

ATTACHMENT 7 – SCOPE OF WORK

Also Appendix A-1 of Standard Agreement

Contractor shall maintain the elevator equipment located at 939 Main Street, El Centro, Ca 92243 and wheelchair lift located at 220 Main St., Brawley, Ca 92227. Contractor shall provide all labor, materials, supplies, services and equipment necessary to do the work as described in this attachment.

Staffing

1. The contractor and elevator mechanics shall be licensed as required by the State of California.
2. The contractor shall use only Journeyman Elevator Mechanics, trained in maintaining the makes and models of the elevators to be maintained, supervised and directly employed by the contractor and shall use reasonable care to see that the equipment is maintained as set forth herein.
3. Staff shall possess proper identification to identify themselves as a contractor employee.
4. Staff shall contact Court contact, upon entering Court building and prior to commencing work.
5. Staff shall follow each Court building conduct, security, and health policy/procedures.

Duties

Contractor shall:

1. Use a well-stocked service truck for all service calls.
2. Perform all required safety and pressure tests, per the requirements of the State of California and following all city, state and federal regulations as required by law including but not limited to the monthly, yearly and 5-year tests.
3. Ride car, observing operation of doors, gates, signals, starting, stopping and unusual noises.
4. Check condition of car top and pit. Clean as necessary.
5. Inspect all equipment in machine room. Clean, lubricate and adjust as required.
6. Clean brushes and holders, commutators and undercutting as required.
7. Check controller and selector contacts and leads. Clean, adjust or replace as required.
8. Inspect rails and adjust lubrication as needed.
9. Clean and lubricate as required.
10. Adjust, replace or repair all components.
11. The contractor shall examine, adjust, lubricate and, if conditions warrant, unless specifically excluded under the exclusions paragraph, report, repair, or replace the:
 - a. Machine: including worm, gear, thrust bearings, drive sheave, sheave shaft bearings, brake coil, brake linings and components.
 - b. Pump Unit: including pump, V-belts, strainers, silencers, springs and gaskets.
 - c. Motor: including motor windings, bearings, rotating element, commutators, brushes and brush holders, contacts, relays, resistors, packing.
 - d. Motor Generator: including windings, bearings, rotating element, commutators, brushes and brush holders.
 - e. Jack Unit: including plunger, guide bearing, packing and packing gland.
 - f. Controller: including relays, resistors, contacts, coils, leads, transformers, fuses timing devices and solid state components.

- g. Valves: including relief valve, pilot, lowering, leveling and checking valves or any of the parts thereof.
- h. Dispatching Equipment: including relays, resistors, contacts, coils, leads, fuses, transformers, timing devices, solid state components and car and operation stations.
- i. Selector: including electrical or mechanical drive components, cams, contacts, relays, resistors, leads, transformers and solid state components.
- j. Governor: including sheave, bearings, shafts contacts and governor jaws.
- k. Car: including power door operator, door protective devices, car fan, car door hangers, car door contact, load weighing equipment, car safety devices, car guide shoes and car sub flooring.
- l. Hoistway: including deflector sheave, secondary sheaves, buffers, governor tension assemblies, guide rails, limit switches, compensating sheave assemblies, compensating chain or cables, traveling cables, hoistway and machine room wiring, hoistway door interlocks, hoistway door hangers and gibs and auxiliary closer.
- m. Accessory Equipment: including all accessory elevator equipment installed prior to commencement of this contract unless excepted in the exclusions paragraph.
- n. Fixtures: car and hall button stations, master indicator control panels, all signal fixtures including contacts, buttons, key switches and locks, lamps and sockets.
- o. Furnish lubricants: compounded to specifications and selected to give the best performance.
- p. Furnish and maintain: hydraulic fluid at proper operating level.
- q. Wire ropes: Shall be renewed as often as necessary to maintain an adequate factor of safety and equalize the tension on all hoisting ropes.

Frequency and Hours of Work

- 1. Contractor shall provide a minimum of nine (9) maintenance visits per year and three (3) compliance visits per year. Normal preventive maintenance will reduce emergency calls.
- 2. Contractor shall provide 24 hr. day/7 day week emergency services at no additional charge except overtime premium paid to workers outside M-F/8-5 hours, not marked up, which may be billed to the Court if such service is authorized in advance.
- 3. Contractor shall respond within four (4) hours to calls for emergency service when any elevator is not operating or operating improperly.
- 4. Quarterly service includes: service non-reversing device, clean inside of handrail, clean guide as required, check handrail speed sensor, check brake operation and adjust if required, check motor couplings and grommets, check missing step detector and comb impact-trip force.
- 5. Semi-annual service includes: lubricate upper station main bearings (4), lubricate handrail (drive) sheave bearings (if applicable), lubricate lower station bearings (2).
- 6. Annual maintenance service includes: adjust novatex boards, replace if required, check operation of broken step, out of level, and step upthrust switches, change ring gear oil, clean lower end pans up through 30 degree area, clean pans and tracks of upper and lower truss, lubricate drive motor (maximum 5 pumps), change gear box oil, clean breather.
- 7. Maintenance will be provided as required, regardless if the maintenance is scheduled at a less frequent interval.

Records

1. Contractor shall maintain in the elevator machine room, all elevator maintenance records in accordance with all governmental requirements.
2. Contractor shall take own measurements and takeoffs and shall be responsible for same.
3. Plans and documents shall be updated with any changes made and shall remain in possession and ownership by the Court. Documentation shall include all programming changes and modifications to protect the reliability of the documentation.
4. Each month, once inspection is completed, Contractor will provide, while still on-site, a signed report of inspection.
5. Any wiring changes shall be to point of origination and not spliced. Wiring diagrams shall be maintained in accordance with the requirements of ASME A17.1, 2004, Item 8.6.1.6.3
6. Contractor shall maintain all equipment in safe condition at all times. Contractor shall recommend any changes necessary to maintain this state.
7. If Contractor is requested to provide a proposal, all proposals shall include phone programming where applicable, and 24-hour phone monitoring as required by federal, state and local regulations. The proposed price shall include any monitoring charges.

Additional provisions:

1. The Court reserves the right to obtain parts and/or service from another contractor able to provide immediately on any elevator which Contractor cannot return to service immediately for lack of appropriate equipment or parts. The Court may charge back other contractor's regular and ordinary charge to Contractor. Time is of the essence for performance.
2. In addition to all of the above specifications, any and all items in the manufacturer's literature concerning preventative maintenance and any other pertinent procedures must be performed according to the manufacturer's specifications and timelines.
3. Any corrections found to be necessary within twenty (20) days of the termination of agreement or any extension thereof shall be the responsibility of the contractor.

Compensation

If the court is responsible for paying for a service that is specifically excluded in this agreement, Court will pay vendor the special billing rate outlined in the cost proposal. If the technician makes multiple stops, the Court will pay the travel time to the Court only.

All overtime or premium pay necessary to complete the work shall be approved in advance. Work outside of the maintenance agreement shall be supported with a price proposal. Contractor may bill the Court for the additional cost of overtime or premium without markup for work on change orders or necessitated by change orders if authorized.

Hazardous materials: In the event hazardous materials are encountered, contractor shall notify the Court and the Court will be responsible for abatement.

Exclusions

1. Labor and parts are excluded if work is caused by Court's negligence, Court's misuse, vandalism, power surges, Acts of God, changes in design and construction mandated by changes in law, code or obsolescence of equipment.

2. If work is excluded, contractor may charge a trip charge, an hourly rate for work performed on site, and for the cost of materials or parts.
3. The following items are not included in this contract: maintaining, refinishing, repairing or replacements of any components of the elevator cab, its floor, floor covering, sills, handrails, and ceiling, etc.; hydraulic cylinders, casings and concealed hydraulic piping; replacement of any light bulbs, fluorescent tubes and associated fixtures used for cab illumination; main line power switches, breakers and feeders to control equipment. Contractor will not be responsible for the maintenance or functioning of smoke and/or heat detectors/sensors.
4. If an item is excluded, Court shall have the right to purchase corrections through other procurements.

Public Works

This project constitutes a “Public Works” contract as defined under the Labor Code of California - Department of Industrial Relations, Sub-Section 1720(a) & 1771. Consequently, workers employed on this project must be paid the general rate of per-diem wages for each craft, classification, and of type of worker needed to execute this project agreement.

Contractor shall be responsible in obtaining up-to-date prevailing wage labor code schedule; and may be required to submit “Prevailing Wage Certified Payroll” at the completion of the project upon request by the Court.