

xxx-18 Elevator Maintenance, Testing, Repair, and Renovations
Appendix A - Inventory Listing

DOOR EQUIPMENT

1. Six (6) of each type door hanger roller.
2. Six (6) of each type pickup roller.
3. Two (2) of each type interlock hook arm assemblies.
4. Two (2) of each type interlock contact assemblies, both contact fingers and shorting blocks.
5. One (1) each type complete interlock assembly.
6. One (1) each type door clutch assembly.
7. One (1) each type pick-up assembly complete with linkage to hook arm.
8. Three (3) each type spirator closer.
9. One (1) each type spring closer.
10. Two (2) of each complete safety edge assemblies including pivot arms, safety shoes, linkage, switches, etc.
11. Two (2) of each type photo eye units and two electronic safety edge infrared curtain units.
12. Six (6) each type door gibs.
13. *One (1) replacement each GAL, MAC, Dover, Otis, Peele, Security, etc. door operator motor.
14. Replacement relating cable.

CONTROLLER

1. Two (2) of each type controller relay and timer or suitable replacement. Relays, where possible, are to be similar to original manufacturer's equipment. For older components no longer manufactured, suitable substitute parts must be provided. One re-build-able relays, maintain two (2) of each type coils, contacts, carbons, coppers, armatures, leads or shunts, etc.
2. One (1) set of each type motor starter heater overloads.
3. One (1) of each type resistor, capacitor, rectifier, timers.
4. One (1) set of each type selector contacts, guides, tracks, cams, switches, springs, etc.
5. Two dozen fuses of each required size.
6. *One (1) each replacement transformer.
7. *One (1) each circuit board for each type of circuit board in service.

ROTATING ELEMENTS

1. Three (3) sets motor armature brushes for each type of motor. Brush type to be in accordance with original manufacturer's recommendations.
2. Six (6) sets generator commutator brushes for each type of each motor generator. Brush type to be in accordance with original manufacturer's recommendations.

MISC.

1. One (1) set of four guide shoe rollers or liners for each type elevator.
2. One (1) of each type hoistway limit or leveling switch or sensor.
3. Two (2) sets of each type car gate guides for slide up or collapsing gates.
4. Two (2) each type elevator emergency light battery.
5. Two (2) cartop ventilation fans.

HYDRAULIC UNITS

1. One (1) gasket/seal re-build kit for each type control valve.
2. One (1) replacement solenoid coil of each type.
3. One (1) of each type and size packing seal for hydraulic jacks.
4. 110 gallons of hydraulic oil formulated for hydraulic elevator use.

*These parts may be outside local area but within Company offices elsewhere in Florida and available on site within eight (8) hours.

INSTRUMENTS

- * 1. Digital Data logger – accumulates accurate AC or DC voltage, current or temperature data with respect to time and is used for controller or job condition troubleshooting and/or the analysis of problems concerning line voltage.
- * 2. UVEPROM/EEPROM Multi-programmer – provides method to make archival copies, program modification and option activator on microprocessor elevator.
- * 3. Integrated circuit tester – tests all types of integrated circuits and solid-state devices on printed circuit boards.
- * 4. Tracker – test capacitors and integrated circuits, solid-state components.
- * 5. DC & AC Amp Probe – used to check current draw on motors, generators and transformer.
- * 6. AC & DC motor and generator analyzer – checks motor or generator for short, open and insulation breakdown.
- * 7. Oscilloscope – necessary to adjust traction elevator motor control.
- * 8. Traffic Analyzer - collects data on hall and car call activity and general elevator operation.
- 9. Center Reading Meter
- 10. Tachometer – digital or analog
- 11. VOM meter
- *12. Dial indicators and magnetic bases
- *13. Dynamometer and Cable Grip for 3/8, 1/2, 5/8, 7/16 inch rope diameters.

*** TOOLS**

- 1.1. Rotary Hammer
- 2. 3/8" and 1/2 " variable speed reversing drill motors
- 3. 4" and 8" power grinder
- 4. Hilti chipping hammer
- 5. 110 volt and 250 volt welders
- 6. Gas welding and cutting torches
- 7. Martindale undercutting tool
- 8. Martindale commutator grinding tool
- 9. Oil pumps
- 10. Oil filter and pump
- 11. Rigid power vice, reamer, oiler, dies and cutter
- 12. Rigid (or similar) portable band saw
- 13. 18", 24" 36" 48" pipe wrenches
- 14. 1/2" electric impact wrench
- 15. Hydraulic cable cutter
- 16. Butane or propane torches
- 17. 6' and 10' stepladders
- 18. Bearing pullers, large and small
- 19. Split plate puller
- 20. Wet/dry vac
- 21. Safety harness
- 22. Hard hats
- 23. Industrial size first aid kit, OSHA approved
- 24. Hand truck & dolly
- 25. Heat gun
- 26. Oil pressure gauge
- 27. Sawzall
- 28. 4 ton beam clamp and trolley

- 29. 1 ½ ton cable hoist
 - 30. 6' and 10' nylon straps
 - 31. 3 ton chain hoist
 - 32. Rope stands
 - 33. "A" frames
 - 34. Packing pullers
 - 35. Jack wrenches
 - 36. 15,000 pounds of portable test weights
 - 37. Stop watch
 - 38. Door torque gauge, 15 to 35 pound Rope tension gauge
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XXX-18 ELEVATOR MAINTENANCE, TESTING, REPAIR, AND RENOVATIONS
APPENDIX A - TECHNICAL SPECIFICATIONS

1. SCOPE

JEA owns approximately 710 buildings primarily in Duval County, with some additional sites in Clay, Nassau, and St Johns Counties. Approximately ten (10) of these buildings house elevators for a total of thirty-one (31). This includes eighteen (18) passenger elevators (including traction and hydraulic). The purpose of this solicitation is to establish pricing for repair, maintenance and testing of these elevators as well as Capital Upgrades, when needed. The work to be performed by the Company includes all labor, supervision, materials, tools and equipment as necessary for performing the work. The term of this contract is five (5) years.

2. SCHEDULED SERVICES

2.1 MONTHLY INSPECTION AND PREVENTATIVE MAINTENANCE (PM)

- 2.1.1 All elevators provided with firefighters' emergency operation shall be subjected to Phase I recall by use of the key switch, and a minimum of one (1) floor operation on Phase II. Deficiencies shall be corrected. A record of findings shall be available to elevator personnel and the authority having jurisdiction. Such tests shall be conducted such that they do not interfere with the normal operation of the building. A written inspection test log shall be kept in each elevator machinery room.
- 2.1.2 Elevator Emergency Telephones must be maintained and tested. A written inspection test log shall be kept in each elevator machinery room.
- 2.1.3 Phone must be tested for these functions:
- Dialing function
 - Proper outgoing message identifying the elevator and building location
 - Volume and sound quality of the phone speaker
 - Quality of connection on both ends
 - Indicator light operation – flashes when connection is made
 - Ensure that hitting button a second time will not hang up the phone
- 2.1.4 The Company shall systematically examine, clean, lubricate, and adjust the equipment, as conditions warrant in accordance with the manufacturer's specifications, repair or replace all portions of the equipment included under this agreement including, but not limited to, the following:
- Governors, governor sheave and shaft assemblies, bearings, contacts and governor jaws and car and counterweight safeties.
 - Deflector or secondary sheaves, including bearings, car and counterweight buffers, car and counterweight guide, top and bottom limit switches, governor tension sheave assembly, compensating sheave assembly, and counterweight guide shoes, including rollers or gibs, inductors, cams and tapes.
 - Elevator machines, including worm gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, linings, components and parts of the machine and brake.
 - Pumps, pump motors, operating valves, valve motors, motor windings, leveling valves, plunger, plunger packing, exposed piping and hydraulic fluid tanks. Cylinders and plungers shall be included only when the original or subsequent installation included a sealed PVC liner.

XXX-18 ELEVATOR MAINTENANCE, TESTING, REPAIR, AND RENOVATIONS
APPENDIX A - TECHNICAL SPECIFICATIONS

- Controllers, leveling devices and cams, selectors, and dispatching equipment, including all relays, magnet frames, solid state components, resistors, condensers, transformers, contacts, leads, dashpots, timing devices, computer and micro computer devices, steel selector tape (or cable), and mechanical and electrical driving equipment, resistance for operating and motor circuits, operating circuit rectifiers, and all other components and parts.
 - Alarm bells, emergency stop switches, emergency car lights and batteries.
 - Hoist motors, motor generator, solid state motor drives, including motor winding, rotating elements, commutators, brushes, brush holders, and bearings, and all other components and parts.
 - Hoistway entrance door still areas beyond the entrance frame opening.
 - Silicon control rectifiers, reactors, filters, mufflers and muffler components, heat sinks, amp traps, transducers and all control components.
 - Car and corridor operating stations, car fan, car and corridor signals, and fixtures, including lights, dials or readout indicators.
 - Automatic power operated door operators, door drive chains, sheaves, belts, car door hangers, car door contacts, door protective devices, door sills, load weighing equipment, car frames, car ventilation system platform, car slings, car safety mechanisms, platforms, wood platform sub-flooring, elevator car guide shoes and rails, and elevator car gibs or roller guides.
- 2.1.5 When conditions warrant, the Company will repair or replace all portions of the equipment included under this agreement with the following exclusions:
- Mainline and auxiliary disconnect switches, fuses and feeders to control panels.
 - Lamps for car and machine room illumination.
 - Car enclosure, car interior finish, car lighting, car finish floor material, and telephone equipment; hoistway enclosure; hoistway entrance frames, doors and sills and signal fixture faceplates.
 - Hydraulic cylinders and buried piping; escalator balustrades, lighting and wedge guards.
 - Repairs required because of negligence or misuse of the Equipment by anyone other than the Company, its employees, subcontractors, or agents.
- 2.1.6 Clean down hoistway, pit and inspect equipment.
- 2.1.7 Inspect working parts of all governors for free operation. Clean and lubricate as necessary. Check contacts, shaft, bushings and rubbing surfaces for cleanliness and wear. Check all Emergency lighting batteries.
- 2.1.8 Inspect all door operating equipment including motor brushes, commutator, belts or chains contacts, drive vanes and blocks. Perform electrical test of door interlock circuits. Examine door locks and door closer equipment. **Clean door channels.** Clean, lubricate, adjust or replace as necessary.
- 2.1.9 Check retiring cam operation and make necessary adjustments or connections
- 2.1.10 Examine traveling cables for wear and position
- 2.1.11 Examine all wire ropes and fastenings, check and adjust rope tension

XXX-18 ELEVATOR MAINTENANCE, TESTING, REPAIR, AND RENOVATIONS
APPENDIX A - TECHNICAL SPECIFICATIONS

- 2.1.12 Examine counterweight and compensator ropes. Check and adjust compensator switch, clean compensator. Examine elevator and counterweight guide shoe and fastening. Replace door gibs.
- 2.1.13 Inspect door monitoring equipment and door safety devices. Clean, lubricate, adjust or repair as necessary
- 2.1.14 Touch-up paint as needed for rails, elevator tops, overhead sheaves, beams, brackets, motors and generators
- 2.1.15 Lubricate selector drive screws and guides and clean contacts if necessary
- 2.1.16 Clean and lubricate automatic slow down and stopping switches on top of elevator.
- 2.1.17 Clean elevator position indicators, adjust if necessary. Remove elevator cover, blow out, clean or lubricate switches and buttons
- 2.1.18 Inspect, clean and lubricate elevator guides (unless roller guides are used). Check bearings for wear and proper operation. Replace rollers where necessary. Lubricate sliding guide shoes. Examine machine gear teeth for cutting or noise.
- 2.1.19 Check elevator fan motors for proper operation
- 2.1.20 Inspect drive and secondary sheaves, clean if needed.
- 2.1.30 Turn in completed check list to Project Manager showing the completed items checked and what work was completed.

2.2 SEMI-ANNUAL INSPECTION AND PREVENTIVE MAINTENANCE (PM)

- 2.2.1 Clean, lubricate and check all bearing for wear and operation
- 2.2.2 Examine machine gear teeth for cutting or noise
- 2.2.3 Perform electrical test of door interlock circuits
- 2.2.4 Examine door locks and door closer equipment. Clean door channels
- 2.2.5 Examine elevator and counterweight guide shoes and fastenings
- 2.2.6 Replace door gibs
- 2.2.7 Replace rollers where necessary. Lubricate sliding guide shoes.
- 2.2.8 Remove elevator station cover, blow out, clean and lubricate switches and buttons. Replace all batteries for emergency lighting.
- 2.2.9 Turn in completed check list to JEA Contract Administrator showing the completed items checked and what work was completed.

2.3 ANNUAL INSPECTION AND PREVENTIVE MAINTENANCE (PM)

- 2.3.1 Remove elevator station cover, blow out, clean and lubricate switches and buttons. Replace all batteries for emergency lighting.
- 2.3.2 Examine, clean with proper solution, and repair as necessary commutator, brushes and brush holders of all small SAIS services plus those recurring tasks which are performed on a yearly cycle as recommended by the equipment manufacturer control motors and regulators.
- 2.3.3 Thoroughly examine and clean starter and control panels. Check each contact and relay by hand for wear, cleanliness, and proper adjustment. Clean, adjust, repair or replace as necessary.
- 2.3.4 Check, clean and adjust operation of slow down and limit switches.
- 2.3.5 Examine all moving parts of governor and safety for free operation. Clean and adjust.
- 2.3.6 Perform actual test of safety at slowest operating speed, with no load.
- 2.3.7 Examine, clean and if necessary oil the buffers; perform "hand test" of plunger return.

XXX-18 ELEVATOR MAINTENANCE, TESTING, REPAIR, AND RENOVATIONS
APPENDIX A - TECHNICAL SPECIFICATIONS

- 2.3.8 Blow out vacuum controller motors and M. G. sets.
- 2.3.9 Drain machine gear oil, seal any oil leaks (re-pack or change seal), examine gear teeth, refill with fresh oil.
- 2.3.10 Overhaul machine brake, including disassemble, cleaning, replacement of worn components, re-assembly and adjustment.
- 2.3.11 Examine elevator and counterweight wire hoist ropes and governor ropes for wear and condition. Notify the JEA Contract Administrator if a re-rope needs to be scheduled.
- 2.3.12 Clean rails, hatch walls, elevator top, overhead sheaves and beams. Check all brackets and bolts for tightness.
- 2.3.13 Conduct a yearly no-load, low speed test of elevator and counterweight safeties and a test of buffers and, the first year rated-load, rated-speed safety test of governors and buffers, as required by ANSI 17.1 and 17.2, as well as Chapter 399 of the Florida Statutes.
- 2.3.14 Perform yearly Safety Inspection with Certified Florida State Inspector.
- 2.3.15 Turn in completed check list to JEA Contract Administrator showing the completed items checked and what work was completed.

2.4 STATE SAFETY INSPECTIONS

- 2.4.1 The Company shall be responsible for having the inspections contained in Section 1.4 of Appendix B – Bid Workbook accomplished by individuals certified and qualified in accordance with the requirements of the latest edition of ASME QE11, Standard for the Qualification of Elevator Inspectors. The name of the inspector(s) and evidence of certification will be submitted to the JEA Contract Administrator for approval prior to inspection. The Company shall provide personnel who are familiar with the equipment to perform tests and assist the inspector.
- 2.4.2 The Company shall schedule and have performed the State required annual safety inspections and tests of all elevators at the recommended intervals completed by January 30th of each year. The Company must subcontract for the performance of any State required inspections with individuals/firms independent of the Company's organization. The Company shall furnish a copy of the inspection schedule. This schedule shall clearly indicate the edition of ASME A17.1 & 2 being used on this contract. The JEA Contract Administrator will be advised of any changes to the schedule and notified five (5) working days in advance of the inspection date to afford JEA an opportunity to observe the inspection. This cost for the independent firm will be reimbursed by JEA as a pass-thru expense with no mark-up added.
- 2.4.3 The Company shall provide a qualified employee to accompany the Inspector during the inspection.
- 2.4.4 The Company shall furnish a written report of each inspection to the JEA Contract Administrator. The report shall be submitted on the following checklists from the American Society of Mechanical Engineers (ASME): Checklist for Inspection of Electric Elevators, Checklist for Inspection of Hydraulic Elevators, as appropriate, and shall include a written list of deficiencies. The Company shall be responsible for the correction of all listed deficiencies within the scope of the contract by the date specified by JEA and submitted on the appropriate QE1 form and/or its supplements. Any deficiencies marked "emergency" must be corrected immediately. When all listed deficiencies have been corrected, the Company shall sign and date the inspection report and return it to the JEA Contract Administrator.

XXX-18 ELEVATOR MAINTENANCE, TESTING, REPAIR, AND RENOVATIONS
APPENDIX A - TECHNICAL SPECIFICATIONS

2.5 SCHEDULED SERVICES REQUIREMENTS

- 2.5.1 The Company is responsible for the accomplishment of all tests required at the intervals specified and in accordance with the American National Standard Safety Code for Elevators and Escalators manual. Copies of all test results shall be furnished to the JEA Contract Administrator.
- 2.5.2 The Company shall provide all management, tools, equipment and labor necessary to perform Interior Elevator Maintenance at JEA facilities listed in Bid Workbook, as necessary to provide full maintenance, testing, and repair service. This shall include adjustments, tests, repair and replacement of parts; participation in the annual State Safety Inspection; and emergency service.
- 2.5.3 The Company shall provide full elevator maintenance service, in compliance with the ASME A17.1 Safety Code requirements, the manufacturer's recommendations, the Elevator Industry Field Employees' Safety Handbook, National Electrical Code, and all other applicable laws, regulations, rules, ordinances, codes, etc. Full maintenance service is defined as all services, repairs, inspections and testing necessary to maintain all elevators, appurtenances and accessories in a fully operational mode at all times except for prescheduled downtime including all labor, parts and materials. Reference is made to Section 8.6 of the Code which establishes many new requirements that must be followed.
- 2.5.4 The Company shall provide all tools, equipment, supplies, and personnel necessary for safely performing all tests required by the ASME A17.1 Safety Code for Elevators and Escalators and JEA. This includes inspections and tests required at one (1) year and five (5) year intervals.
- 2.5.5 All equipment shall be maintained in accordance with the manufacturer's recommendations, the best practices of the industry, and applicable codes, standards, and regulations. A laminated copy of the maintenance program must be located in each mechanical room.
- 2.5.6 Any scheduled work that requires an elevator to be taken out of service shall be coordinated with the JEA Contract Administrator. The Company shall report to the JEA Contract Administrator the status of elevator equipment or systems not operating by the close of each workday. The Company is responsible for the installation and timely removal of barricades as related to equipment and/or systems as deemed necessary by JEA.
- 2.5.7 The Company shall not change or alter the existing elevator equipment or any electrical circuits, wiring, controls, or sequencing without written authorization from the JEA Contract Administrator. If changes are authorized, the Company shall make appropriate revisions to the elevator drawings and/or specifications. All parts or components installed, or improvements made by the Company during the term of this contract shall become and remain the property of JEA. The Company shall not initiate any out of scope repairs without obtaining prior written authorization from the JEA Contract Administrator. Repair authorization will be per JEA's normal process.
- 2.5.8 In order to provide for uninterrupted JEA business and employee elevator service for handicapped individuals, the Company is urged to avoid unnecessary out of service periods for elevators, especially in single elevator locations.
- 2.5.9 The Company shall maintain the machinery spaces, shops and storage areas in a clean and orderly manner. When work is performed in these areas by the Company, the Company's personnel shall clean up all debris and leave the area in a presentable and safe condition.

XXX-18 ELEVATOR MAINTENANCE, TESTING, REPAIR, AND RENOVATIONS
APPENDIX A - TECHNICAL SPECIFICATIONS

- 2.5.10 The Company must obtain the approval of the JEA Contract Administrator prior to storing anything in machinery spaces.
- 2.5.11 Operating supplies such as lubricants, rags, cleaners, etc., shall be properly secured in containers approved by JEA. Storage shall not negatively impact the means of egress, fire protection systems, and emergency lighting; nor, shall it significantly increase the amount of combustible material in the machinery space. ASME A17.1 and 2 safety code applies.
- 2.5.12 Clearances from electrical equipment shall be maintained as required by NFPA 70, the National Electrical Code.
- 2.5.13 The Company shall maintain on-site Maintenance and Task Logs outlining regularly scheduled preventative maintenance and periodic requirements for the equipment. These logs shall identify the exact frequency of such requirements and contain a record of when and by whom the specific task was performed. These logs will be available for JEA review upon request. Special attention should be paid to the applicable section of this log that details the quantity of fluid loss and or added to each hydraulic system.

3 AD HOC, EMERGENCY, AND CAPITAL RENOVATION SERVICES

- 3.1 The Company shall provide elevator emergency telephone monitoring services for all elevators under this contract. The Company is responsible for programming the emergency call number into the dialing devices. JEA will provide an Emergency Contact List and written notice of any changes and updates to the Company, as needed.
- 3.2 The Company must follow these requirements when responding to emergency calls:
- Determine the facility location and elevator number.
 - Record the date, time and person receiving the call.
 - Determine the immediate condition of the passengers.
 - If passengers complain of injuries, determine the number of passengers and brief description of their condition, and whether medical attention is required.
 - Contact elevator maintenance personnel to immediately release passengers.
 - Contact emergency personnel if medical attention is necessary.
 - Contact JEA using the submitted Emergency Call Numbers List. Notify JEA of the situation and what actions have been taken to this point.
 - If possible, maintain communications with the passengers while making these contacts. If not possible, reestablish communications with the passengers once emergency contacts have been notified.
 - Record all actions taken as a result of the emergency call, including total time elapsed from initial call to passenger release, time elevator was returned to service, and the cause and resolution of the shutdown.
 - Provide the information from 9.15.1. through 9.15.9. to the JEA Contract Administrator by email within two (2) business days after the event.
- 3.3 The Company shall provide a monitored 24 hours a day, 7 days a week telephone number as described above.
- 3.4 Repair work may be required on an “ad hoc” or emergency basis and shall be completed within 24 hours of notice by the JEA Contract Administrator or by a mutually agreed upon timeframe.

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XXX-18 ELEVATOR MAINTENANCE, TESTING, REPAIR, AND RENOVATIONS
APPENDIX A - TECHNICAL SPECIFICATIONS

- 3.5 Capital renovations will be compensated at the pricing in Section III of the Bid Workbook.
- 3.6 Some or all capital renovation work may be obtained through separate bid or purchase initiatives if determined to be in the best interest of JEA.
- 3.7 Priority five (5) emergencies will require response by phone within ten (10) minutes and must be on site as soon as possible but no later than thirty (30) additional minutes as that is normally to extract individuals trapped on an elevator. The Company should expect to provide Priority 5 emergency work approximately 24 times per year.

Compensation for this work is shown in Section II and Section III of Bid Workbook.

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4 ITEMS TO BE SUPPLIED BY THE COMPANY

- 4.1 Parts installed on the elevators covered by this specification shall be new and genuine parts supplied by, or certified by the Company as equivalent to the original equipment manufacturer, or its successor prior to the installation of the part. The Company shall maintain a stock of applicable replacement parts to reduce to a minimum the interruption of elevator service. (See Appendix A – Inventory Listing.) When replacing existing parts or installing new parts, the Company shall install energy efficient parts to the maximum extent possible.
- 4.2 The Company shall provide approved metal waste containers for flammable and combustible waste associated with the performance of this contract. Flammable and combustible waste shall be removed from the premises daily. The Company shall provide approved metal storage cabinets for flammable materials associated with the performance of this contract. Storage of flammable and combustible liquids shall be limited as much as possible and shall conform to the latest edition of NFPA 30, Flammable and Combustible Liquids Code.
- 4.3 Materials, supplies, and equipment should be selected and used in a manner that reduces exposures to building occupants and workers, and that reduces the impact on the environment as compared to other products and services used for the same purpose, in accordance with Executive Order 13423 and Resource Conservation and Recovery Act (RCRA) Section 6002: Comprehensive Procurement Guidelines (<http://www.epa.gov/cpg/products/tissue.htm>).
- 4.4 The Company shall furnish all supplies, materials, equipment, and employee training necessary for the performance of the work of this contract unless otherwise specified herein. The Company shall furnish to JEA all Safety Data Sheets (SDS) for any materials used in the performance of this contract five (5) days after award. All new products used during the life of the contract must have SDS provided to JEA prior to use. All chemicals used will be those commercially available which meet Federal, State and local codes. The Company shall maintain the SDS in a location accessible to all employees and will advise JEA of the location. The SDS will be available for inspection by JEA on request. The Company will take every precaution to ensure that only safe products are used. Information can be obtained from Federal, State, and local agencies concerning the safe chemical materials. An inventory list of products to be used under this contract shall be provided to JEA five (5) days after award. This list shall be updated, with a copy provided to JEA, throughout the term of the contract. JEA will contact the Company immediately if any item is deemed inappropriate for use under this contract.
- 4.5 Supplies and/or products to be used under this contract must contain recycled materials, “environmentally preferable” products, and bio-based products to the maximum extent feasible. The list of Comprehensive Procurement Guideline (CPG) items and their associated Recovered

XXX-18 ELEVATOR MAINTENANCE, TESTING, REPAIR, AND RENOVATIONS
APPENDIX A - TECHNICAL SPECIFICATIONS

Materials Advisory Notices (RMANs) are available at <http://www.epa.gov/cpg>. Information on CPG items can be found at: <http://www.epa.gov/cpg/products.htm>. Products designated as bio-based must be included on the United States Department of Agriculture (USDA) Bio-based Products List (www.biobased.oce.usda.gov). JEA will accept supplies and/or products conforming to these requirements.

5. ITEMS TO BE SUPPLIED BY JEA

- 5.1 JEA property shall remain the property of JEA in all respects. Within ten (10) work days upon request of the JEA Contract Administrator, the Company shall provide a detailed inventory of all JEA elevator equipment and accessories. An inventory shall also be submitted to the JEA Contract Administrator at the termination or expiration of the contract.
- 5.2 The Company shall take all reasonable precautions, as directed by JEA, or in the absence of such direction, in accordance with sound industrial practices, to safeguard and protect JEA property.
- 5.3 JEA property shall be used only in direct operations of providing contract services and shall not be used in any manner for any personal advantage, business gain, or other personal endeavor by the Company or the Company's employees.
- 5.4 Space in the building will be assigned to the Company for the storage of an inventory of his/her bulk supplies, replacement parts, and the equipment which will be used in the performance of work under the contract. The Company shall maintain this space in a neat and orderly condition. JEA will not be responsible in any way for damage or loss to the Company's stored supplies, materials, replacement parts, or equipment.
- 5.5 JEA shall provide adequate telephone lines for the elevators to be monitored.

6. GENERAL REQUIREMENTS

- 6.1 Company shall have a service center located within a 50 mile radius of JEA's downtown office at 21 W. Church Street, Jacksonville, FL 32202
- 6.2.1 The work shall be furnished directly through the Company and the Company shall be responsible for satisfactory results. The Company shall be solely responsible for the efficiency of its employees while performing work under this contract.
- 6.3. At the start of the Contract, the Company shall furnish a single, direct phone number where dispatch/supervisor/management personnel can be contacted by the JEA Contract Administrator twenty-four (24) hours per day, seven (7) days a week. The Company shall provide the JEA Contract Administrator a new phone number at least five (5) days prior to any change in this contact information.
- 6.4. When the JEA Contract Administrator calls the Company, the dispatcher will be told whether or not the work is considered regular work, an emergency, or a priority 5 emergency. For regular work (which is not considered an emergency), the Company must respond by phone to the JEA Contract Administrator's call within thirty (30) minutes and begin repair work no more than two (2) hours after the initial contact. For emergency work and priority 5 emergency, the Company must respond by phone to the JEA Contract Administrator's call within 10 minutes and be on site within 30 minutes to begin work.
- 6.5. Unless otherwise directed by the Contract Administrator, scheduled maintenance and testing services will be performed Monday through Friday between 6:00 AM and 5:00 PM (Regular

XXX-18 ELEVATOR MAINTENANCE, TESTING, REPAIR, AND RENOVATIONS
APPENDIX A - TECHNICAL SPECIFICATIONS

Time), excepting only JEA Holidays. Scheduled maintenance and testing will be compensated at the pricing in Section I of the Bid Workbook.

- 6.6. Whenever possible, repair services shall be performed during regular time, also. However, when directed by the JEA Contract Administrator, repair services shall be performed after regular hours. Work performed during the hours of 5:01 PM to 5:59 AM Monday through Friday, weekend hours, and holiday hours will be considered overtime. Repair work not specifically shown in Section I of the Bid Workbook (Elevator Maintenance and Testing) will be compensated at the pricing in Section II of the Bid Workbook.
- 6.7. The Company must perform the work in strict environmental compliance with applicable standards, specifications, and regulations including Federal (EPA), State (FDEP) and Local Environmental Protection Agencies and the Department of Agriculture.
- 6.8. If caused by the Company, then, the Company will be accountable for timely clean-up and remediation associated with any contaminant spills, accidental or otherwise, including, but not limited to chemicals, diesel fuel, gasoline, lubricants, cleaning fluids, or toxic chemicals.
- 6.9. The Company shall be responsible for repairing all damage caused to any building, structure, or its contents as a result of inspecting, maintaining, testing, repairing, or renovating elevator systems or equipment. The Company shall work with the JEA/SJRPP Representative to make the repairs in an expeditious manner with as little impact as possible to plant or building activities.
- 6.10. The Company shall maintain a web-based reporting and monitoring service capable of reporting and documenting all of the maintenance and tasks performed for each elevator. The Company shall provide JEA access to the system within 30 days of the award of contract.
- 6.11. All Company personnel are expected to be proactive in maintaining the safety and security of both Company and JEA personnel and JEA facilities.
- 6.12. "Appendix B - Bid Workbook" is a one year estimate based on annual expected needs and is to be used as a guideline and is not a guarantee of work.
- 6.13. JEA shall have the right to add or delete facilities/elevators or services throughout the duration of the contract. Pricing for new sites shall be negotiated consistent with Unit Prices as stated in the Contract Documents.

7 COMPANY PERSONNEL

- 7.1 The Company shall provide competent, licensed and experienced employees in order to adequately and safely manage, operate, maintain, and account for the elevator system.
- 7.2 Upon award of the contract, the Company shall provide a list of all technicians who will be assigned to work on JEA elevator equipment with a copy of all State of Florida Certificate of Competency Cards (Elevators) for these individuals. Also, the Company shall provide the names of supervisory and management personnel assigned to the contract.
- 7.3 Any worker employed by the Company, who exhibits inadequate experience and knowledge or is incapable in his/her field, shall be removed from the work site at the discretion of the JEA Contract Administrator.
- 7.4 Assigned Company personnel shall be issued JEA badges and access to areas included in the bid workbook. This badging process may take up to two weeks for approval. Badges must be visible at all times while on JEA/SJRPP Property. No sharing of JEA badges is allowed and no Company employee shall be granted access without his/her JEA badge. Where a badge reader is present, a badge swipe is required.

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XXX-18 ELEVATOR MAINTENANCE, TESTING, REPAIR, AND RENOVATIONS
APPENDIX A - TECHNICAL SPECIFICATIONS

- 7.5 The JEA Contract Administrator shall be informed of any changes in Company personnel assigned to perform this work. The Company shall notify the JEA Contract Administrator within six (6) hours of all employees assigned to JEA that resign or are dismissed. Badges shall be turned in to the JEA Contract Administrator within 24 hours.
- 7.6 The Company employees shall check in and check out by phone call at the phone number provided for the appropriate Contract Administrator. There will be a JEA Contract Administrator for the Northside Generating Station, the St Johns River Power Park (SJRPP), and one for the remaining Shared Services areas of JEA. The Company will be provided contact information by JEA at the start of the contract.
- 7.7 Parking is the responsibility of the Company. Parking on JEA property may be approved at the sole discretion of the JEA Contract Administrator.
- 7.8 ALL services rendered shall be by uniformed employees wearing company identified shirts.
- 7.9 Shirts with offensive logos or messages, ripped jeans, shorts, tennis shoes, and sleeveless shirts are not acceptable.

8 SAFETY

- 8.1 The Company shall familiarize all employees with all fire and safety regulations recommended by OSHA and other industry or local governmental groups and maintain a safe working environment at all times.
- 8.2 All Company personnel who perform work on JEA property must be JEA safety certified and adhere to JEA Safety and Training regulations. Upon award of the contract, the Company shall fulfill site specific training as well as any required supervisor training.
- 8.3 The Company shall abide by the JEA Hot Works Permits Program.
- 8.4 The Company shall take all precautions to protect the safety of its employees and others. Work safety requirements shall comply with JEA Contractor Safe Work Practices Manual available on-line at:
https://www.jea.com/About/Procurement/Become_a_Vendor/Contractor_Safety/Contractor_Safety_Manual.aspx
- 8.5 The Company shall provide and personnel must wear proper Personal Protective Equipment (PPE), as required at specific locations. Hearing protection is required while in many areas. Footwear must have steel toe caps.

9 ADMINISTRATIVE COST AND PROFIT

- 9.1 The administrative cost, profit and other indirect Company costs will not be permitted as separate billable costs. These costs should be included in the Unit Price.
- 9.2 Travel costs and travel time will not be paid by JEA.
- 9.3 Unit prices shall include all labor expenses including, but not limited to, small tools, cleaning equipment, meals, per diem, salaries, and benefits to perform the work.
- 9.4 There shall be no truck fee, trip fee, or fuel adjustment.
- 9.5 The bid price will be an all-inclusive price. There shall be no additional fees/charges for tires, delivery fees, Franchise fees, taxes, or any other additional charges.

10. INVOICING

XXX-18 ELEVATOR MAINTENANCE, TESTING, REPAIR, AND RENOVATIONS
APPENDIX A - TECHNICAL SPECIFICATIONS

- 10.1 Invoices shall be submitted no later than 31 days after the service is provided. See “Invoicing and Payment Terms” Section of the “*Solicitation Document*” for details regarding liquidated damages for late submission of invoices.
- 10.2 Each invoice must be annotated on the Company’s letterhead invoice (containing company name and address) and include the JEA purchase order number, with JEA work order numbers, when provided.
- 10.3 Invoices will be issued per individual Purchase Order and will include the details described in 6.4 (below).
- 10.4 Invoices should include the JEA Work Order Number (if provided), the JEA Purchase Order Number, location of service, date service was provided, type of service (maintenance or repair), the amount payable and detailed unit cost including unit type, size, and quantity.
- 10.5 Invoiced pricing must agree with the Unit Prices stated in the Contract Bid Workbook.
- 10.6 No invoice will be paid without the required information and failure to prepare invoices as specified will result in rejection of the invoice as incomplete.
- 10.7 The cost of Parts and Materials supplied by the Company will be based on a cost plus markup (identified in the bid workbook). For example, if the mark-up stated on the bid form is fifteen percent (15%) and the Company’s receipt price is \$100, JEA will pay the Company \$115 for that part. A copy of the Company’s purchase receipt must accompany the invoice. A mark-up amount shall be not added to applicable sales tax, expedite charges, delivery or freight charges.

11. SITE CONDITIONS

- 11.1. The Company shall prevent access by the public to restricted JEA property, materials, tools, and equipment during the course of the work.
- 11.2. When unattended, all gates and doors shall be re-locked and secured if they were locked upon arrival.
- 11.3. It is the policy of JEA to provide healthy, tobacco-free facilities for all employees and visitors. This policy prohibits the smoking of any tobacco product and the use of oral tobacco products, as well as e-cigarettes and it applies to JEA employees, the Company employees, and visitors while on JEA property.
- 11.4. Any waste (including elevator parts and equipment) generated as a result of this work shall be removed from JEA property and disposed of in accordance with all City, State, and Federal laws and permits.

12. REFERENCE MATERIAL DRAWINGS, WIRING DIAGRAMS AND MANUALS

- 12.1 The Company shall be solely responsible to determine which materials are required to effectively perform the job and inform the JEA Contract Administrator. JEA shall make available to the Company, any and all such materials already at its disposal. The unavailability of such materials does not relieve the Company of its responsibility to provide full maintenance, service, repairs, and testing as required by the contract.
- 12.2 Any and all drawings and wiring diagrams used by the Company for work under this contract shall be considered the property of JEA and shall be accessible to the JEA Contract Administrator at any time, and be turned over upon demand. The Company will annotate on the wiring diagrams, all wiring changes performed or discovered.

XXX-18 ELEVATOR MAINTENANCE, TESTING, REPAIR, AND RENOVATIONS
APPENDIX A - TECHNICAL SPECIFICATIONS

13 TOOLS/PARTS/MANUAL INVENTORIES

- 13.1 The Company shall provide a complete listing of all required manuals from the original manufacturers of all elevator equipment owned by JEA/SJRPP.
- 13.2 The Company shall provide a statement certifying that each local service center will have access to inventory of parts and materials, to include at least all items seen in Appendix A – Inventory Listing. These items are specifically intended for the equipment maintained under this contract throughout the term of this contract.

14 REPORTS

- 14.1 The Company shall submit the following monthly reports by email in Excel format to the JEA Contract Administrator, by the tenth (10th) business day of the following month: A report listing regularly scheduled maintenance, any unscheduled maintenance, and inspections that were completed showing location, elevator number, and service/repair type.
- 14.2 Within twenty (20) days of contract award, the Company shall submit to the JEA Contract Administrator a proposed schedule of semi-annual and annual inspections for each elevator as well as the annual state inspection.

15. VENDOR PERFORMANCE EVALUATION

- 15.1 JEA shall utilize Vendor Performance Evaluation Scorecards as described in “*Solicitation Document*” to monitor Company performance.
- 15.2 JEA requires a minimum performance level of “Acceptable.” Any performance level that is less than “Acceptable,” remedial action shall be required to improve the Company’s performance level.

#048-18 APPENDIX B - LIST OF SUBCONTRACTORS FORM

Elevator Maintenance, Testing, Repair, and Renovations

JEA Solicitation Number 048-18 requires certain major Subcontractors be listed on this form, unless the work will be self-performed by the Company.

The undersigned understands that failure to submit the required Subcontractor information on this form will result in bid rejection, and the Company agrees to employ the Subcontractors specified below: (Use additional sheets as necessary)

Note: This list of Subcontractors shall not be modified subsequent to bid opening, without a showing of good cause and the written consent of JEA.

Type of Work	Corporate Name of Subcontractor	Subcontractor Primary Contact Person & Telephone Number	Subcontractor's License Number (if applicable)	Percentage of Work or Dollar Amount
State Safety Inspections				

Signed: _____

Company: _____

Address: _____

Date: _____

APPENDIX B
RESPONSE FORM FOR SOLICITATION # 048-18
Elevator Maintenance, Testing, Repair, and Renovations

Submit an **original, two (2) copies and one (1) CD** along with other required forms in a sealed envelope to: JEA Procurement Dept., 21 W. Church St., Bid Office, Customer Center, 1st Floor, Room 002, Jacksonville, FL 32202-3139.

Company Name: _____

Company's Address _____

Registered Elevator Company License Number _____

Phone Number: _____ FAX No: _____ Email Address: _____

BID SECURITY REQUIREMENTS

- ☒ None required
☐ Certified Check or Bond Five Percent (5%)

TERM OF CONTRACT

- ☐ One Time Purchase
☒ Annual Requirements,
 Five Years with one (1) additional one (1) year period
☐ Other, Specify- Project Completion

SAMPLE REQUIREMENTS

- ☒ None required
☐ Samples required prior to Bid Opening
☐ Samples may be required subsequent to Bid Opening

SECTION 255.05, FLORIDA STATUTES CONTRACT BOND

- ☐ None required
☒ Bond required 100% of Bid Award

QUANTITIES

- ☐ Quantities indicated are exacting
☒ Quantities indicated reflect the approximate quantities to be purchased Throughout the Contract period and are subject to fluctuation in accordance with actual requirements.

INSURANCE REQUIREMENTS

Insurance required

PAYMENT DISCOUNTS

- ☐ 1% 20, net 30
☐ 2% 10, net 30
☐ Other _____
☐ None Offered

Item No.	ENTER YOUR BID FOR THE FOLLOWING DESCRIBED ARTICLES OR SERVICES: Elevator Maintenance, Testing, Repair, and Renovations	TOTAL BID PRICE
4	Enter TOTAL BID PRICE from Appendix B- Bid Workbook	\$ _____

☐ **I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public "as-is".**

BIDDER'S CERTIFICATION

By submitting this Bid, the Bidder certifies that it has read and reviewed all of the documents pertaining to this Solicitation, that the person signing below is an authorized representative of the Bidder's Company, that the Company is legally authorized to do business in the State of Florida, and that the Company maintains in active status an appropriate contractor's license for the work (if applicable). The Bidder also certifies that it complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Solicitation, and that the Bidder is an authorized distributor or manufacturer of the equipment that meets the Technical Specifications stated herein.

We have received addenda _____

_____ through _____

Handwritten Signature of Authorized Officer of Company or Agent _____ Date _____

Printed Name and Title _____