REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)

Elevator and Wheelchair Lift Consulting Services for Various Measure Y Bond Program School Sites

January 19, 2022 (Issued)

Responses must be received February 10, 2022, no later than 2:00 p.m.

The Oakland Unified School District ("District") is requesting Statement of Qualifications ("SOQ") from experienced vertical transportation (elevators and wheelchair lifts) consulting service providers ("Consultants") with expertise in all areas of existing in place units and new hydraulic elevator, traction elevator and wheelchair lift designs for new construction and building modernizations ("Project").

The District educates approximately 35,565 students at eighty-one (81) school sites located in the City of Oakland; in addition there are 16,495 students in Oakland public charter schools with 43 charter schools in District authorized facilities. Voters within the District have overwhelmingly supported the modernization and reconstruction of the District’s schools. The District is about to commence the capital program as a part of the Measure Y Bond ("Measure Y Program") passed in November 2020 and has ongoing need for assistance with the planning, pre-design, design and construction phases of work on major renovation/reconstruction of its elementary, secondary and high schools.

Interested firms are invited to submit a completed Statement of Qualifications ("SOQ") along with the Proposal (collectively "RFQ/P Packet") as described below, with one (1) unbound wet-signed original, five (5) bound copies and a PDF version on a flash drive of requested materials to:

Oakland Unified School District
Tadashi Nakadegawa, Deputy Chief
Department of Facilities Planning and Management
955 High Street, Oakland, CA 94601

Oral, telegraphic, facsimile or telephone RFQ/P Packets will not be accepted. RFQ/P Packets received after this date and time will not be accepted and returned unopened. The District reserves the right to waive any informalities or irregularities in the RFQ/P Packets. The District also reserves the right to reject any and all RFQ/P Packets and to negotiate contract terms with one or more Respondents.

Due to the circumstances caused by the Covid-19 pandemic, the District will accept electronic Proposals sent via email in lieu of hard copies. Proposals received by the District no later than 2:00 p.m. (Pacific Time) on February 10, 2022 via email will be accepted (to Juanita Hunter at juanita.hunter@ousd.org and the OUSD contacts below).

If you have any questions regarding this RFQ/P and/or submitting proposal electronically, please email Kenya Chatman at kenya.chatman@ousd.org and Colland Jang at colland.jang@ousd.org.
LOCAL, SMALL LOCAL AND SMALL LOCAL RESIDENT BUSINESS ENTERPRISE PROGRAM

District Modification: Based on the availability analysis conducted for this specific RFQ/P, the District is waiving its mandatory Local Business Utilization Policy 7115 requirement for LBE/SLBE/SLRBE certifications.

SCHEDULE OF ACTIVITIES

Listed below is the “Schedule of Activities” which outlines pertinent dates of which firms responding to this solicitation should make themselves aware.

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<th>DATE</th>
<th>ACTIVITY</th>
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<tr>
<td>January 19, 2022</td>
<td>RFQ/P Issued.</td>
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<tr>
<td>January 27, 2022</td>
<td>Written requests for interpretation, correction or modification are due no later than 5:00 p.m. (Pacific Time).</td>
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<tr>
<td>February 3, 2022</td>
<td>District will provide written responses to requests for clarification.</td>
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<td>February 10, 2022</td>
<td>Proposals Due by 2:00 p.m. (Pacific Time).</td>
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<td>February 17, 2022</td>
<td>Interviews of Short Listed Firms (tentative)</td>
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<td>April 13, 2022</td>
<td>Board Meeting – Tentative approval of Contract</td>
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<td>April 14, 2022</td>
<td>Tentative Notice to Proceed issued to Consultant</td>
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ESTIMATED CONSTRUCTION BUDGET: TBD

PROJECT DURATION: Multi-year contract for 2 years with an option for one 1-year extension.
REQUEST FOR QUALIFICATIONS & PROPOSALS

The purpose of this RFQ/P is solicit Statement of Qualifications and Proposals from experienced vertical transportation (elevators and wheelchair lifts) consulting service providers (“Consultants”) with expertise in all areas of existing in place units and new hydraulic elevator, traction elevator and wheelchair lift designs for new construction and building modernizations. The District shall retain one firm under an Indefinite Delivery/Indefinite Quantity (ID/IQ) contract.

A. BASIC SERVICES

Consultant agrees to provide the Services described below:

1. Consultant shall be responsible for the professional quality and technical accuracy of all reports, designs, drawings, specifications and other services furnished by Consultant under the Agreement as well as design and existing conditions coordination. Consultant shall, without additional compensation, correct or revise any errors or omissions in its reports, design, drawings, specifications and other Services.

2. Consultant will use all due care and diligence to confirm that its reports, plans and specifications and all other information provided by or on behalf of the District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a Contractor's cost of performance. Consultant shall advise the District of the most effective methods of identifying and securing such information as part of each stage of design. Consultant shall track for District's benefit all such suggested and disclosed information.

3. **District Standards.** Consultant shall incorporate into its work and the work of all Sub-consultants the OUSD Design Guidelines and Material Standards for facilities and construction at such time as they are adopted. Consultant shall assist District in updating OUSD Elevator Standards to meet latest adopted code. See Attachment 1 for standard OUSD Hydraulic Elevator Specifications.

4. **Mandatory Assistance.** If a third party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon the District's request, the Consultant, its agents, officers, and employees agree to assist in resolving the dispute or litigation. Consultant's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation (“Mandatory Assistance”).

B. GENERAL STATEMENT OF WORK:

The scope of services required by this RFP may include any or all of the following services as requested by the District on an as-needed basis:

**Existing vertical transportation equipment:**

1. See Attachment 2 for current list of existing elevators and wheelchair lifts.

2. Perform existing equipment assessments and provide professional level reports on condition and recommendations.

3. Identify and prioritize vertical transportation units for short and long term repair,
replacement and/or modification.

4. Evaluate service levels, maintenance, equipment condition and operation and make recommendations. Report on competence of preventative maintenance program and make recommendations.

5. Analyze, monitor and assess equipment operations compared to optimum use.

6. Develop contract maintenance specifications customized to the building requirements and act as Owner’s representative in bidding and selection.

7. Budgetary planning and estimating of long term cost allocations, relative to District’s Bond Measure Y and other funding sources.

8. Assess and report on elevator damage.

9. All phases of modernization or alteration including scope, specifications, bidding, contract review, scheduling and project management.


11. Other typical vertical transportation consultant tasks as requested.

12. Management of retrofit, remodel and repair projects by District’s elevator service and maintenance vendor.

13. Develop, review, or provide input as requested relative to operational performance standards and other similar document sets.

**New equipment installations:**

1. Provide comprehensive traffic analysis of handling capacities and waiting intervals.

2. Determine locations, number, duty and sizing of proposed equipment and establish design criteria, financial estimates and technical specification.

   Prepare final, detailed and complete vertical transportation specifications for competitive bidding using the Consultant’s standard three-part C.S.I. format. The specification will include performance criteria and establish the quality of the equipment required. The specifications will be developed to ensure that equipment meets the needs of the District.

3. Recommend special services, accessibility features and security applications.

4. Review of contractors bids, submittals, and any claims.

5. Provide performance testing of the completed installation and monitor maintenance through warranty.

6. Other typical vertical transportation consultant tasks including but not limited to obtaining approvals from the California State Elevator Division.

**C. FULL OPPORTUNITY**

The District hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprise (“SLBE”), Small Emerging Local Business Enterprise (“SELBE”) and Disabled Veterans Business Enterprise (“DVBE”) firms shall be afforded full opportunity to submit qualifications in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation, or religion in any consideration leading to the award of contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise by subjected to discrimination in any consideration leading to the award.
D. LIMITATIONS

This RFQ/P is not an offer by the District to contract with any party responding to this RFQ/P. The District reserves the right to add additional prequalified Respondents for consideration after distribution of this RFQ/P if it is found to be in the best interest of the District. All decisions concerning the selection will be made in the best interests of the District. The awarding of the contract pursuant to this RFQ/P, if at all, is at the sole discretion of the District.

The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any RFQ/P Packet in response to this RFQ/P. RFQ/P Packets and any other supporting materials submitted to the District in response to this RFQ/P will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to Michaelis, Montanari, & Johnson v. Superior Court (2006) 38 Cal.4th 1065, RFQ/P Packets shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the Respondent or other party as a result of any public disclosure of any RFQ/P Packet.

E. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ/P, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ/P, the evaluation or selection process/or the award of the contract with any member of the District, Governing Board, selection members, or any member of the Citizens’ Oversight Committee. Any such contact shall be grounds for the disqualification of the Respondent submitting a RFQ/P Packet.

F. STATEMENT OF QUALIFICATIONS

1. General Information / Instructions - Statement of Qualifications

1.1. The District is inviting Statements of Qualifications for the “Project” which shall require coordination, administration, consulting and advice, and related services.

1.2. The District seeks to identify teams with a record of excellence in efficient planning and project delivery. The firms must have extensive experience with hydraulic elevators, traction elevators and wheelchair lifts for K-12 projects and facilities.

1.3. The Statement of Qualifications must contain all requested information about the firm (Sections 2.1 thru 2.6 of this RFQ/P). The Proposal must be on no larger than 8 1/2 x 11 paper and no more than fifteen (15) printed pages in length. Proposal cover, section dividers/tabs and material placed in an Appendix will not be counted in the 15-page limit. Statement of Qualifications should be complete and prepared to provide an insightful, straightforward, and concise overview of the capabilities of firm.
2. **Content – Statement of Qualifications**

2.1. **Letter of Interest** - A dated Letter of Interest must be submitted, including the legal name of the firm(s), address, telephone(s), fax number and email(s); the name, title, and signature of the person(s) authorized to submit the Statement of Qualifications on behalf of the firm. The Letter of Interest should provide a brief statement of firm’s experience indicating the unique background and qualities of the firm, its personnel and its sub-consultants, and what will make the firm a good fit for work in the District. The letter shall also include the following statements:

“[RESPONDENT’S NAME] received a copy of the District’s Agreement attached as EXHIBIT A to the RFQ/P. [RESPONDENT’S NAME] has reviewed the indemnity provisions in EXHIBIT A and insurance requirements contained in the Agreement. If given the opportunity to contract with the District, [RESPONDENT’S NAME] has no objections to the use of the Agreement.”

Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

2.2. **Table of Contents** - A table of contents of the material contained in the Statement of Qualifications should follow the Letter of Interest.

2.3. **Executive Summary** - The Executive Summary should contain an outline of firm’s approach, along with a brief summary of firm’s qualifications.

2.4. **Firm Information**

**Narrative** - Provide a comprehensive narrative of the services offered by firm. The narrative shall include all of the following:

2.4.1. Provide a brief history of firm, team firms, and, if a joint venture, of each participating firm. Include firm’s experience as the project lead, developing bid packages, coordinating construction, etc. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.

2.4.2. Describe firm’s philosophy and how it will work with District administration officials, community partners and district facilities staff.

2.4.3. Discuss the firm’s/team’s ability to meet schedules for comparable projects, firm’s schedule management procedures, and how the firm has successfully handled potential agency approval delays.

Identify K-12 projects performed by firm in the past three (3) years. Limit response to no more than the twenty (20) most recent projects. Please include the following information for each project:

2.4.3.1. Name of project and district,
2.4.3.2. Scope of projects, description of services provided,
2.4.3.3. Contact person, telephone number and email address,
2.4.3.4. Firm person in charge of each project,
2.4.3.5. Construction dollar value of each project,

2.5. Litigation. All litigation arising from any project in the last five (5) years. State the issues in the litigation, the status of litigation, names of parties, and outcome.

2.6. Professional Fees

For information only purposes, the District is requesting a fee range for comparable K-12 projects the Consultant has completed.

Provide a detailed schedule of the Consultant’s hourly billing rates and a breakdown of associated costs for all tasks proposed (including contingency costs per task). Also note the time period that the fee schedule would apply.

2.7. Additional Data - Provide additional information about the firm as it may relate to the Statement of Qualifications. Include letters of reference or testimonials. Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding firm’s qualifications and expertise. This additional data shall be in an Appendix and will not be counted in the fifteen page SOQ limit.

3. Insurance (Mandatory Requirements)

Attach a sample Certificate of Insurance showing coverages are current or a letter from your insurance company indicating your firm’s ability to provide insurance. The following is a tentative schedule:

3.1 A.M. Best financial strength rating (FSR) of A- or better.

3.2 Commercial General Liability Insurance: Commercial general Liability Insurance shall be at least as broad as Insurance Services office General Liability Coverage (Occurrence Form CG 0001), with coverage limits of not less than One Million Dollars ($1,000,000) per occurrence for bodily injury, personal injury and property damage/ Two Million Dollars ($2,000,000) aggregate.

3.3 Automobile Liability Insurance: Automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto), with coverage limits of at least One Million Dollars ($1,000,000) for bodily injury and property damage each accident limit and Two Million Dollars ($2,000,000) in the aggregate.

3.4 Workers’ Compensation and Employer’s Liability Insurance: The selected Architect shall insure (or be a qualified self-insured) under the applicable laws relating to workers’ compensation insurance, all of their employees working on the Project, in accordance with the “Workers Compensation and Insurance Act,” Division IV of the California Labor Code. The selected Architect shall provide employer’s liability insurance in the amount of at least One Million Dollars ($1,000,000) per accident for bodily injury and disease.

3.5 Errors and Omissions Insurance: errors and omissions insurance on an claims made basis with a limit of at least One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate with a deductible in an amount not to exceed the sum of Ten Thousand Dollars
($10,000.00).

3.6 All insurance will be in a form and with insurance companies acceptable to the District.

3.7 Insurance carriers shall be qualified to do business in California and maintain an agent for process within the State.

G. District’s Evaluation / Selection Process – Statement of Qualifications

1. Submittals will be reviewed for responsiveness and evaluated pursuant to established objective criteria, with particular attention to, without limitation, each respondent’s qualifications, demonstrated competence in like construction, and the Firm’s ability to integrate its personnel with the District’s staff and consultants.

2. After the submittals are evaluated and/or ranked, the District, at its sole discretion, may elect to interview the top Firm(s). The District may elect to interview one or more Firms. Interviews are tentatively scheduled as indicated above. Any firm(s) selected for interviews must make available for interview the key personnel it intends to assign to the District’s Project(s). Any comments or objections to the form of Agreement attached hereto as EXHIBIT A to this RFQ/P shall be provided in writing before the interview and may be the subject of inquiry at the interview. Any comments or objections to the form of Agreement not provided in writing before the interview will not be entertained by the District. Adequate time will be allowed for presentation of qualifications followed by questions and answers.

3. District Investigations - The District may check references, and may perform investigations of firm that extend beyond the information in the proposals. The District may conduct interviews of firms.

H. Final Determination And Award

The District reserves the right to contract with any entity responding to this RFQ/P, to reject any proposal as non-responsive, and not to contract with any firm for the services described herein. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District reserves the right to reject any or all submissions, to request further information, to negotiate with any firm, to extend the submission deadline, or to amend or cancel in part or in its entirety this RFQ/P. This RFQ/P does not commit the District to award a contract or to reimburse any firm for costs incurred in submitting a proposal.

The awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contracts only for portions of the scope of work. In such case, the successful proposing firm will be given the option not to agree to enter into the Agreement and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other Respondent responding to this RFQ/P.

The RFQ/P packet, and any other supporting materials submitted to the District in response to this RFQ/P will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. This RFQ/P does not commit the District to negotiate an agreement with any proposing firm or individual.

END OF RFQ/P
SECTION 142400

HYDRAULIC ELEVATORS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 WORK INCLUDED

A. <Insert Number> <conventional direct plunger holed hydraulic elevator> or <single stage dual jack holeless hydraulic elevator> complete as specified.

B. Provide labor, materials, products, equipment and services to complete the hydraulic elevator work specified herein.

C. The publications listed below form part of these specifications to the extent referenced. The publications are referenced in the text by designation only. The identified codes and standards referenced shall be inclusive of all supplements at the date of Architect/Contractor Agreement:

1. Safety Standards for Elevators and Escalators ASME A17.1-2004
2. Elevator and Escalator Electrical Equipment ASME-A17.5-2004
3. CEC: California Electric Code, latest edition
4. CBC: Title 24 California Building Code, latest edition
5. OBC: Oakland Building Code, latest edition
6. California Administrative Code - Title 8 - “Elevator Safety Orders” Group IV
   a. A53-08 Pipe, Steel, Black and Hot-Dipped, Zinc Coated, Welded and Seamless
   b. A106-08 Seamless Carbon Steel Pipe for High Temperature Services
   c. E84-08 a Surface Burning Characteristics of Building Materials
   d. E152-08 a Fire Test of Door Assemblies
10. American Welding Society (AWS) Publication:
    a. D1.1-05 Structural Welding Code Steel

D. Where codes, standard details and other standards are referenced, latest editions and amendments shall apply. This hydraulic elevator shall meet Local, National, Federal and State Codes applicable to this project. Where a conflict in codes is evident the more stringent code shall apply unless it is contrary to the Authority Having the Jurisdiction (AHJ).

1.3 WORK BY OTHERS Related work specified elsewhere.

A. Legal hoistway and waterproof pit enclosure:

1. Clear plumb hoistway with variations not to exceed ½” at any point.
2. Bevel cants (75 degrees from horizontal) over any non opening side wall ledges that project 2” or more into the hoistway.
3. Install inserts if provided by the Elevator Contractor in the hoistway walls in either solid block or poured concrete to accommodate elevator equipment fastening.
4. Cut and patch walls and floors if necessary by qualified skilled tradesmen.
5. Block outs if necessary for hall call push button stations, entrance frames, key access boxes and position indicators.
6. Sump pit and grate cover in elevator pit, if provided.
7. Protect hoistway and entrance openings during construction per code requirements. However, the Elevator Contractor shall be responsible for the re-installation of these barricades, handrails and kick boards, which are temporarily removed in the performance of their work activities.
8. Protect cab, entrances and special metal finishes from damage after installation.
9. Hoistway ventilation as required by the applicable building code.
10. Stationary hoisting beam at the top center of the hoistway over the center of the guide rails and jack assembly.
11. At the completion of the elevator hoistway all drywall screw ends that protrude into the hoistway shall be removed.

B. Legal machine room:
1. Fire rated, lockable, self-closing machine room access door 4'-0” wide by 7'-0” high minimum.
3. Class “ABC” fire extinguisher with wall mounting bracket adjacent to interior side of the machine room access door.

C. Electrical services:
1. Lighting for Machine Room and Elevator Pit: Provide lighting fixtures with protective guards and related switches for elevator machine room and elevator pit. Provide a minimum 20 fc in elevator machine room and 10 fc in elevator pit. (Horizontal fluorescent lighting is required in the pit based upon foot candle code requirement)
2. GFI convenience duplex outlets: ASME A17.1 2004, provide convenience duplex ground fault protective outlets in the elevator machine room and in the elevator pit.
3. Three (3) phase main line power feeder to terminals of the main line fused disconnect, lockable in the “OFF” position only, disconnect switch shall have copper conductors to terminals. This main line power disconnect switch shall be provided with an auxiliary set of dry contacts which shall monitor the position of the disconnect switch handle.
4. If sprinklers are installed in the machine room or at the top of the hoistway provide smoke and heat detectors. Heat detector shall be installed within 2'-0” from each sprinkler head to signal a shunt trip breaker prior to the application of water. Means shall be provided to service smoke and heat detectors from outside the hoistway.
5. Two (2) single phase 120 VAC 20 amp power circuits to car. One circuit shall provide power to car lighting and exhaust blower and one circuit for plug receptacles, work lights and other devices. The car lighting and exhaust blower circuit shall be automatically powered under emergency power conditions (If provided).
6. Fire alarm initiating devices in elevator lobbies and machine room only to initiate Firefighters’ Recall Operation to the primary or alternate fire-floor. The (ground) floor shall be the primary fire floor and 2nd floor shall be the alternate fire floor with two (2) active smoke zones. Verify main and alternate fire floors with local Fire Marshall.
7. Temporary power of permanent characteristics as required by Elevator Contractor shall be provided to install, test and adjust the elevator equipment.
8. Electric power during erection, for illumination and operation of power tools.

1.4 WORK BY OTHERS (IF APPLICABLE TO THIS PROJECT)

A. TV cameras mounted in the car (if required) and related coaxial cable interconnection and related conduit run from elevator traveling cable termination point to the fire command center. Security contractor shall confirm the coaxial cable parameters with the Elevator Contractor during the submittal review process. The Elevator Contractor shall include the coaxial cable within their traveling cables as specified.

B. An individual car card reader shall be provided in elevator inclusive of wiring and conduit from hoistway junction box or machine room controller to the central location (if required). The card reader shall be located behind a flush mounted smoked lexan lens insert measuring approximately 6” X 6” within the designated car operating panel.

1.5 WELDING

A. Welder Qualifications: The quality of welding and welding procedures shall be determined by testing the welder’s ability to make sound welds, under standard working conditions with the equipment to be used in the work for this project and in conformance with AWS D1.1 Section 5. Each welder shall be certified in accordance with AWS D1.1 Section 5 requirements. Submit certified copies of the qualifications for the welders that shall be employed on this contract. Each welder shall identify his work with a code marking. Furnish a listing of the names of the welders with their corresponding code marks.

1.6 MANUFACTURER / INSTALLER QUALIFICATIONS

A. The bidders shall have both installed and maintained elevator equipment for a period of not less than 10 years and shall have maintained a local office located within 20 miles from the site. This bidder shall have made not less than two (2) installations of the systems similar in type to that specified for this project. These reference projects shall have been in successful operation for a period of not less than (2) two years under conditions of normal educational/class room use. Failure to meet the foregoing responsibility criteria shall be cause for the bidder to be considered non responsive and shall not be considered for contract award.

1.7 DEBRIS NOTE: This should be covered under General Conditions and should be deleted from this specification.

A. Removal of Debris: All debris related to the installation of this hydraulic elevator including packing cartons and creates is the property of the Elevator Contractor. Such debris shall be removed from the job site expeditiously at the Elevator Contractor’s expense without delay.
1.81.7 OPERATION PERFORMANCE

A. The control system shall provide smooth acceleration and deceleration with 1/4-inch leveling accuracy at all landings, from no load to full rated load in the elevator, under normal or unloading conditions. The self-leveling shall, within its zone, be entirely automatic and independent of the operating device and shall correct for over travel and under travel. The car shall remain at the landing irrespective of load. Clearance between the car sill and the hoistway landing shall not exceed 1 1/4-inch.

B. The floor-to-floor performance time under the above criteria shall be <Insert based on car speed: 14.5-seconds for 125fpm; 13.5-seconds for 125fpm> (floor-to-floor height) seconds (floor-to-floor time is measured from the start of door close at one floor to 3/4 open at the next floor) based on 12'-0" floor height. <Add 0.5-seconds per foot of travel from 12'-0" standard>.

C. The door open time shall be 2.2-<Insert based on door type>-seconds for 4'-0" wide, single speed center opening doors from start of door open to fully open.

D. The door close time shall be based on the Code requirements with a door delay feature. The door delay is the minimum acceptable time from notification that a car is answering a call (lantern and audible signal) until the doors of the car start to close. Time shall be calculated by the following equation:
   \[ T = \frac{D}{(1.5 \text{ ft/s})} \]
   \[ T = \text{Total time in seconds.} \]
   \[ D = \text{Distance from a point in the lobby 60-inches directly in front of the hall station to the centerline of the door opening.} \]

E. Car Call: The minimum acceptable time for doors to remain fully open shall not be less than 5-seconds.

F. The speed of the elevator shall not vary plus or minus 10-percent under loading conditions.

G. Ride Quality requirements shall include a horizontal acceleration measured inside of the cab during all conditions to not exceed 12 mg peak to peak within the 1-10 mz range.

H. Prior to final acceptance and prior to the termination of the maintenance period, the elevators shall be adjusted as required to meet these performance requirements.

I. Limit overall elevator noise emissions to the building to the following maximum A-weighted sound pressure levels in any mode of operation:
   1. 80-decibels measured 3-feet from any piece of equipment in the machine room.
   2. 50-decibels measured 5-feet above the cab floor near the center during all sequences of operation, exhaust air blower and annunciators.
   3. 45-decibels measured in the elevator lobby 10-feet from the elevator doors.
1.9.1.8  SUBMITTALS

A. Shop Drawings and Samples:

1. Submit manufacturer’s brochures, layout, car sling, platform and cab drawings, finish samples and completion schedules to the Architect for approval prior to these submittals being forwarded to DSA for approval. Do not fabricate or delivery any materials or equipment to the job site prior to approval from both the Architect and DSA. These submittals shall contain not less than the following information:

2. Layout drawings shall relate the location guide rails, guide rail fastening, buffers, elevator entrances, landing fixtures, precise jack assembly location, arrangement of pump unit, holding tank, manual pit shut off valve, automatic pit shut off valve, manual machine room shut off valves and controller.

3. Drawings and catalog cut sheets to include assembly and arrangement for contractor-furnished material and equipment, including but not limited to details of the well hole casing and related bottom plug and a secondary schedule 40 PVC inner casing with PVC end cap operating signal fixtures, car frame, car enclosure, controller, pump motor, cylinder-plunger, platform, guide rails, brackets (See DSA Deferred Approval items identified in Section 1.8.40 B) and spring buffers. Provide complete layout drawings of the hoistway in plan, elevation and section which shall include Seismic 2 or greater clearances in accordance with ASME A17.1-2004.

4. Include details of equipment foundations, pump and tank unit restraints, piping restraints, guide rail brackets, method of fastening guide rail brackets to structure, and details of earthquake protection as specified and as required by code. Also provide any other drawings relating seismic parameters as required by DSA. Provide calculations certified by a Professional Structural Engineer Registered in the State of California that demonstrates that guide rail and bracket assemblies, car sling and car platform assembly shall resist an acceleration rate of 0.5G. Calculations shall be submitted within 20 calendar days after award of contract for review and approval by Architect/Owner.

5. Calculations: Provide calculations to the Architect/Owner which shall include reaction loads impose on the building structures including buffer impact loads on the pit floor and depict these loads on the layout drawings.

6. BTU Output: Provide total equipment BTU output of all machine room equipment including the controller and pump unit assembly under full load conditions at 120 starts/hr (full load up RMS).

7-B. Completion Schedule: Supply a CPM schedule for the elevator installation containing all of the informational details necessary to permit complete monitoring of the work progress, including such activities as engineering, equipment approvals, manufacturing, equipment delivery, as well as individual installation events and completion date for the elevator and related building interfacing activities. This schedule shall also contain milestone date when “Work by Others” is required to be complete in order to realize the anticipated completion dates. Arrange the schedule to show the anticipated construction progress, including estimated time allowances for each construction work activity required to facilitate the elevator installation. Provide, for each activity in the schedule, elapsed time (days), expended time (team hours or man hours), actual number of constructors used to perform each work activity and accumulated event days (total number and associated calendar date). Note—time will vary based on market conditions.

8. One of each type of car panel and landing elements including a firefighters’ jewel light, push buttons and exposed switches.
Samples: Submit three (3) samples, each 6” x 8” of actual finish material. Samples shall be reviewed by the Architect for color, pattern, and texture only. Compliance with other requirements is the exclusive responsibility of the contractor. These samples shall include but shall not be limited to all finishes specified for the car enclosure including ceiling, return panel, header, hang on panels, landing fixtures, hoistway entrances and doors and other finishes as appropriate or specified elsewhere.

Operation, Parts, Maintenance and Adjustment Manuals:

Furnish three (3) complete sets of bound operating, parts, maintenance and adjustor manuals for this installation. Operating portion shall be bound separately from maintenance, adjustment and parts section. Explain in detail any components of methods peculiar to this installation. Furnish one (1) complete operation manual prior to the time that the equipment tests are performed. Furnish the remaining manuals before the Contract is completed. Also provide electronic copies which shall contain copies of the all the above referenced manuals in PDF Format including “As built electrical straight line drawings”. The following identification shall be inscribed on the cover of each Operation, Parts, Maintenance and Adjustment manual:

BUILDING NAME
CONTRACT NUMBER
CALIFORNIA STATE NUMBER
DATE
ELEVATOR CONTRACTOR

Provide a table of contents. Insert tab sheets to identify discrete subjects. Instruction sheets shall be legible and easily understood, with large sheets of drawings folded in. The manuals shall be complete in all respects for all equipment, controls, accessories and appurtenances stipulated. Manuals and parts listings must be applicable to the specific equipment installed and shall include as a minimum the following:

System layout drawing showing machinery and controls.
Wiring and control diagrams which include all control changes that were required with data to explain detailed operation and control of each component.
A control sequence describing car or hall call assignment, car starting, acceleration, contract speed, deceleration, leveling and stopping.
Installation instructions.
Safety precautions.
Adjustment procedure and troubleshooting diagrams and illustrations.
Test procedures.
Performance data.
Parts list with manufacturer’s names and catalog numbers.
Maintenance schedules.
Hydraulic cylinder.
Service organization with name, address and 24/7 telephone numbers.
Provide any supplemental instruction for adjustment and care of the new equipment that becomes necessary based upon changes, modifications and/or replacement of the equipment or operation under requirements entitled “Guarantees” in the “Construction Contract Clauses”.

Wiring Diagrams and Related Drawings:
a.1. Wiring Diagrams and Sequence of Operation: Prior to substantial completion of the Contract the Contractor shall submit, in electronic format, “As built” wiring diagrams, schematic diagrams and complete connection diagrams for the elevator showing car wiring, hoistway wiring, fixture and controller wiring. These diagrams shall show all electrical connections, functions, sequence of operation of all apparatus associated with the installation in the car, machine and control room and in the hoistway. All symbols shall be listed, named, and all revisions and field changes shall be incorporated therein. Included in the above submission shall be a complete set of revised electrical straight-line diagrams showing electrical and electronic characteristics of all circuits, components and field devices, including printed circuit boards; block diagrams shall not be accepted.

b.2. Contractor shall provide: As part of the diagrams required to be submitted, schematic diagrams of solid state speed and signal controls shall be provided which shall clearly and adequately present enough informational detail sufficient to allow maintenance personnel to diagnose and identify non-functioning printed circuit boards and other components. Diagrams shall contain all the solid-state logic information necessary to determination the proper input and output requirements for normal operation within a solid-state circuit board or device.

42-F. Lubrication Chart: Furnish a lubrication chart for the elevator. Mount this chart in the elevator machine room. This chart shall identify lubricants as well as lubrication points and the required frequency of application. The contractor shall identify each type of bearing provided, whether sealed or non-sealed and the frequency of lubrication. Sealed bearings shall not be provided with grease fittings and non-sealed bearings shall be provided with grease fittings.

43-G. Diagnostic Tool: the Contractor shall provide as part of the base contract the diagnostic tool (if required) (or laptop) to trouble shoot and adjust both the signal and speed control equipment. This tool maybe site sensitive for this specific project.

44-H. Keys: Before acceptance of work, furnish six (6) sets of keys for all key switches installed as part of this project, including controller cabinet, fire service, stop switch, service cabinet, inspection and others if provided.

45-I. Hazardous Materials Notification:
   a.1. In the event no product or material is available that does not contain asbestos, PCB or other hazardous materials as determined by the Architect/Owner, a “Material Safety Data Sheet” (MSDS) shall be substituted for that proposed product or material prior to installation.
   b.2. Asbestos and PCB Certification:
   e.3. After completion of installation and prior to the installation, the Contractor shall certify in writing that products and materials installed, and processes used, do not contain asbestos or polychlorinated bihenyls (PCB).

J. Prior to contract award the elevator contractor must submit certification that the control equipment has been certified for “Fire and Shock” by either CSA or UL.

K. Deferred Approval DSA: The elevator contractor shall submit for DSA approval all the submittal drawings as related in Sections 1.8.1.1 through 1.8.1.7 and any additional drawings as required by DSA. These drawings shall be certified by the Professional Structural Engineer registered in the State of California with their Stamp affixed to each drawing required. These stamped drawings shall include but shall not be limited to hoistway and machine room layout drawings, car sling and platform structural drawings.
1.10 SITE CONDITION INSPECTION

A. Prior to the commencement of the installation of equipment, examine the hoistway, machine room, architectural and structural drawings and approved contractor layout drawings to verify that no dimensional or other irregularities exist that would affect the execution of the work as specified. Particularly, note:

1. Hoistway dimensions including pit depth, overhead clearances, hoistway plumbness rail support locations and length of travel.
2. Support foundations for jack assembly.
3. Do not proceed with installation until work “by others” conforms precisely to project requirements.

B. If variances are identified between the architectural and approved contractor layout drawings and actual site conditions, then a listing of these variances shall be generated and forwarded in writing to both the General Contractor and the Architect describing these variances. Work shall not proceed until these variances are corrected.

1.11 ERRORS AND OMISSIONS

A. In order to discover and resolve any conflicts or lack of definition which might create construction problems, the elevator bidder shall submit a written report to the Architect/Owner at least ten (10) days prior to the bid due date for the work covered by this section. This report shall include the following statement:

1. We have examined the drawings and specifications for the work required in the elevator contract and for the related work identified “by others”. Except for the items described in the attached listing we have discovered no errors, omissions, impractical details or conflicts between our proposed work and that of other trades or conditions which would require deviations from the drawings and specification.
2. “We certify the adequacy of the proposed electrical power feeder. Submit a “Power confirmation” standard form to the Architect for verification of the power characteristics required for the elevator equipment.
3. List items for which clarification is necessary. If none, so state.

B. Compliance with this requirement does not make the bidders responsible for such errors, omissions or discrepancies, but simply gives the Elevator Contractor the opportunity to have such items corrected prior to submission of their bid.

1.12 WORKMANSHIP, MATERIALS AND PROTECTION

A. All work under this section shall be installed in a first class, neat and workmanlike manner by IUEC mechanics experienced in the elevator trade. All materials and equipment shall be new, without imperfections, flaws or defects.

B. The Contractor shall properly protect all work to prevent damage. All conduit openings shall be closed with caps or plugs during the installation. All equipment shall be tightly covered with approved plastic material and protected against dirt, water or mechanical damage. At final completion, all work shall be thoroughly cleaned and delivered in perfect, unblemished condition.
C. All damage to the building or its mechanical and electrical system resulting from the Contractor’s failure to adequately protect the work shall be repaired, or replaced as directed, at no additional cost to the Owner.

TRADE MARKS

A. No trade marks, nameplates or other identifying symbols visible to the public shall appear on any piece of elevator equipment installed.

WARRANTY / WARRANTY MAINTENANCE

A. Provide Maintenance Service for the Elevator: The 12 month contract included maintenance period shall commence after the completion of the entire installation including all deficiency items. This work shall be performed during normal working hours (7:00 AM to 6:00 PM) M – F excluding holidays, however, twenty-four hour emergency callback service shall be provided as necessary whereby the premium portion of any overtime required would be paid by the owner. Emergency calls shall be responded to within sixty (60) minutes for entrapments and two (2) hours for shutdown. The maintenance of the service shall include a minimum of 1-1/2 man hours of preventative maintenance per month excluding “Call backs” or “Service Work”. Maintenance shall only be performed by an IUEC maintenance mechanics trained specifically for hydraulic elevator equipment. This maintenance shall include the necessary speed and signal control adjustments, lubrication, cleaning and parts replacement as necessary to maintain equipment calibration and performance in an as new condition. The warranty period for all elevator equipment shall be one-year minimum from completion of the last deficiency item. This 12 month warranty period shall include both the replacement of failed component but also the labor required to replace that component.

B. Upon each monthly site visit the contractor shall submit for signature at designated site location a time ticket relating both the work activities performed and the time expended on each site visit. A copy of each time ticket shall be retained at the designated site location during the entire 12 month consecutive contract included maintenance period. If in fact 12 monthly site visit receipts are not received at the designated site location during this 12 month time period the maintenance and related warranty shall be extended until 12 monthly receipts are received at the designated site location. Pending the completion of the contract included maintenance $5,000.00 in retention funds shall withheld and released upon receipt of 12 monthly site visit receipts.

C. Preventive maintenance procedures shall be performed in accordance with Contractor’s check chart, maintenance requirements as identified in this document, ASME A17.1 – 2004 and Title 8 and all supplements at bid date.

D. A log pertaining to all maintenance activities shall have entries made during each maintenance, call back, service and state testing visit. The log shall contain, as a minimum but not limited to a detailed record of all tests, inspections, call backs, service work and other maintenance duties and identify the mechanic that performed each work activity. For records keep in an electronic format, a hard copy shall be placed in the job site log within a maximum of three (3) months of the initial recording.

E. Testing of Elevator systems shall be performed as outlined in ASME A17.1 – 2004, Title 8 and all Supplements as required by the Owner and the local inspecting authority. The frequencies provided in Section 8.10 and Appendix N shall be the minimum requirements.
F. Firefighters' Operation shall be tested monthly at a frequency as identified in with ASME A 17.1 - 2004 and Title 8. A written certification of successful operation shall be entered into the machine room firefighters' log book after each monthly test is performed.

G. An emergency callback is defined as the need to correct a “shutdown” or “malfunction” by adjustments or minor parts replacement.

H. No fewer than sixty (60) calendar days prior to the expiration of the equipment warranty, the Subcontractor shall send and confirm receipt of written notification to the Owner that the initial warranty/maintenance period is nearing its end and cooperatively determine a date that a technician can be available to facilitate access to all equipment, its dedicated spaces and all maintenance and callback records for inspection and review.

1. Within thirty (30) calendar days of receiving said notice, the Owner or their representative will conduct a scheduled, thorough maintenance inspection of all elevators covered under the contract. At the conclusion of this inspection, the Owner shall give the Subcontractor written notice of any deficiencies found. The Subcontractor shall be responsible for correction of these deficiencies, including a technician’s return for re-inspection and all other costs of re-inspection, without additional cost to the Owner, within thirty (30) days of receipt of such notice.

2. In the event the Subcontractor is delayed in providing the initial notice, both the equipment warranty and its maintenance shall continue indefinitely, uninterrupted, at no additional cost to the Owner, but no less than ninety (90) calendar days from the date notice is initially provided.

I. Owner reserves the right to terminate the maintenance portion of this Agreement within thirty (30) days written notice for the following:

1. Sale of property
2. Failure of Contractor to maintain the equipment in accordance with design standards and the installation contract requirements. This shall apply only after the Contractor has been given written notice of the deficiencies and has been allowed an initial thirty (30) day time period to make corrections.
3. Elevators are removed from service.
4. Performance: If the elevator performance parameters are not maintained in accordance with installation project requirements as specified herein.
5. Operational Level: The Elevator Contractor warrants that the elevators shall be maintained at an operational level of 98% as determined by the following formula:
   a. Total Available Time – Down Time
   b. Total Available Time X 100 = Operational Level
   c. Total available time for car – during normal business hours of 7:00 A.M. to 6:30 P.M.
   d. Downtime – The time in which elevator is out of service based upon equipment malfunctions or unsafe operating conditions. This includes time periods where the elevator is being serviced by the maintenance contractor to correct malfunctions.
   e. Time out of service for maintenance, scheduled maintenance repairs or other services are not included as downtime.
   f. If the maintenance portion of this contract is terminated prior to the end of the 12 month contract time period any remaining retention funds shall be used for the alternate maintenance contractor.

Any modifications to this Agreement shall be written and signed by the Owner, and the Subcontractor.
1.1.5.1.4 POWER SUPPLY

A. The electric service available at the machine room disconnect and at the elevator controller shall be 208 Volt (verify), 3 phase, 60 cycle alternating current. Before manufacture of the equipment, the exact power requirements for the elevator shall be calculated and submitted to the Architect for approval in the form of a “Power Confirmation” Submittal. This power confirmation shall include but shall not be limited to the following: 1) Full Load Up Running Current (FLRC) with constant contract velocity 2) Full Load UP Acceleration Current (FLAC) 3) Maximum BTU heat output based upon 120 FLU starts per hour. The Contractor shall not proceed with fabrication of the equipment until the Contractor receives a return power confirmation.

B. Two (2) 120 VAC single phase 20 amp fused circuits for 1) Car lights and exhaust fan 2) Car work lights and other uses. Two (2) 110 VAC 20 amp dedicated labeled circuits with disconnects shall be provided in the machine room.

C. –

PART 2 - PRODUCTS

2.1 GENERAL REQUIREMENTS

A. Elevator Number <Insert Elevator Number>  

1. Elevator Use: Passenger  
2. Contract Load, in Pounds: 4000  
3. Contract Speed, in FPM: 150  
4. Class of Loading: A  
5. Travel Distance:  
6. Serves: Confirm with Architect  
7. Number of Stops: Confirm with Architect  
8. Number of Openings: Confirm with Architect  
9. Machine Room Location: Refer to Architectural Drawings - Confirm with Architect  
10. Machine Type: <Direct Plunger Hydraulic> <Holeless hydraulic, dual jack> with automatic two-way leveling
11. Entrance Frames: Bolted, No. 4 brushed stainless steel
12. Hoistway Size: Refer to Architectural Drawings
13. Available Overhead: Refer to Architectural Drawings
14. Pit Depth: Refer to Architectural Drawings
15. Operation: Simplex selective collective
16. Clear Car Inside: Manufacturer’s standard for duty
17. Cab Height: 8’-0”
18. Car and Hoistway Door Type: Two-speed, side-sliding
19. Car and Hoistway Opening Size: 4’-0” wide by 7’-0” high
20. Door Reversal Device: Infrared detector
21. Cab Enclosure: As specified
22. Car Operating Station: Single
23. Hall Call Stations: Single riser

2.2 MACHINE ROOM EQUIPMENT

A. Provide equipment to fit space conditions shown.

B. Tank: Provide welded reinforced steel structure designed to support the tank. Tank shall have surge control to prevent oil from leaving the tank when elevator descends, protective vent opening and overflow connection. Provide an internal means to maintain a constant oil temperature between 60 degrees and 100 degrees F, regardless and operation of ambient temperatures. Capacity of tank shall be sufficient to lift elevator to top landing plus minimum of 10-gallons.

C. Pump: Provide positive displacement pump designed to give smooth and quiet operation. Mount pump and motor on common bedplate with sound and vibration absorbing devices. Provide 40 durometer double deflection neoprene mounts sized for a static deflection under load of minimum 1/4-inch for mounting the pumping unit on the floor. Acceptable mounts are Mason Industries Type ND or equivalent. Pump shall provide 400 PSI maximum working pressure. Power unit may be dry or submerged type.

D. Oil Filtration Unit: Provide an oil filtration unit mounted directly to the tank. The unit shall be equipped with an on/off timer that can be set at various run cycles during the day. Provide a visual indicator located on the filter housing which indicates when the filter is to be changed.

E. Oil Cooling System: Provide an oil to air heat exchanger with pump motor and electric fan sized properly to stabilize oil temperature as necessary to prevent viscosity and heat related problems. An adjustable thermostat located in the power unit shall control system. Locate the system next to the power unit.

F. Motor: Provide alternate current induction type motor designed for hydraulic elevator starting and running requirements based on 120 starts per hour.

G. Motor Starter: Provide solid-state soft-starter to control voltage and current utilized to start the hydraulic pump motor.
Control Valves: Valves including main, leveling, safety check, up and down direction, lowering valve including down leveling and manual leveling shall be provided. Control valves shall be magnetic type and designed to open and close gradually to give smooth control. Manual shut off valve shall be in line adjacent to pump unit.

Piping: Schedule 80 minimum, grooved-end seamless or electric resistance welded steel piping conforming to ASTM 53 or ASTM A106 and fittings rated for use with the minimum fluid pressures proposed for the specific elevator design. 400 PSI working pressure. A blowout-proof oil line muffler and two (2) sound isolating couplings shall be provided in oil line near pump unit. The first sound isolation coupling shall be installed close to the muffler and the second coupling a minimum of 4’-0” downstream of the first coupling. The hydraulic piping must turn 90-degrees (an elbow) between the couplings. The diameter of the pipe between the couplings to be sized so that the fluid velocity in the pipe does not exceed 20-ft/second. Acceptable isolation couplings are manufactured by the Maxton Manufacturing Company.

1. Provide minimum 1/4-inch thick plumbing felt or 3/8-inch ribbed neoprene isolation gasket, between oil line and any pipe hangers or Unistrut of suspended oil lines. Isolate hangers from building structure.
2. A minimum of two (2) shut off valves, one (1) in the pit and one (1) in the machine room with oil pressure gauge.

Hydraulic Fluid: Provide low fire potential hydraulic fluid of proper fluid viscosity and stability for equipment and operation as recommended by the Manufacturer.

Sleeves, when passing through walls, shall have a minimum 1-inch clearance between piping and sleeve. Fill with fiberglass packing and seal both ends with fireproof non-hardening mastic, 1/4-inch minimum thickness. The Contractor shall provide sleeves. Contractor to coordinate the installation of sleeves at all wall penetrations.

Controller: Provide a non-proprietary microprocessor-based control system. The system shall utilize isolated solid-state input/output interface for the majority of signals. It is understood, where required by code, relays contacts are to be utilized for safety and power control considerations. The use of relays as input or output devices are not acceptable.

1. All controller components shall be designed to provide the required operation as herein specified.
2. All assemblies, power supplies, switches, relays and other items shall be securely mounted on a substantial, self-supporting steel frame of angles or channels and shall be totally enclosed with covers in a cabinet. Equipment shall not be mounted on any of the covers.
3. All controller switches and relays shall be magnet operated with contacts of design and material to insure maximum conductivity, long life and reliable operation without overheating or excessive wear and shall provide a wiping action to prevent sticking due to fusion.
4. Each device on all panels shall be properly identified by name, letter, or standard symbol that shall be neatly stencil painted (or otherwise marked), in an indelible and legible manner, on device or panel. Identification markings shall be coordinated with identical markings used on wiring diagrams. The ampere rating shall be marked adjacent to all fuse holders. All spare conductors shall be neatly formed, laced and identified.
5. System shall provide accurate and reliable car positioning utilizing tape, magnets targets and car top sensors. Systems using hoistway vanes and infrared switches are also acceptable.
6. System memory shall be provided so that data shall not be lost in the event of a power failure or disturbance.

M-L. Diagnostic Tools: Contractor shall provide all diagnostic tools and documentation required for the adjustment, troubleshooting, and reprogramming of the elevator system upon completion, including:

1. Passwords or identification codes required to gain access to each software program in order to perform diagnostics or program changes.
2. A composite listing of the individual settings chosen for variable software parameters stored in the software programs.

2.3 OPERATING SYSTEM

A. Simplex Selective Collective:

1. Momentary pressure of car or hall button, other than landing at which car is parked, shall automatically start the car and dispatch the car to the corresponding floor for which that call was registered. If a call is registered at the floor when the car is idle, the doors shall automatically open.
2. When the direction of travel has been established, the car shall answer all calls corresponding to the direction of travel and shall not reverse direction until all car and hall calls, in that direction, have been answered.
3. Calls registered for the opposite direction of car travel shall remain registered and shall be answered after car has completed its calls in the direction of travel.
4. If no car buttons are pressed, and car starts up in response to several down calls, the car shall answer highest down call first and then reverse to collect other down calls.
5. The car shall remain at the arrival floor for an adjustable interval to permit passenger transfer. Doors shall close after a predetermined interval after opening unless closing is interrupted by car door reversal device or door open button in car.

B. Independent Service: Provide controls to remove elevator from normal operation and provide control of the elevator from car buttons only. Car shall travel at contract speed and shall not respond to corridor calls.

C. Car Top Operation: Provide per Code requirements.

D. Emergency Recall Operation (Fire Service): Provide operation and equipment per Code. Contractor shall provide relays, wiring, and terminal strips to receive signals from the fire alarm system.

E. Motor Timer Control: If the pump motor should run continuously for 20-seconds longer than the period of time necessary to move the elevator (in normal operation) from the bottom floor to the top floor, a time protective device shall return the elevator to the lowest level, park and remove power from the pump motor. All control buttons, except car alarm, shall be inoperative.

F. Low Oil Control: In the event the oil level is insufficient for travel to the top floor, controls shall be provided to return the elevator to the main level and park until oil is added. All control buttons, except car alarm, shall be inoperative. Provide a stick-on magnetic oil level indicator on the side of the oil reserve tank to indicate the correct oil level with the car located at the bottom landing.
G. Fan and Light Output Timer: Provide an adjustable timer (Range 1 to 10-minutes) that when activated will turn off the fan and light within the car. The time will start when the car becomes inactive.

H. Door Hold Operation: Provide controls and a button within operating panel which shall hold the doors open for an adjustable period of 30 to 90-seconds.

   1. The following shall resume normal door operation:
      a. Activation of door close button.
      b. Activation of any floor button within the elevator.
      c. Expiration of time period.

I. Speed Regulation:

   1. The rate of acceleration and deceleration of the cars under any condition of load shall be as nearly constant as is possible with the method of control specified and employed and shall be independent of the operating devices in the car.

   2. Entire elevator equipment including pump tank unit and controllers shall operate quietly and without irregularities by use of high-grade materials, first-class workmanship and adjustments.

J. Emergency Rescue Device: Provide a separate battery powered unit that senses loss of power. Battery shall be 12-volt minimum, sealed nickel cadmium or gel cell construction. When loss of power occurs, elevator shall descend to lowest landing and open doors automatically on passenger elevators. After a predetermined time, the doors shall close and the elevator shall remain inoperative until normal power is restored. The door open button shall operate under battery power.

2.4 HOISTWAY EQUIPMENT

   Use Paragraphs A, B and C for Direct Plunger Hydraulic (more than 2 levels); Use Paragraph D for Holeless Hydraulic (two levels)

A. Well Hole and Casings: Drill holes and provide steel driven well casing of sufficient diameter to allow PVC casing and cylinder to be set plumb on desired centerlines. The bottom of well casing shall be sealed with a concrete plug.

B. PVC Casing: Provide 1/2-inch thick Schedule 40 PVC casing inside the well casing. Exterior surface of casing shall be cleaned prior to application of solvent welding material to ensure watertight connections. After PVC casing is set it shall be free of any liquid ensuring a dry condition prior to the installation of the cylinder. The bottom of the PVC casing shall be capped. Fill space between well and PVC casing and fill space with pea gravel to prevent movement and fill void. Fill space between the PVC casing and the cylinder with dry salt-free sand to prevent movement. Provide positive sealing element at the top of the PVC casing to make joints watertight.
C. Cylinder: Provide equipment as applicable for direct plunger type elevator. Cylinder shall include a double closed bottom a bottom plate plus a safety bulkhead seamless steel pipe with sufficient thickness to sustain 400-PSI test. The external surface shall be coated with heavy, double hot mopped bitumastic or asphaltum compound and allowed drying prior to installation or double wrapped with tapecoat. Provide cylinder head with adjustable packing gland that shall prevent excessive oil leakage. The cylinder head shall be provided with means to release air from cylinder and be easily adjusted or replaced. A collection groove and coupling with run-off tube shall be connected to a scavenger system that shall automatically return oil to the oil reservoir.

D. Provide equipment as applicable for holeless hydraulic type elevator. Cylinders shall be closed bottom seamless steel pipe with sufficient thickness to sustain 500-PSI test. Provide cylinder head with adjustable packing gland that shall prevent excessive oil leakage. The cylinder head shall be provided with means to release air from cylinder and packing gland shall be easily adjusted or replaced. A collection groove and coupling with run-off tube shall be connected to a scavenger system that shall automatically return oil to the oil reservoir.

E. Plunger: Polished selected steel tubing of proper diameter turned true and smooth. Join multiple section plungers by means of internal couplings. <For Direct Plunger: Secure to car frame with suitable isolated platen plates.> <For Holeless: The top of each plunger shall be drilled and tapped for mounting of plunger assembly to the car cross-head.> Provide stop ring to prevent plunger from leaving cylinder.

F. Scavenger System: Provide a scavenger system that shall automatically return oil to the oil reservoir. Provide a copper tubing scavenger line with in-line strainers to filter for solids before the oil is returned to oil reservoir. To prevent contamination from water that might accumulate in the pit, a lock out float switch shall be provided to detect high water in the pit and prevent the oil recovery pump from operating. The scavenger system shall be secured to the pit floor to prevent the system from floating or turning upside down in a high water condition.

G. Rupture Valve: Provide flow sensitive, pressure activated valve to retard the downward motion of a descending elevator to provide a gradual stop.

H. Guide Rails: Planed steel, standard T-sections. Extend rails from pit floor to underside of concrete slab or grating at top of hoistway.

1. Provide necessary car rail brackets of sufficient size and design to secure substantial rigidity to prevent spreading or distortion of rails under any condition.
   a. Slotted or oversized holes shall be fitted with flat washers. Where fastenings are over 14'-0" apart, rails shall be reinforced with 9-inch channel or approved equal backing to secure the rigidity required.
   b. Provide individual brackets of sufficient length to span between the guide rail assembly and the building structure. Provide any additional bracing required.

2. Guide rail loads shall be shown on drawings. Include safety application, running, loading and seismic loads.

I. Buffers: Spring type with pipe struts and braces as required. Mount on continuous pit channels secured to guide rails.

K. Pit ladder: Provide Code compliant pit ladder in each pit.

L. Wiring:
   1. Conductors: Provide copper insulated wiring with flame retarding and moisture resisting outer cover. Install in galvanized metal wire ways and raceways. Conductors from shaft riser to door interlocks shall be SF 2 type or equal, maximum operating temperature 392-degrees F. All terminations shall be insulated to maintain integrity of wiring. Flexible conduit may be used for short connections. Provide 10-percent spare conductors throughout.
   2. Traveling Cables: UL labeled fire and moisture resistant outer braid and steel supporting strand. Provide four pairs of shielded communication wires and car lighting circuits. Prevent cables from rubbing or chafing against hoistway or car items.
   3. Work Light and Plug Receptacles: Provide on top and bottom of car with lamp guards.
   5. Provide NEMA4 weatherproof electrical equipment and wiring identified for use in wet locations when any electrical devices are located less than 4'- 0” above the pit floor.
   6. Earthquake Protective Features: Provide per the Code requirements.

2.5 DOOR AND ENTRANCE EQUIPMENT

A. General: Provide entrance assemblies with UL 1 1/2-hour rating.

B. Frames: Fabricate from manufacturer’s standard gauge cold rolled furniture steel, of bolted construction to form a one-piece unit. A fireproof and sound-deadening material shall be applied to the unexposed side of each frame. Finish shall be stainless steel No.4 brushed finish.
   1. Provide Accessibility designations at a height of 5'- 0” above the floor.
      a. The plaques shall have white numerals on a black background.
      b. Designations shall be flush with inconspicuous mechanical mounting.
   2. Provide medical emergency designations identifiable by a 3-inch high Star of Life plaque on each side jamb of the designated elevator and of same design as accessibility plaques.

C. Sills: Extruded nickel silver with a non-slip surface with integral sill support.

D. Struts: Minimum 3-inch continuous hot rolled or formed steel angle with secure fastening to sill and floor beam above.

E. Header: Minimum 3/16-inch thick formed steel designed to support hangers. Header shall be bolted to supporting struts.

F. Dust Covers: Removable, full length manufacturer’s standard gauge steel. Covers shall be made in sections for convenient access to hangers.

G. Fascia: Manufacturer’s standard gauge steel plates extending from top of header to sill of door above, or beam above if there is no door opening.

H. Toe Guard: Manufacturer’s standard gauge sheet steel.
I-H. Doors: Door panels shall be hollow metal flush door construction, 16-gauge furniture steel. Fill with fireproof, sound deadening material. Provide reinforcement by formed vertical sections running full height of door. Doors shall be provided with two removable, non-metallic gibs, located at the leading and trailing edge of the door panel. Finish shall be stainless steel No. 4 brushed. Cladding to extend completely around panel and overlap a minimum of 1-inch on the hoistway side. There shall be no visible exposed or protruding fasteners.

J-I. Floor Numbers: Elevator hoistways shall have a floor number not less than 4-inches in height, placed on the hoistway doors at intervals such that a person in a stalled elevator, upon opening the car door, can determine the floor position.

K-J. Sight Guards: Provide for each landing door panel, constructed of No. 16 -gauge furniture steel. Finish matching doors.

L-K. Hangers: Provide two-point suspension sheave type with provisions for vertical and lateral adjustments. Sheaves shall be minimum 2 1/4-inch in diameter with sealed ball or roller bearings.

M-L. Tracks: Cold drawn steel shaped and finished to permit free movement of sheaves. Bottom of track shall be in contact with upthrust roller.

N-M. Closers: Sash, spring or spirator type.

O-N. Interlocks: Electrical contacts shall prevent the operation of the elevator by normal operating devices unless hoistway doors are closed or within tolerances allowed by Code.

2.6 CAR EQUIPMENT

A. Loading Classification and Requirements: The elevator shall be designed for Class A loading following the design data and formulas identified in the Code, including, but not limited to, the car frame, platform and guides.

B. Car Frame: Welded or bolted steel channel construction.

C. Platform: Isolated type, steel frame with steel or wood sub floor, fireproof on underside.

D. Guide Shoes: Provide roller type guides to provide smooth and quiet ride free of rumbles, bumps, vibrations, and excessive sway. Guides shall consist of three or more spring mounted rollers per guide assembly to maintain rail contact and include adjustable stops to control to post wise float. Rollers shall be constructed of neoprene or other similar sound deadening material. Rollers shall have high memory characteristics, enabling the rollers to quickly regain their round shape after an elevator sits still overnight or for a moderate period of time.

E. Sill: Extruded nickel silver with a non-slip surface.

F. Toe Guard: Per Code.

G. Hangers and Tracks: Same as hoistway entrance doors hangers and tracks.
H. Door Protection:

1. Infrared Detector: Provide an infrared door edge that projects an infrared curtain of light guarding the door opening. Arrange to reopen doors if one beam of the curtain is penetrated. Unit shall have Transmitters and Receivers spaced at a minimum distance to provide the maximum amount of protection within the height of the doorway. Systems which have the availability to turn Off or On individual zones within the curtain will not be allowed.

2. Differential Door Timing Feature: Provide adjustable timers to vary the time that the doors remain open in response to a car or hall call. The doors shall remain open for one second in response to a car call and five to eight-seconds for a hall call. This time shall be reduced to 1/2-second if the proximity detector is interrupted. The doors shall remain open as long as passengers are crossing the threshold.

3. Nudging: When doors are prevented from closing for 20-seconds due to failure of the proximity device or obstruction, the doors shall close at reduced speed and a buzzer shall sound.

I. Door Operator: Provide a medium-speed, heavy-duty master electric power door operator to automatically open and close the car and hoistway doors. The operator shall utilize velocity and distance feedback speed control. The doors shall be capable of smooth and quiet operation without slam, shudder or shock.

1. Opening speed shall not be less than 2.0 f.p.s. with reversal in no more than 2 1/2-inches.

2. An auxiliary-closing device shall automatically close hoistway doors if car leaves the landing zone.

3. In case of power interruption, it shall be possible to manually operate car and hoistway doors from inside the cab, if the car is within the landing zone.

J. Car Door Contacts: Electrical contacts shall prevent the operation of the elevator by normal operating devices unless car doors are closed or within tolerances allowed by Code.

K. Door Restrictor: Provide door-restricting device to prohibit the opening of car doors by more than 4-inches when outside of the unlocking zone.

L. Car Top Service Guardrail: Provide a 3’- 6” high railing on the car top with intermediate rail, toe board and stationary posts per Code.

M. Car Enclosure: The equipment manufacturer or a vendor approved by the manufacturer shall fabricate the car enclosure. Provide the following features:

1. General: The enclosure shall be adequately reinforced and ventilated to meet Code requirements. Provide sound-deadening mastic to exterior.

2. Shell: Sides and back shall be manufacturer’s standard gauge sheet steel with baked enamel interior finish. Baked enamel color as selected by the Architect. Arrange shell to accept interior panels as specified.

3. Canopy: Provide 8’-0” (nominal) clear height under canopy. Reinforced manufacturer’s standard gauge furniture steel. Underside painted baked enamel reflective white. Arrange for hinged top emergency exit including lock and electrical contact as required by Code.

4. Suspended Ceiling and Lighting:
   a. Provide energy efficient, recessed, LED downlight type lighting fixtures that uniformly distribute the light at handrail height as required by Code.
b. Provide clear access to the emergency exit per Code requirements.

5. Floor Covering: Flooring by others; coordinate platform recess and verify floor thickness and weight prior to fabrication.

6. Front Return Panels and Entrance Columns: 14 gauge sheet stainless steel. Return panel shall be swing-type to allow access to car station wiring and fixtures. Provide cabinets for special operating features and flush mounted speaker for the hands-free telephone and intercom required by these specifications. Finish shall be No. 4 brushed.

7. Transom: Manufacturer’s standard gauge sheet stainless steel finish to match front return panels and entrance columns.

8. Car Door Panels: Same construction as hoistway door panel. Finish shall be stainless steel No. 4 brushed.

9. Interior Panels: Provide removable panels of Class A fire-rated construction with plastic laminate face and edges and balance sheet on reverse side. Plastic laminate pattern or color and finish as selected by the Architect. Provide panels arranged as detailed by the Architect. Provide mounting method that prevents rattling or vibration and allows removal from inside the elevator with an uncommon tool.

10. Handrail: Provide a 1 1/2-inch diameter, cylindrical, tubular stainless steel No. 4 brushed handrail at the rear of the car. Return ends to wall. Provide adequate mounting. Top of handrail to be 2'-8” above the finished floor.

11. Base: Provide a 4-inch high base. Finish shall be stainless steel No. 4 brushed.

12. Pads and Hooks: Provide pad hooks and pads. Pad hooks shall be conspicuous type (buttons) at front return panels and inconspicuous type (S) hooks at sides and rear walls. Mount pad hooks at sides and rear above suspended ceiling line. Pads shall cover all walls and front return panel.


N. Emergency Car Lighting and Alarm System: Unit shall provide emergency light in car upon failure or interruption of normal car lighting. Emergency lighting unit shall provide a minimum illumination of 0.2-foot-candle at 4-feet above car floor approximately 1-foot in front of car operating panel for not less than 4-hours. Battery shall be 6 volt minimum, sealed rechargeable lead acid or equal. Battery charger shall be capable of restoring battery to full charge within 16-hours after resumption of normal power. Provide an external means for testing battery, lamps, and alarm bell. When multiple units are provided in a car all units shall illuminate.

2.7 SIGNALS AND FIXTURES

A. Provide signal fixtures that meet the requirements of applicable codes and ADA. Provide project specific, dimensioned, drawings of the signal fixtures for approval by the Owner. Signal fixtures shall be of the vandal-resistant type as approved by the Architect.

B. Car Operating Station:

1. Provide car operating station integral with front return panel as indicated. Station shall have fully illuminating white LED pushbuttons numbered to conform to floors served. Buttons shall light to show registration and extinguish when car stops in response to a call. Buttons shall have a minimum dimension of 3/4-inch, be raised 1/8-inch plus or minus 1/32-inch above the surrounding surface, be of square shouldered design, and have a detectable mechanical motion. A minimum clear space of 3/8-inch or other suitable means of separation shall be provided.
2. Braille/Arabic designations shall be identified by a minimum of 5/8-inch Arabic numeral, standard alphabet character, or standard symbol immediately to the left of the control button. Braille shall be located immediately below the numeral, character or symbol. Controls and emergency equipment shall be identified by raised symbols, including but not limited to, door open, door close, alarm bell, emergency stop and telephone. The call button for the main entry floor shall be designated by a raised star at the left of the floor designations. Braille and Arabic designations shall be flush with inconspicuous mechanical mounting. The plaques shall have raised white colored numerals on a black background. Adhesive application is not acceptable.

3. Panel shall include an Alarm Bell, Door Open and Door Close buttons. Provide Door Hold control buttons in elevators as indicated. All operating controls shall be located no higher than 48-inches above the car floor, the keyed in car stop switch and alarm button shall be located no lower than 35-inches above finished floor height.

4. Provide in main car station a fire emergency service cabinet containing: Phase II emergency fire service switch, fire jewel, fireman's phone jack, fire operating instructions on the inside face of the cabinet door, Call Cancel button and Door Open and Door Close buttons. Cabinet door shall be flush with the faceplate with hairline joints. “Firefighters Operation” shall be engraved on visible face of door in red text no less than 7/16-inch. For visible to the public areas stick-on plaques are not acceptable.

5. Provide in the return panel an intercom grill and flush mounted speaker grill for the “Hands-free” telephone.

6. Provide a lockable service cabinet with concealed hinges. Provide in main panel where no auxiliary panel is provided. Cabinet door shall be flush with hairline joints. Door shall include a flush integral certificate frame for viewing the operating permit. The window shall be constructed of durable Plexiglas or similar material and be accessible from backside of locked door. Minimum window size to be 7-inch wide by 3-inch high and can be orientated vertically.

7. Service cabinet shall contain the following controls:
   a. In-car light switch.
   b. Two speed fan switch.
   c. Inspection (hoistway access enable) switch, conforming to the ANSI Code.
   d. Independent service switch.
   e. Emergency light test button.
   f. Duplex 120-volt, A.C. G.F.C.I convenience outlet.
   g. Under car light switch.

8. Key actuated switch cylinder locks shall be 5 pin having cores which can be removed with a special control key. Operator cams shall limit cam motion to 180-degree key rotation. Keys and key switches shall be as follows:
   a. Car Stop Switch: EX 512
   b. Car Light and Fan Switch: EX 513
   c. Car top Inspection Switch: EX514
   d. Car Operating Buttons: EX 516
   e. Car Service Panel: EX 517
   f. Fire Service Phase I and II and Cabinet: Code FEO – K1K; 7 pin style 137; Billing Code 6143521

9. Engrave the main car operating panels, above the Position Indicator, with the following:
   a. Elevator number over operating buttons. Minimum 1/2-inch high lettering.
   b. Elevator capacity. Minimum 1/4-inch high lettering.
C. Car Position Indicator: Provide segmented digital readout type with 2-inch high (minimum) LED display. Locate at top of car operating panel at a height no lower than 6’-6” above the finished floor. Indicator shall provide car position and direction of travel and include an adjustable electronic floor passing chime. As the car passes or stops at a floor served by the elevator, the corresponding designation shall illuminate, and an audible signal will sound. The audible signal shall be no less than 20-decibels with a frequency no higher than 1500.

D. Car Direction Lanterns: Provide LED illuminated Up and Down lanterns, without faceplates, shall be mounted in the car entrance return. Mount to be visible from the proximity of the hall station. Chimes for lantern shall sound twice for the down direction of travel. Finish matching the entrance columns.

E. Hall Buttons:
   1. Provide one riser of LED hall pushbuttons. Stations shall include flush mounted faceplate. Centerline of riser to be at 3’-6” above the finished floor.
      a. Buttons shall be raised 1/8-inch plus or minus 1/32-inch above the faceplate.
      b. Buttons shall illuminate white across the entire surface of the button.
      c. Provide Code required Phase I key switch and operational instructions engraved on the faceplate, at the main lobby.
      d. Faceplate sharp edges shall be beveled.
      e. Finish shall be stainless steel No. 4 brushed. Backfill for engraving shall be epoxy filled.
   2. Integral Signs shall be as follows:
      a. Provide Code-required pictograph Fire signs, integral with the faceplate, above the hall buttons, at all floors.
      b. Fire Signs. Minimum 1/2-inch high lettering with the following verbiage “In Case of Fire Elevators are Out of Service Use Exit”.
      c. Fire Operational Instructions. Minimum 1/8-inch high lettering.
   3. Provide spanner type security fasteners. Finish shall be stainless steel No. 4 brushed finish.
   4. No objects adjacent to, and below, the hall push button station shall project more than 4-inches from the wall.

F. Hoistway Access Switch: Provide without faceplate in entrance frame side jamb at top and bottom terminals where walk in pits are not provided.

2.8 COMMUNICATION SYSTEM

A. Telephone System: Provide automatic dial hands-free telephone station located in the car station. A button shall suitably identify activation of auto dialer for the visually impaired. Speaker shall be mounted without faceplate or visible fasteners and located either behind the control station or within the telephone box. Communication shall be capable of being heard from any location within the car enclosure.
   1. Provide a telephone symbol minimum 2-inch high, and raised plus or minus 1/32-inch with Braille indications adjacent to a separate activation button mounted on the control panel.
   2. Provide engraved emergency instructions above the activation button. Instructions shall read: “To use emergency telephone, press button below. Dialing will occur automatically.”
   3. Provide a visual indication, approximately 3/4-inch in diameter, or a jewel that illuminates once a call has been received by the master station. Instructions under the visual indicator or within the lighted jewel shall read: “Assistance is on the way.”
B. Provide wiring from car to telephone terminal box in elevator machine room.

C. Permanent means of communication between the elevator car and the machine room shall be provided.

D. Provide installation of Life safety speaker provided by others within the elevator cab. Provide wiring from car to Life safety junction box in machine room.

E. 

PART 3 - EXECUTION

3.1 COMPLIANCE

A. When the elevator work included in the Contract is fully complete, the Contractor shall notify the architect in writing ten (10) calendar days prior to the state inspection date that the elevator is ready for a final inspection and acceptance test. The Contractor shall co-ordinate with the local inspecting authority for safety inspection dates of the elevator equipment. The Contractor shall secure and pay for all permits and inspection fees required. The Owner, in conjunction with the local inspecting authority, shall inspect the installation. The Contractor shall perform all tests and demonstrate the proper operation of all parts and provisions of the equipment and shall prove to the satisfaction of the Owner that the elevator, as installed, complies with the requirements of this Contract and all applicable requirements of ASME A17.1 – 2004 and Title 8 Section 8.10 shall form a part of the final inspection. Duplication of areas of testing will not be required. Elevator Contractor shall demonstrate that the as specified performance as required in the section entitled “performance” is provided:

1. Follow Up Inspection: There shall be one owner inspection and one follow up re-inspection. The Contractor shall be responsible for all costs incurred by the Owner for the requirement of more than one re-inspection that may be required as a result of not being 100% complete with all deficiency related items. The cost of such additional re-inspections shall be inclusive of the consultant’s time and travel expenses. The year contract included monthly maintenance shall commence upon the formal completion of each elevator deficiency item listed by both the State and the Owner. The contractor shall provide at their cost monthly maintenance and testing between the time of substantial completion when the elevator is accepted by the State and when every contract deficiency is completed. At that point in time the contract included 12 month maintenance as described in Section 4.1.13 entitled "Warranty I Warranty Maintenance" as described above shall commence.

2. Testing Materials and Instruments: Furnish all test instruments and material required for final inspection. Include standard 50 lb test weights, an insulation “Megger” 600 volt, DC and AC current voltmeters and ammeters, Celsius calibrated thermometers, light meter, plumb bobs, machinist level, stop watch, door pressure gauge, digital and analog tachometers.

3. Data and Test Records not to be submitted: Shop test and certified test sheets for elevator motors are not required. The heating, insulation resistance and other characteristics of the motors shall be determined under actual field measurement conditions after installation with a capacity load in the car.

4. Test Data Form: After the installation work is completed, and prior to the initial inspection for acceptance, submit a test data form certifying that the unit is complete and is ready for inspection and testing by the Owner’s representative.
5. The test data form shall be completed and signed by the person responsible for the performance of the work.

6. Include a check list for all specified performance parameters including: Door open and close times; Car Start to stop time, Car call dwell time, Hall call dwell time, Performance time (3/4 door open), Starting current, Running current, Slowdown and final limit switch settings and all settings of other adjustable devices.

7. List all safety devices and their settings, and state whether they have been checked and adjusted.

B. Clean Up: Prior to the Acceptance Tests, ensure that the job is complete, including the following work:

1. After total completion of the elevator remove all construction debris and surplus materials from the machine room, hoistway and pit. Blow dirt and dust out controller and wipe dirt and dust off all machine room and hoistway equipment. Then clean and vacuum all construction dust and dirt from the hoistway, machine room and pit and paint machine room and pit floors.

2. Provide maintenance parts cabinet in the machine room Grainger Model Number 1W814, or equal.

3. Provide OSHA approved waste can in machine room Grainger Number Model 2W560, or equal.

4. Ensure that all controller wiring is neat and that all spare wires are connected to spare terminals.

5. Final Inspection: In addition to any other tests performed make the following tests at the time of the Owner’s inspection if not performed by the State Elevator Inspector:
   a. Speed Load Test: Determine the actual speed of the car in both directions of travel, with the rated load and with no load in the car. Make speed tests before the rated load test run and also after the rated load test run. The actual measured speed of elevator with rated load in the “Up” direction shall be contract speed. The maximum difference in actual measured speeds obtained under the various loading conditions outlined shall not exceed 5% of the total difference between the “Up” and the “Down” speeds. Verify floor-to-floor and cycle time in “Up” and “Down” directions as required in the specifications.

   b. Car Leveling Test: Test car leveling devices for accuracy of landing at all floors with no load in car, symmetrical load in car and with the rated load in car, in both directions of travel. Determine accuracy of floor landing both before and after the rated full load test. The leveling accuracy of the car and landing sill shall not exceed 1/4”.

   c. Temperature Rise Tests: Motor and transformers shall be tested to demonstrate that the temperature rise under normal operating conditions encountered in the building will not exceed a 50 degrees C. above ambient when measured with a thermometer or pyrometer. Tests shall commence with elevator having been turned off for a minimum time period of four (4) hours. This time period is required in order to realize ambient temperature of the equipment to be tested. Tests shall be performed with full capacity load in the car. These full load tests shall be made until constant temperatures are reached on all such pieces of equipment. In making these tests, the car shall stop at each landing in each direction of travel for a time period of not less than 5 nor more than 10 seconds. Other test conditions shall be conducted as specified in the latest procedure of the Institute of Electrical and Electronic Engineers (IEEE std 113-2000). During the heat test the machine ambient room temperature shall remain under 35 degrees C (95 degrees F).
3.2 TEMPORARY USE AND PROTECTION

A. At time of Substantial Completion of elevator work (or portion thereof), provide suitable protective coverings, barriers, devices, signs or such other methods or procedures to protect elevator work from damage or deterioration. Maintain protective measures throughout the remainder of the construction period. Install safety enclosures, signs and devices to prevent accidental injury or damage to the equipment. At completion of temporary use, restore elevator work to original condition, without damage or deterioration.

B. Provide hourly rate quotations for both straight and overtime for an elevator mechanic to operate an elevator during the construction period for “Work by Others” and other freight or passenger movement.

C. Elevators shall not be used for construction purposes, prior to turning over to the Owner, except with written authorization from Owner. If Owner authorizes temporary use of elevator, the following conditions shall apply:

1. Elevator Contractor shall provide a “Temporary Acceptance Form” for user to sign
2. Neither the new installation period nor the warranty period shall start without Owner’s written approval
3. The Elevator Contractor shall provide all temporary enclosures, guards or other protection of hoistway openings, signal devices, car lights, elevator entrances, fixtures, and any other equipment installed
4. The Elevator Contractor shall return elevator in the condition that existed when Owner approved the “temporary use”
5. User shall pay Elevator Contractor for all repairs, clean-up and re-adjustment required
6. User shall allow Elevator Contractor to perform routine maintenance and repairs

D. When the elevator is completed, Owner shall have the prerogative of accepting and using the elevator, shutting down the elevators or accepting the elevator under an “Interim Service Agreement” described below

1. Owner shall have the prerogative of continuing the “Interim Service Agreement”
2. Warranty period and new installation service shall start at the termination of “Interim Service Period” and commence after correction of all deficiency items.

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This GENERAL SERVICES AGREEMENT ("Agreement") is made and entered into effective ______________, 20___ (the "Effective Date"), by and between the Oakland Unified School District ("District") and ________________________ ("Contractor").

1. **Contractor Services.** Contractor agrees to provide the following services to District (collectively, the "Services"): [ ]

2. **Contractor Qualifications.** Contractor represents and warrants to District that Contractor, and all of Contractor’s employees, agents or volunteers (the "Contractor Parties"), have in effect and shall maintain in full force throughout the Term of this Agreement all licenses, credentials, permits and any other qualifications required by law to perform the Services and to fully and faithfully satisfy all of the terms set forth in this Agreement. Contractor and any Contractor Parties performing services shall be competent to perform those services.

3. **Term.** This Agreement shall begin on ______________, 20__, and shall terminate upon completion of the Services, but no later than ______________ ("Term"), except as otherwise stated in Paragraph 4 below. There shall be no extension of the Term of this Agreement without the express written consent of all parties. Written notice by the District Superintendent or designee shall be sufficient to stop further performance of the Services by Contractor or the Contractor Parties. In the event of early termination, Contractor shall be paid for satisfactory Services performed to the date of termination. Upon payment by District, District shall be under no further obligation to Contractor, monetarily or otherwise, and District may proceed with the work in any manner District deems proper.

4. **Termination.** Either party may terminate this Agreement at any time by giving thirty (30) days advance written notice to the other party, however the parties may agree in writing to a shorter notice period. Notwithstanding the foregoing, District may terminate this Agreement at any time by giving written notice to Contractor if Contractor materially breaches any of the terms of this Agreement, any act or omission of Contractor or the Contractor Parties exposes District to potential liability or may cause an increase in District’s insurance premiums, Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed because of Contractor’s insolvency. Such termination shall be effective immediately upon Contractor’s receipt of the notice.

5. **Payment of Fees for Services.** District agrees to pay Contractor fees at the rate of $_______ per ______ for Services satisfactorily performed. [require attachment of a schedule of all applicable hourly fees, if necessary]. Contractor shall not increase the rate over the course of this Agreement. Total fees paid by District to Contractor for Services under the Agreement shall not exceed $_________ (the “Fee”). Contractor shall perform all Services required by the Agreement even if the Fee has already been paid and no more payments will be forthcoming. District agrees to pay the Fee, up to the maximum amount provided herein, within sixty (60) days of receipt of a detailed invoice.
from Contractor, including any additional supporting documentation District reasonably requests.

6. **Indemnity.** Contractor shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Trustees, members of the Board of Trustees (collectively, the “District Parties”), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the “Claims”) directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of Contractor, the Contractor Parties or their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees in the performance of or failure to perform Contractor’s obligations under this Agreement, including, but not limited to Contractor’s or the Contractor Parties’ use of the site, Contractor’s or the Contractor Parties’ performance of the Services, Contractor’s or the Contractor Parties’ breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the District or the District Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.

7. **Equipment and Materials.** Contractor at its sole cost and expense shall provide and furnish all tools, labor, materials, equipment, transportation services and any other items (collectively, “Equipment”) which are required or necessary to perform the Services in a manner which is consistent with generally accepted standards of the profession for similar services. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Contractor or the Contractor Parties, even if such Equipment is furnished, rented or loaned to Contractor or the Contractor Parties by District. Furthermore, District may reject any Equipment or workmanship that does not conform to the requirements of this Agreement and Contractor must then promptly remedy or replace it at no additional cost to District and subject to District’s reasonable satisfaction.

8. **Insurance.** Without in any way limiting Contractor’s liability, or indemnification obligations set forth in Paragraph 6 above, Contractor shall secure and maintain throughout the Term of this Agreement the following insurance: (i) comprehensive general liability insurance with limits of not less than $1,000,000 each occurrence and $2,000,000 in the aggregate; (ii) commercial automobile liability insurance with limits not less than $1,000,000 each occurrence and $2,000,000 in the aggregate, if applicable; and (iii) worker’s compensation insurance as required by Labor Code section 3200, et seq., if applicable. Neither Contractor nor any of the Contractor Parties shall commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverages have been delivered to and approved by District. All insurance policies shall include an endorsement stating that District and District Parties are named additional insureds. All of the policies shall be amended to provide that the insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days’ prior written notice has been given to District. If such a notice is not given or even if District receives a notice, District may, at its sole option, terminate this Agreement. All insurance policies shall include an endorsement stating that it is primary to any insurance or self-insurance maintained by District and shall waive all rights of subrogation against District and/or the District Parties. A copy of the declarations page of Contractor’s insurance policies shall be attached to this Agreement as proof of insurance.

9. **Independent Contractor Status.** Contractor is engaged in an independently established trade,
occupation, or business to provide the Services required by this Agreement and is hereby retained to provide specialized services for District that are outside the usual course of District’s business. Contractor is free from the control and direction of District in connection with the manner in which it provides the Services to District. Contractor understands and agrees that Contractor and the Contractor Parties shall not be considered officers, employees, agents, partners, or joint venturers of District, and are not entitled to benefits of any kind or nature normally provided to employees of District and/or to which District’s employees are normally entitled.

10. **Taxes.** All payments made by District to Contractor pursuant to this Agreement shall be reported to the applicable federal and state taxing authorities as required. District will not withhold any money from fees payable to Contractor, including FICA (social security), state or federal unemployment insurance contributions, or state or federal income tax or disability insurance. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor and the Contractor Parties and otherwise in connection with this Agreement.

11. **Fingerprinting/Criminal Background Investigation Certification.** Contractor and the Contractor Parties shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code (“Education Code”) section 45125.1, and shall complete the Fingerprinting Notice and Acknowledgement Form and Student Contract Form.

12. **Tuberculosis Certification.** Contractor and the Contractor Parties shall at all times comply with the tuberculosis (“TB”) certification requirements of Education Code section 49406. Accordingly, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:

A. Contractor and Contractor Parties shall **only have limited or no contact** (as determined by District) with District students at all times during the Term of this Agreement.

B. The following Contractor and Contractor Parties shall have **more than limited contact** (as determined by District) with District students during the Term of this Agreement and, at no cost to District, have received a TB test in full compliance with the requirements of Education Code section 49406:

________________________________________________________________________

________________________________________________________________________. [Attach and sign additional pages, as needed.]

Contractor shall maintain on file the certificates showing that the Contractor and Contractor Parties were examined and found free from active TB. These forms shall be regularly maintained and updated by Contractor and shall be available to District upon request or audit.

Contractor further agrees and acknowledges that all new personnel hired after the Effective Date of this Agreement by Contractor and Contractor Parties are subject to the TB certification requirements and shall be prohibited from having any contact with District students until the TB certification requirements have been satisfied and District determines whether any contact is permissible.
13. **Confidential Information.** Contractor shall maintain the confidentiality of, and protect from unauthorized disclosure, any and all individual student information received from the District, including but not limited to student names and other identifying information. Contractor shall not use such student information for any purpose other than carrying out the obligations under this Agreement. Upon termination of this Agreement, Contractor shall turn over to District all educational records related to the services provided to any District student pursuant to this Agreement.

14. **Assignment/Successors and Assigns.** Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of District. Subject to the foregoing, this Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.

15. **Severability.** If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

16. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties and approved by the governing board.

17. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Alameda, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

18. **Written Notice.** Written notice shall be deemed to have been duly served if delivered in person to Contractor at the address located next to the party signatures below, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who sends the notice.

19. **Compliance with Law.** Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including but not limited to fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this Agreement and that failure to do so shall constitute material breach.

20. **Non-Discrimination.** There shall be no unlawful discrimination in the contracting of persons under this Agreement because of race, color, national origin, age, ancestry, religion, sex, or sexual orientation of such persons.

21. **Attorneys’ Fees.** If any legal action is taken to interpret or enforce the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys’ fees and other reasonable costs.
and expenses incurred in connection with that legal action.

22. **Liability of District.** Notwithstanding anything stated herein to the contrary, District shall not be liable for any special, consequential, indirect or incidental damages, including but not limited to lost profits in connection with this Agreement.

23. **Time.** Time is of the essence to this Agreement.

24. **Waiver.** No delay or omission by District in exercising any right under this Agreement shall operate as a waiver of that or any other right and no single or partial exercise of any right shall preclude the District from any or further exercise of any right or remedy.

25. **Entire Agreement.** This Agreement is intended by the parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.

26. **Ambiguity.** The parties to this Agreement, and each of them, hereby represent that the language contained herein is to be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all parties shall be treated as equally responsible for such ambiguity.

27. **Execution of Other Documents.** The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

28. **Execution in Counterparts.** This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.

29. **Warranty of Authority.** The persons who have signed this Agreement warrant that they are legally authorized to do so on behalf of the respective parties, and by their signatures to bind the respective parties to this Agreement.

30. **Local Business.** Contractor shall comply with the requirements of the District’s Local, Small Local, and Small Local Resident Business Enterprise Program, which may require a 50% minimum local participation requirement in the performance of this Agreement. A copy of this program may be obtained at www.ousd.k12.ca.us, under the Facilities Planning & Management Department drop down menu, at “Bids and Requests for Proposals.”

31. **Forms.** The following forms, attached to the proposal, are incorporated into the contract:
   - Roof project certification (if required; see Public Contract Code §3006).
   - Fingerprinting Notice and Acknowledgement.
   - Iran Contracting Act Certification.
   - Workers’ Compensation Certification.
   - Drug-Free Workplace Certification.
• Buy American Certification.
• Local Business Participation Form.

Within ten (10) days after award and before commencement of the services, the signed agreement, insurance documentation, and Student Contract Form (see Exhibit B to the Fingerprinting Notice and Acknowledgement) shall be submitted to the District.

32. **Mediation.** A party to this Agreement shall, as a condition precedent to initiating any litigation against the other party, demand mediation of any dispute. The parties shall endeavor to include any third party claimant in the mediation. The parties shall select a mediator and schedule the mediation within thirty (30) days of the initial demand for mediation. If the parties cannot agree on a mediator, the mediator shall be appointed by JAMS. The parties to the mediation, including the parties to this Agreement, shall pay equal shares of the mediator’s fees. Each party shall bear its own attorney’s fees related to the mediation.

* * * * * * * * * * * * * * * * * * * *

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below:

**DISTRICT:**

OAKLAND UNIFIED SCHOOL DISTRICT

Aimee Eng, President, Board of Education  Date

Kyla Johnson-Trammell, Superintendent & Secretary, Board of Education  Date

**CONTRACTOR:**

__________________________________________

Name: ________________________________

Title: ________________________________
Name: Tadashi Nakadegawa
Acting Deputy Chief, Facilities Planning & Management

Approved As To Form:

OUSD Facilities Legal Counsel

Date