

**Attachment C – Agency’s Terms and Conditions**  
**RFx 3000021953**

The successful bidder, under the Contract, shall maintain the elevator equipment herein described, under the following terms and conditions:

Successful bidder shall use trained technicians directly employed and supervised by their company. Maintenance personnel shall be trained and fully qualified to keep the equipment, specific to the contract location, properly adjusted, and shall use all reasonable care to maintain the elevator equipment in proper and safe operating condition. This requirement shall cover all contractual obligations including routine preventive maintenance, straight time and overtime callback service and repair, if requested.

The successful bidder shall observe, perform, and comply with or require compliance with all governmental laws, ordinances, A17.1 rules and regulations of the United States and the State of Louisiana, which in any manner may affect the providing of services required as outlined in the contract.

**PREVENTIVE MAINTENANCE SERVICE**

- A preventive maintenance program performed in accordance with a maintenance schedule specific to agency equipment
- Examine, clean, lubricate, adjust, and repair/replace covered components
- Prompt callback coverage
- Safety testing

**PREVENTIVE MAINTENANCE PROGRAM**

The Preventive Maintenance Program, as described in the contract shall be performed in accordance with a maintenance schedule specific to the agency’s equipment. A technician will be assigned to the agency, and back up technicians are to be available as required to give the agency prompt service as required at all times. An account representative shall be assigned to the agency and shall be the agency’s primary contact for communications regarding the contract. Technical support and parts inventory shall also be available to the agency at the site as needed and local warehouses.

All hoist ways, pits and car tops shall be cleaned regularly as needed. All indicator lights and signal gongs shall be inspected, and replacement parts added as required. Machine room equipment and floors shall be kept clean and orderly.

**EXAMINE, LUBRICATE, ADJUST, AND REPAIR/REPLACE COVERED COMPONENTS**

Successful bidder shall repair or replace elevator parts and components at no additional cost to the agency.

Successful bidder shall periodically examine, lubricate, adjust, and repair or replace the Basic and Major Components stated below, as needed.

## **TRACTION ELEVATORS**

### Basic Components:

Selector motors; brake: pads, lining, disks or shoes, magnet coils, brushes & commutators; controller components:

- Resistors, timers, fuses, overloads, minor contacts, wiring, coils; functional components of car and corridor operating stations.
- Hangers and tracks, door operating devices, door gibbs, car fan, guide shoes, rollers, traveling cables, signal lamps (replacement during regular visits only), interlocks, door closers, buffers.
- Over-speed governors, car and counterweight safeties, alarm bells, switches, and door protection devices.

### Major components:

- Hoist motors, hoist ropes, machine, machine sheave bearings, machine brake, motor generators, PC boards, sheave & sheave assemblies, solid-state devices, and contactors.

## **WORK NOT INCLUDED**

Successful bidder assumes no responsibility for the following items: Hoist way door hinges, panels, frames, gates and sills; cabs and cab flooring; cab doors, gates and removable cab panels; cab mirrors and handrails; power switches, fuses and feeders to controllers; emergency cab lighting; light fixtures and lamps; cover plates for signal fixtures and operating stations; card readers or other access control devices; smoke/fire alarms and detectors; pit pumps and alarms; cleaning of cab interiors and exposed sills; plungers, casings and cylinders; automatic ejection systems; all piping and connections except that portion which is exposed in the machine room and hoist way; guide rails; tank; emergency power generators; telephone service, communication devices; disposal of used oil; intercom or music systems; ventilators, air conditioners or heaters; media displays; fireman's phones. The repair or replacement of facility or building items, will be the responsibility of the agency. Elevator components or diagrams that are deemed to be proprietary will be the responsibility of the agency to acquire.

## **CODE REQUIRED - TESTING OF SAFETY DEVICES**

### Test Frequency (The test and cost are to be included in the contract):

- Geared No Load Testing, performed annually
- Geared Full Load Testing, performed every five (5) years.

## **CALLBACK SERVICE AND RESPONSE TIME**

Successful bidder shall provide call service during normal business hours between 7:00 a.m. and 5:30 p.m. CT Monday through Thursday and between 7:00 a.m. and 4:00 p.m. CT Friday, except on scheduled holidays, within an average of two (2) hours of notification, and during overtime hours within an average of five (5) hours of notification. See “Scheduled Holidays” section below.

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In addition to this coverage, twenty-four (24) hour service is to be available if requested. All work performed before or after normal business hours, except as noted above, shall be considered “Overtime” and billed per the “Billing Rates” (Attachment G) which follows in this solicitation. In case of entrapments, every good faith effort shall be made to respond within thirty (30) minutes of notification.

Scheduled Holidays include: New Year’s Eve, New Year’s Day, Mardi Gras Day, Good Friday, Easter Sunday, Memorial Day, July Fourth, Labor Day, Veterans Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve and Christmas Day.