

Good afternoon,

Your company name was referred to me by the Texas Workforce Commission purchasing department as a company that is designated as an Elevator Maintenance company. I am needing a price quote for an annual service contract for Elevator Maintenance. We have 2 hydraulic elevators that service our 4-story building. Specifications for this price quote are listed below. I will need this price quote by COB on Wednesday July 10th. If you have any questions or want to do a site visit, please do not hesitate to call me at 817-420-1804. Thank you.
Best regards, Candy Kothmann

Specifications for Elevator Maintenance Service Contract Price Quote
This request for price quote is for a blanket contract for the repair and preventative maintenance of the Hydraulic Elevator(s) for the Texas Workforce Commission (TWC) located at 301 W. 13th St., Fort Worth, Texas.
The individual listed below will be the Contract Administrator and will coordinate any appointments for inspection of premises.
Name: Candace Kothmann
Phone #: (817) 420-1804

The contractor shall procure at their own expense all necessary licenses and permits and shall conform to all laws, regulations, and ordinances applicable to the performance of this contract.

INITIAL TERM OF CONTRACT: September 1, 2019, or date of award, through August 31, 2020.

CONTRACT RENEWAL:

At the expiration of the initial contract period, this contract may be renewed

ANNUALLY by written agreement between both parties for up to an additional three (3) one (1) year periods, ending on 08/31/23.

At the time of renewal, the price may be negotiated to allow a price adjustment

subject to the following adjustment clause:

PRICE ADJUSTMENT CLAUSE: Renewal of this contract shall be for the original bid price; however, if the option to renew is exercised, TWC will permit a

price adjustment upwardly or downwardly after the end of the first contractual

period and each renewal period when correlated with the increase or decrease in

the straight-time hourly rate. Including fringe benefits, paid to Elevator Constructors. The International Union of Elevator Constructors mechanics' wage

rate of Austin, Texas, shall be the basis for calculating any adjustment.

INSURANCE: The Contractor shall procure and maintain at his expense during the term

of this contract, and any extensions thereof. Insurance shall be written by companies

certified to business in the State of Texas. Insurance coverage shall provide limits of liability for bodily injury of not less than \$10,000 for each person and \$1,000,000 for each occurrence and the property damage limits of liability of not less than \$1,000,000 for each accident. A certificate of such insurance is to be supplied to TWC within two weeks after bids have been awarded. Contractor also agrees to maintain Worker's Compensation and Employer's Liability insurance for the protection of the employees to comply with statutory requirements.

PAYMENT: Payment will be made monthly in arrears. NOTE: Monthly invoices are not required.

SCOPE OF SERVICES:

TESTS AND INSPECTIONS:

* The importance of the elevators covered by this contract demands that they be maintained in a satisfactory and safe condition in accordance with the requirements of these specifications, and be kept capable of providing their initial maximum capacity, speed and performance.

* TWC reserves the right to make any tests deemed advisable to ascertain that the requirements of these conditions are being fulfilled.

* Joint inspection of fall equipment will occur twice during any given annual contract period by TWC representative and a representative of the contractor.

* Should it be found that the standards herein specified are not being satisfactorily maintained, TWC may immediately demand that the Contractor place the elevator in condition to meet these requirements.

* The Contractor's failure to comply with such a demand within a reasonable time (60 days), as specified in the written demand, will constitute a material breach and TWC may terminate the contract.

* If the demand is not complied with within the time specified, TWC may enter into an agreement with others to perform such work and charge the actual damages thereof to the Contractor.

INSPECTION, TEST AND CERTIFICATION:

* Approved maintenance check list for each unit: Contractor will maintain and have available at all times for inspection by TWC Contractor Administrator or designee.

* Service time tickets: The TWC Contractor Administrator or their designee shall sign Service time tickets at the time any work is performed. These will be used by TWC to verify the number of preventative maintenance hours expended by the contractor on each unit.

* Contractor shall test emergency car lights and signals, elevator emergency power controls, Firefighter's Service Phase I and II each month for each unit, where applicable. Report of test and results will be noted on the service time ticket supplied to the TWC Contractor Administrator or designee.

* TWC reserves the right to make inspections and tests as required and when deemed necessary, to ascertain that all provisions of this contract are being fulfilled. When deficiencies are to the magnitude that TWC deems the contractor work is not acceptable, the cost for such inspection and tests will be deducted from the contractor's payment. Deficiencies noted will be expeditiously corrected at Contractor's expense. If the

Contractor fails to perform the work required in a diligent and satisfactory manner, TWC may terminate the contract by written notice; the date of termination will be stated in the notice. Associated cost for any re-inspection TWC deems necessary to determine if contractor's corrections are satisfactory will be deducted from the contractor's payment. TWC reserves the right to engage other sources to correct noted deficiencies, with all such costs deducted from money due to Contractor. TWC will be the sole judge of non-performance.

Required ASME A17.1-1999 and STHSC, Chapter 754 Annual Inspection:

* TWC will retain the professional services of an independent consultant to perform annual inspection of all equipment covered by this contract and as required by ASME A17.1-1999 and required under State of Texas Health and Safety Code, Chapter 754, effective date September 1, 1993. Contractor will be required to assist the consultant by providing access, removing panels, covers and any other parts requested by the consultant to perform a complete evaluation of the equipment. The Contractor's assistance with the annual inspection will be provided at no additional cost to TWC. Contractor will correct any and all deficiencies noted in the annual inspection.

* Contractor will perform annual safety tests as described in ASME A17.1-1999. TWC may retain the professional services of an independent consultant to observe the tests.

* Contractor will make necessary checks to control systems to insure that all circuits and times are properly adjusted and system's performance is in accordance with original manufacturer's design. Any changes requested by TWC to satisfy changing building conditions will be expeditiously made at no additional cost.

EQUIPMENT PERFORMANCE CRITERIA FOR HYDRAULIC PASSENGER ELEVATORS:

* Speed Variation: Plus or minus 5% of rated speed under any loading condition.

* Capacity: Handle full rated load.

* Leveling: Plus or minus $\frac{1}{4}$ " at all loads in up or down direction without re-leveling.

* Door Opening Time: 1.5-1.7 seconds; 42" center opening type.

* Door Closing Time: Thrust and kinetic energy to comply with ASME A17.1

* Car performance: 14.0 seconds from start of door close to door fully open at next adjacent typical floor or per original equipment design

* Lamp and Fixtures: Fully functional and operational. All bulbs shall be promptly replaced.

* Ride Quality: Starting, accelerating, running, decelerating, leveling and stopping shall be adjusted for smooth comfortable ride.

PREVENTATIVE MAINTENANCE - GENERAL:

* Contractor shall provide a continuing system of preventative maintenance.

* Programmed preventative maintenance shall be on a monthly basis.

* Contractor shall regularly and systematically test, examine, adjust, lubricate, and if conditions warrant, clean, repair or replace components as specified in 12.4 and 12.5.

* Contractor shall repair to TWC's satisfaction any and all damage to surrounding areas or to the building caused by any employee or work performed under supervision of contractor.

HYDRAULIC ELEVATOR PREVENTATIVE MAINTENANCE, SERVICE AND REPAIRS:

Drive System: Including but not limited to:

- * Pumps, pump motor
- * Drive belts
- * Operating valves
- * Valve motors
- * Motor windings
- * Rotating elements
- * Motor bearings
- * Leveling valves
- * Plunger packing
- * Exposed piping
- * Hydraulic fluid and tank strainers
- * Mufflers
- * Cylinder head packing
- * And all component parts

Controller: Including but not limited to:

- * Leveling devices and cams
- * Relays, magnet frames
- * Computer and microprocessor components
- * Resistors
- * Condensers
- * Transformers
- * Contacts
- * Eads
- * Timing devices
- * Resistance for operating
- * Motor circuits
- * Operating circuit rectifiers

Hoist-way: Including but not limited to:

- * Car guide rails, top and bottom limit switches, switch, car guide shoes including roller and gibs, traveling cables
- * Hoist-way door interlocks, hoist-way door hangers, hoist way door unlocking devices, bottom door guides and auxiliary door closing devices.
- * Repair or replace hoist-way and machine room wiring and conductor cables.

Car: Included but not limited to:

- * Signal system devices and fixtures including hall buttons, hall lanterns, operating panels, communication system, position indicators, dials, bells, buzzers, gongs and light bulbs.
- * Automatic power door operator
- * Car door hanger
- * Car door contact
- * Door protective device
- * Car frame
- * Platform
- * Wood platform
- * Flooring elevator guide shoes
- * Gibs
- * Rollers
- * Ceiling fan/blower grill

Furnish lubricants and hydraulic fluid selected by Contractor to meet the specific requirements of the equipment.

Emergency lighting, bulbs, batteries, trickle charger, and all related wiring and components.

Elevator operating devices for emergency fire operation.

Elevator operating devices for emergency power operation.

Tests: Including but not limited to:

- * Periodic examination and testing of operating valves
- * Annual test of seal relief valve
- * Annual test system pressure
- * Annual test of flexible hose and fitting (replace flexible hoses between control valve and cylinder not more than 6 years after installation)

Painting and Cleaning: Included but not limited to:

- * Keep the interior of machine room and other parts of the equipment subject to rust properly painted and presentable at all times.
- * Periodically treat motor windings and controller coils with proper insulating compound.
- * Periodically clean guide rails and hoist-way door hangers and tracks.
- * Paint machine room floors twice a year using only lead free paint.

All

painting must be done after 5:30 p.m. on Fridays and be completed by noon on Sunday. The contractor must make and take all precautions to clear the building of paint odor before work time Monday. All cleaning and painting shall be reflected on the approved-programmed preventative maintenance schedule.

Work Not Covered: Contractor shall assume no responsibility for the following;

- * Refinishing, repair or replacement of car enclosure - including:
 1. Removable panels
 2. Car gates
 3. Suspended ceilings
 4. Car lighting
 5. Light diffusers
 6. Light tubes and bulbs not related to the signal system devices and fixtures
 7. Car handrails
 8. Mirrors
- * Car doors
- * Floor Coverings
- * Hoist-way enclosure
- * Hoist-way door panels, frames and sills
- * Main line power switches
- * Breakers and feeders to controller
- * Rail alignment and fasteners
- * Smoke and heat sensing devices
- * Underground and/or buried piping
- * Jack casing
- * Computer or microcomputer devices, such as terminal keyboards and display units that are not exclusively dedicated to the elevator system, or communications or safety signaling equipment not installed by contractor, or instruction or wiring in connection with use by passengers.
- * Safety test other than required by ASME A17.1-1999 or install new attachments on the elevators whether directed by insurance companies or government authorities.
- * Performing any tests other than those set forth in this specification.
- * Note: Repairs or adjustments needed due to vandalism or act of God require prior approval by TWC with a mutual agreement regarding the

cost and scheduling.

PREVENTATIVE MAINTENANCE, SERVICE AND REPAIR, ALL
EQUIPMENT:

Electric Circuits: Including but not limited to adjustments to electric circuits, the sequence of operation of components and mechanical clearances in accordance to the engineering tolerances established by the manufacturer of the equipment. Any changes made to existing circuits, wiring or sequencing shall be recorded on existing wiring diagram in the machine rooms and on the TWC's office wiring diagram. TWC will provide all electrical diagrams in its possession and the contractors shall be responsible for providing technical data necessary to insure the original operating performance.

Parts Stock: Including but not limited to maintaining at contractor's warehouse a proper stock of parts required to maintain this equipment with minimum shutdown time.

* A minimum inventory of stock parts shall be maintained in each machine room of replacement contacts, coils, leads, solid state boards, generator brushes, and minor parts necessary to reduce shutdown time and as recommended by the equipment manufacturer and listed in their Renewal Parts Book for each elevator and escalator.

* The TWC Contract Administrator or designee shall have access to the Contractor's local facilities for purposes of verifying the local inventory.

* Contractor shall furnish cabinets for the orderly storage of parts and shall maintain complete wiring diagrams for each unit in each machine room.

* At the termination of the contract, the stock of parts and the cabinets shall become the property of the maintenance contractor, and he shall remove same.

* Contractor shall provide drip pans as needed and approved metal waste cans with covers in each machine room.

Machine Parts Inventory: Including but not limited to major elements from local inventory, such as machine rotating elements, generator elements, door operator motors, brake magnets, to minimize downtime of equipment and provide for immediate replacement of parts.

Lubricants: Contractor shall furnish and use lubricants complying with the original manufacturer's specifications. Contractor will furnish to TWC all MSFS data information.

PREVENTATIVE MAINTENANCE PROCEDURES:

Preventative maintenance service shall be performed between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, no exception. Contractor to have an adequate staff of mechanics to assist assigned maintenance mechanic and shall maintain separate repair crews trained in equipment repair. All repairs shall be scheduled through the TWC Contract Administrator or designee. All contractors' personnel shall be equipped with an individually signaled paging service receiver;

two-way radio or cell phone.

Contractor will maintain an accurate Preventative Maintenance Logbook of all repairs and adjustments performed. The log shall be kept at the TWC's Contract

Administrator's office. The log shall indicate as a minimum;

1. The date of service
2. Elevator number of identification
3. Type of service
4. Time
5. Corrective action taken
6. Time work completed
7. Technician's name performing service

Contractor shall maintain an accurate Maintenance Call Back Book of all repairs

and adjustments performed not recorded in the Preventative Maintenance Log. The log shall indicate as a minimum;

1. The elevator number
2. Time complaint received by TWC Contractor Administrator or designee
3. Time contractor notified
4. Time contractor on-site
5. Type of complaint (problem)
6. Corrective action taken
7. Time work was completed
8. Mechanic's name performing the work

Contractor shall provide minimum of two (2) hours per week for Preventative Maintenance Service. Less than minimum amount of hours will be deducted from Contractor's monthly contract amount; additional hours to properly maintain

equipment will be provided at no additional cost to Owner.

No equipment shall be removed from service for preventative maintenance for examination or repair without prior approval from the TWC Contractor Administrator or designee.

Equipment out of service must be clearly marked with "OUT OF SERVICE" signs placed at all floors or landings served by the elevator. Contractor shall supply

and place all necessary OSHA approved barricades; signs and safety devices to protect the public from or entering work area.

All repairs required under the Preventative Maintenance Service shall be completed within forty-eight (48) hours unless written authorization of waiver with

the period stated is issued by the Owner.

Any equipment remaining out of service due to failure to complete the repairs within forty-eight (48) hours under the Preventative Maintenance Service or failure of equipment due to improper maintenance, Contractor will credit the next

monthly invoice a prorated amount.

Contractor will provide after hour service including but not limited to examination,

repairs, and emergency callback service. Only the premium portion of the overtime rate is billable as extra services; the straight time is charged to the

monthly contract and is not billable.

CALLBACKS:

A callback is defined as malfunction of an elevator that is caused by failure or

malfunction of a part which is covered by this contract. This definition will be used for the purpose of evaluating performance under this contract. However, failure of items such as lights, alarms and other components which do not actually cause the elevator car to function improperly will not be counted as a callback unless the same item is reported for two consecutive weeks. Malfunctions, which are caused by physical damage, misuse, or other excluded items, will not be counted as callbacks.

SERVICE TECHNICIAN:

The Service technician will, upon entering and leaving the premises, report in to TWC's contract administrator or designee, in addition, when an elevator is to be out of service more than one hour and again when the elevator is returned to service. The service technician's work will be defined as PM, minor adjustments, answering trouble calls and minor repairs that do not exceed 4 man-hours work. Major repairs will be performed by a service crew and are defined as all hoist cable shortening or replacement, five-year safety tests and all other repairs that exceed 4 man-hours.

MAJOR FAILURES AND REPAIRS:

Contractor will man any major repair job 7 days per week, 24 hours per day in which all the elevators in a building are out of service at the same time and until at least one of the elevators in each building is returned to service. The Contractor will then continue work as expediently as possible to return the balance of the elevators to service. Overtime premium for the contractor and/or the contractors' vendors will be the responsibility of the contractor.

Candy Kothmann

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