and manufacturer's model number, as well as a copy of all completed Service Call work forms, minor job orders, and Elevator Maintenance Monthly Inspection Reports, and other information pertaining to the facility and/or installed equipment and systems. The City will have access to these files upon request. All documents shall be filed within ten (10) calendar days of the completed transaction. The entire file shall be turned over to the City upon completion of the contract.

Staffing: The Contractor shall continuously maintain an adequate staff with management expertise to assure work is scheduled and completed in accordance with these specifications. The Contractor shall also maintain an adequately trained and certified workforce to complete work in accordance with the time and quality standards specified.

VIII. CONTINUITY OF SERVICES

To ensure continuity of essential services, the successful bidder shall be prepared to fully commence work on the start date of this contract, and should not assume that City or previous Contractor employees will be available to guide, direct, or specifically orient each Contractor employee.

IX. GENERAL REQUIREMENTS AND PROCEDURES

Standards: All work shall meet the standards specified herein and shall be accomplished in conformance with approved and accepted standards of the elevator trade industry, the equipment manufacturer; all applicable activity, local, state, and federal standards, and all applicable building and safety codes.

1. When the Contractor completes work on a system, that system shall be free of missing components or defects which would prevent it from functioning as originally intended and/or designed. Corrective or repair/replacement work shall be carried to completion including operational checks and cleanup of the job site. Except where otherwise noted, replacements shall match existing components in dimensions, finish, color, design, and function.
2. During and at completion of work, contractor shall not allow debris to spread unnecessarily into adjacent areas or accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the end of each day and upon completion of the job.

Major Repairs: Major repairs are not included within the scope of this contract. Major repairs will normally be accomplished either (1) by separate contract using the hourly indefinite quantity rates bid herein along with direct material costs, or (2) by City forces. This exclusion does not apply if the repair is required to correct damage caused by the Contractor's negligence.

Replacement, Modernization, Renovation: During the term of the contract, the City may replace, renovate, or improve equipment, systems, and components at the City's expense and by means not associated with this contract. All replaced, improved, updated, modernized or renovated equipment, components, and systems shall be maintained, operated, and/or repaired by the Contractor at no additional cost to the City of Staunton unless such changes result in an increase in contract requirements. Adjustments to contract price for equipment changes, replacements, or deletions which result in an increase or decrease in contract requirements, will be made only upon agreement by contractor and City.

Equipment under Manufacturer's or Installer's Warranty: Equipment, components, and parts, other than that installed under this contract, shall not be removed or replaced or deficiencies corrected while still under warranty of the manufacturer or the installer without prior approval of the CA. All defects in material or workmanship, defective parts, or improper installation and adjustments found by the Contractor shall be reported to the CA so that necessary action may be taken. The Contractor shall be knowledgeable of the equipment, parts, and components that are covered by warranty and the duration of such warranties. The CA will furnish available warranty information to the Contractor.

Drawings: The City will make available various drawings to the successful Contractor for information only. The City makes no representation as to the completeness or accuracy of these drawings.

Changes or Additions: The Contractor shall record all changes and additions made by the Contractor to equipment and systems that relate directly to the buildings and structures and will provide this record to the CA within thirty (30) calendar days after completion of the work. This data shall include, but is not limited to, dimensional drawings and/or sketches, as-builds, equipment locations, etc.

Reporting Equipment Deficiencies: Any equipment deficiencies noted by the Contractor during operational checks, preventive maintenance inspections, service work, or at any other time shall be reported in writing to the CA.

1. Deficiencies discovered which could potentially jeopardize the safe operation of the elevator or equipment shall be reported by phone immediately, but not more than 1 hour after discovery, and followed up by written notice within twenty four (24) hours.
2. All non-operation-threatening deficiencies shall be reported on completed Service Call Work Authorization Forms and Elevator Maintenance Monthly Inspection Reports. If discovered during operational check, deficiencies shall be reported not later than 9:00 AM the following work day.

X. SERVICE CALLS

Service calls are defined as maintenance, repair, alteration or other miscellaneous work requirements, which are either called into the work reception center by building occupants or generated by designated City representatives

Service Call Reception:

1. **Normal Working Hours:** The City's work reception center will receive service call requests during normal working hours and classify each call in accordance with the Service Call Classification definitions provided below. A description of the problem or requested work, date and time received, location, and other appropriate information will be called in to the contractor immediately.
2. **After Normal Working Hours:** The Contractor shall receive all service call requests directly from building occupants and authorized City representatives after normal working hours, on weekends, and holidays. Calls will be received and classified by the Contractor as emergency, urgent, or routine in accordance with the definitions provided in the "Service Call Classification" paragraph of this clause, and responded to accordingly.

Service Call Classification:

1. **Emergency Calls:** Service calls will be classified as emergency at the discretion of the CA. Generally, emergency calls will consist of correcting failures which constitute an immediate danger to personnel, threaten to damage property or disrupt city operations.
2. **Urgent Calls:** Service calls will be classified as urgent at the discretion of the CA. Generally, urgent calls will consist of providing services or correcting failures that do not immediately threaten personnel, property, or activity missions; but which would soon inconvenience and/or affect the health or well being of personnel, lead to property damage, or lead to disruptions in operational missions. Calls will also be classified as urgent when the service or failure has upper level management attention.
3. **Routine Calls:** Service calls will be classified as routine calls when the work does not qualify as an emergency or urgent call.

Service Call Access: The Contractor shall provide a single local or toll free telephone number for receipt of all service calls during normal working hours. An individual fully familiar with the Contractor's work control procedures and the terms and conditions of this contract shall answer all telephone calls. Emergency, urgent, and routine calls shall be considered received by the Contractor at the time and date the telephone call is placed by an authorized City representative.

Response by Service Calls by Classification:

1. **Emergency Calls:** The Contractor shall respond immediately and must be on the job site and working **within four (4) hours** after receipt of an emergency service call. The Contractor shall work continuously, without interruption, and shall arrest the emergency

condition before departing the job site (e.g. return critical system to operation, and secure power to eliminate electrical hazard, etc.). If further labor and material are required to complete the repair, the call will be reclassified as either urgent or routine, as appropriate, and the corresponding completion time will then apply. Such follow-up work shall be considered part of the original service call.

2. **Urgent Calls:** The Contractor shall be on the job site and working **within twenty-four (24) hours** after receipt of an urgent service call received during normal working hours, and within twenty four (24) hours for urgent calls received after normal working hours, on weekends, or holidays. The Contractor shall work continuously without interruption and resolve the condition before departing the job site.
3. **Routine Calls:** All routine calls must be completed **within two (2) working days** after receipt, and once begun, the work shall be completed. Routine calls shall normally be accomplished during normal work hours, Monday through Friday. Extenuating circumstances that prevent the resolution of the problem within the two (2) day limit will be cleared with the CA.

Completed Calls: Within one (1) working day after completion of each emergency service call, the Contractor shall FAX a report containing the following information to the CA:

1. Description of the problem encountered.
2. Brief description of work actually completed and parts used, including quantities.
3. Date and time work began.
4. Date and time work was completed.
5. Hours of labor expended.
6. Signature or initials of the Contractor's technician that performed the work (or supervisor), that indicate the work has been completed and the elevator was returned to safe operation.

XI. PREVENTIVE MAINTENANCE INSPECTION AND SERVICE

The Contractor shall perform preventive maintenance (PM) inspection and services on the equipment and systems listed in Section I and Attachments A through D in accordance with the procedures specified in this Section. PM consists primarily of inspection, cleaning, lubrication, adjustment, calibration, and minor part and component replacement (e.g. oil/hydraulic filters, belts, hoses, fluids, hardware, etc.) as required to minimize malfunction, breakdown, and deterioration of equipment. During PM repairs required to bring the equipment up to the manufacturer's operating standards shall also be identified and performed.

The Contractor shall submit a detailed PM schedule to the CA for approval no later than thirty (30) calendar days after the award of the contract. The schedule shall cover the entire term of the contract and shall include, for each specific piece of equipment listed in Attachments A through

D the location and the checks and services to be performed (e.g., monthly PM. The schedule shall be in a format such that the completion of each PM inspection may be indicated on the schedule.

1. Annual and semi-annual PM inspections for elevator equipment shall be scheduled to coincide with the periods immediately prior to summer and winter. PM inspections for all other equipment may be scheduled at the Contractor's discretion unless specific requirements or restrictions are included elsewhere in the contract. The contractor shall also identify all other long term inspections/certifications such as three (3) and five (5) year and develop a long term plan to ensure those items requiring recertification, testing and tagging in future years are listed with required dates and services needed.
2. Once the CA approves the Contractor's PM schedule, PM inspections shall be performed by the Contractor without further authorization by the CA. The Contractor shall strictly adhere to the scheduled PM dates to facilitate City verification of work. If the Contractor finds it necessary to reschedule PM, a written request shall be made to the CA detailing the reasons for the proposed change at least five (5) working days prior to the originally scheduled PM date.

The Contractor shall submit a copy of the previous month's portion of the PM schedule including the Elevator Maintenance Monthly Inspection Reports in Attachments C and D, to the CA by the 10th of each month indicating the scheduled PM inspections completed during the previous month, and those scheduled inspections not completed. If inspections were performed which were deferred from previous months, they shall be noted on an attachment to the submittal.

The following general requirements are applicable to and amplify the specific PM inspection requirements;

1. Regular Adjustment: Regular adjustments as may be required for efficient, economical, and safe performance of equipment and systems shall be made at the time of each scheduled preventive maintenance.
2. Periodic Cleaning, Sanitation: Routine and scheduled cleaning of work areas such as pits, mechanical equipment rooms, systems, oil/hydraulic filters, electrical contacts/switch boxes, motors, gauges, strainers, clutches, actuators, safety controls, etc, and any other applicable equipment, shall be accomplished as a part of the regular scheduled PM inspection and service, or more frequently as may be necessary to maintain a clean and sanitary operating condition.
3. Lubrication. Check applicable equipment for excessive bearing temperatures, noise, and inadequate lubrication of bearings and moving parts. Lubricate in accordance with manufacturer's instructions as to type of lubricant/oil and frequency of lubrication. Check oil/hydraulic fluid levels and quality and change if needed.
4. Motors, Drives, Sheaves, Shafts, Couplings, Blowers, Fans, Hubs, Belts, Bearings, Gearboxes, and Guards. Check for accumulations of dust, dirt, grease, and oil. Clean, adjust, service, repair, or replace items as necessary to correct existing deficiencies such as: worn, loose, missing, or damaged parts, guards, connections, and connectors; bent

blades; worn, loose, broken or missing belts; unbalanced moving parts; shaft misalignment; worn or damaged couplings; excessive noises and vibrations; end play of shafts; bad bearings; ineffective isolators; vibration absorbers; etc. Check full load and run load amps of each electric motor, other than fractional H.P. and compare with manufacturer's data plate ratings. Check condition of motor windings and brushes.

5. Wiring, Electrical Control Circuits, Systems. Check for loose, charred, broken, or damaged wires and insulation; short circuits, loose or weak contact springs; worn or pitted contacts; proper sizing of fuses; defective operation of parts and components; and other deficiencies. All wire splice connections shall be properly insulated. All electrical wiring, circuits, etc., shall be in accordance with the National Electrical Code for the particular application in which used. Report all electrical and wiring discrepancies not covered under the contract to the CA.
6. Fire and Safety Hazards. Check for dust, dirt, soot, oil and grease deposits and accumulations, drippings, presence of flammable materials, rags, debris, and any other conditions that may be construed to be a potential fire or safety hazard. Correct or remove from the site all fire and safety hazards.

XII. MISCELLANEOUS EQUIPMENT AND SYSTEMS

Miscellaneous equipment and systems shall be maintained and repaired in accordance with the recommendations of the manufacturer and the provisions of this contract, including but not limited to the following:

Ventilating Equipment and Systems: The Contractor shall maintain and repair all ventilating equipment consisting of ventilating, exhaust, and utility fans, associated with the operation of elevator systems.

Lighting: The contractor shall maintain all lighting in the car, top of car, mechanical and equipment rooms and in the pits. Replace bulbs as required during monthly inspections. Car bulbs that are essential to maintain proper lighting will be replaced by the city personnel between monthly inspection cycles.

Peripheral Systems: The Contractor shall maintain and repair peripheral systems associated with the elevators and equipment included in Section I and Attachments A through D, including the following:

1. Electrical/electronic controls shall be maintained and repaired, including timing devices, switches, microprocessors, transformers, relays, sensors, gauges, sub bases, covers, guards, sending units, dampers, wiring, actuators, valves, regulators, master and submaster controllers, etc., normally associated with the contracted equipment.
2. All electrical wiring and conduit from the load side of the equipment starter; the equipment starter; the respective electrical drive motor for all equipment with remote magnetic starters, contacts, relays, etc.
3. All hydraulic and oil systems piping and components thereof.

4. All motors, starters, heaters, contacts, relays, fuses, timing devices, switches, transformers, wiring, etc., not specifically included elsewhere in the contract.

XIII. GENERAL INSTRUCTIONS

Contractors may contact Tim Powell, Building Maintenance Superintendent, at (540) 332-3882, with questions regarding this bid, to arrange to tour facilities, or to inspect all HVAC equipment associated with this bid. Any questions should be addressed in writing and faxed to Mr. Powell no later than 2:00 p.m. Tuesday, May 1, 2018. The resulting answers, along with the questions, will be posted on the City's web-site (<http://www.staunton.va.us/solicitations>) by 4:00 p.m. May 2, 2018.

BID ADDENDA: Prior to submitting their bid, it is the bidder's responsibility to check the City web-site for any addenda associated with this Invitation for Bid.

INSURANCE REQUIREMENTS: Prior to contract signing, the contractor must furnish Certificates of General Liability, Vehicle Liability, and Workman's Compensation Insurance in amounts not less than \$1,000,000, \$1,000,000, and \$500,000 respectively to the City. All insurance coverages shall be written by companies licensed to do business in Virginia.

HOLD HARMLESS: The Contractor shall indemnify, defend and hold harmless the City, its members of Council, officers, directors, agent and employees, against any and all claims, liabilities, losses, damages, costs and expenses (including reasonable attorney fees) arising out of, or resulting from any and all injuries to persons or damage to property arising out of services performed hereunder or by reason of the intentional or negligence acts or omissions of the Contractor, its employees, agents or sub-consultants, including any independent contractors. These provisions shall survive the completion, termination or expiration of any Agreement.

CONTRACT TERMS:

The City will enter into a one (1) year contract with the successful bidder beginning July 1, 2018 through June 30, 2019. The City reserves the right to extend the contract on an annual basis for four (4) additional one (1) year periods, to the extent permitted by law, providing both parties agree to compensation changes. The City reserves the right to re-solicit bids from other contractors after each one (1) year period.

If, through any cause, the contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the contractor at least thirty (30) days prior to the termination date. The City may terminate this contract without cause in the event funds are not appropriated the City of Staunton.

The contractor shall not assign or transfer any interest in the contract without prior written consent of the City.

CONTRACTOR UNDERSTANDING: It is understood and agreed that the Contractor has by careful examination, satisfied himself as to the nature and locations of the work, the character of equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions and all other matters which in any way effect the work under this contract. No verbal agreement or conversation with any officer, agent or employee of the City either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained.

DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

ANTI-DISCRIMINATION: During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and the applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

PERMITS AND LICENSES: A building permit is not required. However the successful contractor must obtain a City of Staunton business license. License may be obtained at the City Hall building 116 W. Beverley Street, Staunton, VA.

TAX EXEMPTION: A tax-exempt certificate will be provided to the successful contractor on request.

FORUM SELECTION: Any action, proceeding, or claim in any way related to this agreement or the relationship between the parties shall be filed and maintained solely in the General District Court or the Circuit Court of the City of Staunton, Virginia.

PROMPT PAYMENT ACT: Any contract awarded as a result of this Request for Proposal shall incorporate the terms and conditions of Article 4 of the Virginia Public Procurement Act with respect to Prompt Payment.

APPROPRIATIONS: The obligations of the City of Staunton are subject to and contingent upon annual appropriation by City Council of sufficient funds for the purposes of this contract. In the absence of such annual appropriation, either the City of Staunton or the successful contractor may terminate this contract by giving not less than ten (10) days prior notice to the other, specifying this reason for the termination and upon effective termination pursuant to this provision, any compensation due shall be equitably adjusted by mutual agreement.

NEGOTIATION WITH SUCCESSFUL BIDDER: The City reserves the right to negotiate contract terms with the successful offerer for items/services other than those specifically stated in this IFB in the best interest of the City and agreed to by the contractor, in accordance with § 2.2-4318 of the Code of Virginia. Additional work of reasonable scale shall be priced consistent with proposal to allow for additions and future expansions.

COOPERATIVE PROCUREMENT: This procurement is being conducted on behalf of other public bodies, in accordance with § 2.2-4304 (A) of the Code of Virginia. If authorized by the bidder, the resultant contract may be extended to any public body in the Commonwealth of Virginia in accordance with contract terms.

SCC REQUIREMENT: Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

IMMIGRATION REFORM AND CONTROL ACT OF 1986 – During the performance of this contract, contractor agrees that they will not, and shall not knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986. (per 2.2-4311.1)

Contractor Information

Contractor's Name		
Address		
City or Town	County	Zip Code

Submit Report to

City of Staunton, Public Works Dept. Attn: Facility Manager
P.O. Box 58 Staunton, VA 24402-0058

Property Information

Description of Property		
Address		
City or Town	County	Zip Code

Hydraulic Elevator Information

Hydraulic Elevator Number:			
Manufacturer / Model No:			
Number of Landings:		Number of Openings:	

Inspection Information

Inspected by:	
Date of Inspection:	

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Jack Unit Packing			
Exposed Piping and Connections			
Pumps			
Pump Motors			
V-Belts or Coupling			
Operating Valves			
Valve Magnet Coils			
Hydraulic Fluid Tank			
Motor Windings			
Motor Bearings			
Controller			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Leveling Devices			
Relays			
Solid State Components and Controllers			
Resistors			
Condensers			
Transformers			
Power Panel Contactors			
Other Contactors			
Leads			
Timing Devices			
Operating Circuit Rectifiers			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Resistance for Operating and Motor Circuits			
Other Machine Room Wiring			
Machine Room Clean			
Machine Room Lighting			
Door Operator: Manual or Power			
Car Door Hangers and Tracks			
Car Door Contacts			
Door Edge Protective Devices			
Door Photo-eye Protection			
Car Platform			
Wood Platform Flooring			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Car Guide Rails			
Car Guide Shoes			
Car Buttons and Key Switches			
Hall Buttons and Key Switches			
Indicator Bulbs			
Car Speed: Up			
Car Speed: Down			
Car Top and Car Top Inspection Station			
Alarm Bells			
Car Exhaust Fan / Ventilation			
Emergency Stop Operation			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Hoistway Door Interlocks			
Hoistway Door Hangers			
Bottom Door Guides			
Self Closing Door Closing System			
Hoistway Switches			
Conductor Cables			
Hoistway Wiring			
Hoistway Conductor Cables			
Escape Hatch Disconnect Switch			
Clean Elevator Pit			
Buffer			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Pit Lighting			

Contractor Information

Contractor's Name		
Address		
City or Town	County	Zip Code

Submit Report to

Facility Manager City of Staunton, Public Works P.O. Box 58 Staunton, VA 24402.0058
--

Property Information

Description of Property		
Address		
City or Town	County	Zip Code

Traction Elevator Information

Traction Elevator Number:			
Manufacturer / Model No:			
Number of Landings:		Number of Openings:	

Inspection Information

Inspected by:	
Date of Inspection:	

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Motor Windings			
Motor Brushes			
Motor Brush Holders			
Motor Commutators			
Motor Worm and Gear			
Motor Thrust Bearings and Housings			
Motor Bearings			
Tachometer and Regulators			
Controllers			
Leveling Devices and Cams			
Relays			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Solid State Components			
Resistors			
Condensers			
Transformers			
Power Panel Contactors			
Other Contactors			
Leads			
Timing Devices			
Operating Circuit Rectifiers			
Resistance for Operating and Motor Circuits			
Other Machine Room Wiring			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Machine Room Clean			
Brake Coil			
Brake Linings			
Brake Contact			
Governor and Tension Sheave			
Drive Sheave			
Drive Sheave Shaft Bearing			
Machine Room Lighting			
Automatic Power Door Operator			
Car Door Hanger and Tracks			
Car Door Contacts			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Door Edge Protective Devices			
Door Photo-Eye Protection			
Car Platform			
Wood Platform Flooring			
Car and Counterweight Guide Rails			
Car and Counterweight Guide Shoes, or Rollers			
Car Buttons and Key Switches			
Hall Buttons and Key Switches			
Indicator Bulbs			
Car Speed: Up			
Car Speed: Down			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Car Top			
Door Operator			
Alarm Bells			
Car Exhaust Fan / Ventilation			
Emergency Stop Operation			
Hoistway Door Interlocks			
Hoistway Door Hangers			
Bottom Door Guides			
Auxiliary Door Closing Devices			
Hoistway Switches			
Conductor Cables			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Hoistway Wiring			
Counterweight Assembly			
Hoistway Cables			
Hoistway Lighting			
Clean Elevator Pit			
Buffer			
Pit Lighting			

Contractor Information

Contractor's Name		
Address		
City or Town	County	Zip Code

Submit Report to

City of Staunton, Public Works Dept. Attn: Facility Manager
P.O. Box 58 Staunton, VA 24402-0058

Property Information

Description of Property		
Address		
City or Town	County	Zip Code

Hydraulic Elevator Information

Hydraulic Elevator Number:			
Manufacturer / Model No:			
Number of Landings:		Number of Openings:	

Inspection Information

Inspected by:	
Date of Inspection:	

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
<u>EVERY VISIT</u> Ride elevator & observe operation			
Check leveling, safety edges and light rays			
Check emergency bell and phone			
Check cab fixtures			
<u>MACHINE ROOM</u> Controller visual examination			
Examine and adjust relays and contacts			
Exam starter relays and contacts			
Exam and adjust overloads and timers			
Clean fuse holders			
Check hydraulic fluid level, exam pump and valves for leaks			
Check drive belt tension			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Exam and grease pump motor bearings			
<u>HOISTWAY</u> Check door operator motor brushes			
Check and clean top of car			
Lubricate car guides and inspect steadying plate			
Examine, adjust and lubricate door equipment			
Examine, adjust and lubricate clutch R.C. door gib			
Examine and lubricate rails as required			
<u>PIT</u> Clean pit and examine equipment			
Check packing & pit bucket			
Examine TC for tracking and wear			
<u>CAB</u> Check emergency lighting			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Check hand rails and ceiling			
<u>HALL FIXTURES</u> Check fixtures and lamps			
Test fire service and maintain log in machine room			
Clean machine room and check lighting			

Contractor Information

Contractor's Name		
Address		
City or Town	County	Zip Code

Submit Report to

Facility Manager City of Staunton, Public Works
P.O. Box 58 Staunton, VA 24402.0058

Property Information

Description of Property		
Address		
City or Town	County	Zip Code

Traction Elevator Information

Traction Elevator Number:			
Manufacturer / Model No:			
Number of Landings:		Number of Openings:	

Inspection Information

Inspected by:	
Date of Inspection:	

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
<u>EVERY VISIT</u> Ride elevator and observe operation			
Check leveling, safety edges, light rays and door re-opening devices			
Check emergency bell and phone			
Check cab lighting fixtures			
<u>MACHINE ROOM</u> Controller visual examination			
Examine relays and adjust relays and contacts			
Examine starter relay and contacts			
Examine and adjust overloads and timers			
Clean fuse holders			
<u>SELECTOR</u> Observe operations			
Examine and adjust brushes, cams and contacts			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Lubricate and adjust chains			
Lubricate advancer/selsyn motor brushes			
Check group dispatch timers and steppers			
<u>HOIST MOTOR/GENERATOR</u> Examine and clean brushes and holders			
Examine and lubricate sleeve bearings			
Examine and lubricate roller bearings			
Vacuum or blowout MEG and record readings			
<u>GEARED MACHINES</u> Examine worm and gear oil levels service if necessary			
<u>BRAKES</u> Observe brake operation			
Rotate and lubricate brake pins and linkages			
Clean and lubricate core			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
<u>GOVERNOR</u> Check operation			
Examine and lubricate sleeve bearings			
Examine and lubricate roller bearings			
<u>DEFLECTOR/DRIVE SHEAVE</u> Examine cable grooves			
Examine and lubricate sleeve bearings			
Examine and lubricate roller bearings			
<u>Hoistway</u> Check door operator motor brushes			
Examine, clean and lubricate hatch door equipment			
Examine, clean and lubricate car door equipment			
Clean car top			
Examine, clean and lube car fan			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Examine, clean and lubricate clutch & R.C.			
Examine, clean and lubricate car counterweight, sheeve and roller bearings			
Examine, clean and lubricate car & CW rollers and steadying devices			
Check T.C. for tracking and wear			
Examine and lubricate rails as required			
<u>UNDER CAR</u> Examine, clean and lubricate safety devices			
Examine, clean and lubricate selector tape hitch and travel cable hitch & loop			
Examine load weighting device			
<u>PIT</u> Examine, clean and lubricate pit equipment			
Check counterweight run by			
Check and service buffer oil.			

<u>Component</u>	Needs Repair, Replacement or Lubrication		Comments
	Yes	No	
Clean pit			
<u>CAB</u> Check hand rails and ceilings			
<u>HALL FIXTURES</u> Check and all lamps replace as necessary			
Test fire service and maintain log in machine room.			
Clean machine room			