

## **SPECIFICATIONS OF ELEVATOR SERVICES TO BE PROVIDED:**

Specifications may not be revised without an official written amendment issued by Purchasing.

- B.1. Contractor must perform all maintenance on site unless University grants permission to remove equipment from site.
  - B.1.1 Contractors must have access to replacement parts within 48 hours to service all machines they propose to service under this solicitation.
  - B.1.2 Service calls will have a one hour or less response time. The service representative shall complete the Log Book and notify the ordering department of the report indicating the service performed. The Log Book must be signed by the contractor in charge of the machine. Contractor shall provide unlimited call-back maintenance service during normal business hours.
  - B.1.3 Contractor must complete all maintenance or repair services within one day of the initial call when requested. The service representative shall leave with the ordering department a copy of a dated written report indicating the service performed. If Contractor cannot complete all services within this time, the Contractor must provide a progress report of the repair to the department.
  - B.1.4 Expected Maintenance: This is a complete service contract so all items necessary for the proper functioning of the elevator system shall be maintained by the contractor. i.e. (Including but not limited to):
    - B.1.4.1 All driving machines
    - B.1.4.2 All controller parts and boards
    - B.1.4.3 All PI, call lights, cab lights, and hoistway lighting
    - B.1.4.4 All fans and cab parts, including sill cleaning and guide replacement
    - B.1.4.5 All batteries for Emergency lighting, battery lowering, board memory, UPS systems
    - B.1.4.6 All cleaning of hoistways, door hangers, rollers, track, sills, car tops, machine rooms, and pits
    - B.1.4.7 All parts and motors related to door operation
    - B.1.4.8 All push buttons and key switches
    - B.1.4.9 All hoist belts, cables (both traveling and hoisting)
    - B.1.4.10 Maintaining accurate logs of both maintenance and callbacks
    - B.1.4.11 Reporting each maintenance service call and/or callback to 265-3435 where specified, report to the desk or building manager
    - B.1.4.12 All lubrication (Grease and oils)
- B.2 Contractor must provide the minimum maintenance service (as specified in Attachments B and C) per car, per month.
- B.3 University service hours shall be defined as 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.
- B.4 Emergency Service hours shall be defined between 4:30 p.m. and 8:00 a.m. and legal holidays
- B.5 FPM Purchasing shall have the option to contract with another vendor to repair or service machines if Contractor is unable to repair equipment for any reason or make necessary repairs on a timely basis and our costs will be charged back to the contracted vendor responsible for that elevator.
- B.6 Contractor shall be responsible for communicating any problems, conditions, conflicts, restrictions or otherwise prevent maintenance and repairs as specified in attachments B and C immediately to FPM Electric Shop 608-265-3903 or 608-219-6792

## B.7 Administrative Responsibilities

### B. 7.1 Service Hours and Response Time:

- B.7.1.1 **Dispatch:** Contractor must have covered telephone service 24 hours per day, 7 days per week, 365 days a year, to receive service calls from Authorized University Representatives and dispatch those calls to their staff to enable them to be on site within one hour of the University's call.
- B.7.1.2 **Call Back Service:** Contractor shall provide service 24 hours a day, 7 days a week. Contractor's staff must arrive on site at the service location within 1 hour of the Authorized University Representative's service call to the Contractor's dispatch number.
- B.7.1.3 **Standard Service:** Contractor shall perform maintenance during the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays, unless other scheduled times are approved in advance by an Authorized University Representative.

### B.7.2 Personnel:

- B.7.2.1 Contractor shall have in its employ, or under its control, sufficient qualified, skilled and competent personnel to perform work promptly and in accordance with a schedule or work program and contract specifications as approved by the University. Contractor shall be responsible for overseeing the work of all workers. The University may require the Contractor to unassign from our contract, any worker the University deems incompetent, careless, insubordinate, or otherwise objectionable to work on University jobs with a minimum of 5 years of experience.
- B.7.2.2 **Compliance With Laws:** Contractor shall comply with all applicable federal, state and local laws and codes regarding working conditions, hours of employment, overtime regulations, methods and rates of pay and any other regulations regarding employer-employee relationships.
- B.7.2.3 **Employee Identification:** While working on University property, all Contractor's employees shall wear clearly displayed photo identification badges at shirt pocket height showing they are employees of the Contractor. The badges shall be provided by the Contractor at the Contractor's expense.
- B.7.2.4 **Supervision:** All of Contractor's maintenance service helpers or apprentices performing work must be under the on-site (physically located at the same site) supervision of a fully qualified elevator mechanic.
- B.7.2.5 **Primate Annex Tuberculosis Testing:** Contractor awarded the Contract for the Primate - Capitol Court Annex 1220 elevators (Lot #29) shall be required to provide proof that all Contractor's personnel assigned to enter the building have recently tested negative for tuberculosis (at the contractor's expense), and shall keep such information current through the life of the contract. Tuberculosis testing shall be performed at least every six months. The purpose of the testing requirement is to protect the research animals from possible exposure to tuberculosis.

Test results shall be provided to the Primate Center Director's Office, 1220 Capitol Court, Madison WI 53715-1299.

After the initial testing, Contractor shall be eligible to have personnel tested at the University's expense, provided that Contractor's employees come to the Primate

Center at the dates and times scheduled for testing Primate Center employees. Contractor may choose to have the tests administered at their clinic of choice, but such tests would then be at the Contractor's expense, not the University's.

Test results must be provided for a sufficient number of employees to ensure complete compliance with all contract specifications and conditions of bid, including the response time within one hour as provided in Section B.7.1.

**B.7.3 Tools, Materials and Parts:**

B.7.3.1 Contractors shall provide, at Contractor's expense, tools of the trade, materials, supplies and equipment required to perform the work to University specifications in attachments B and C.

B.7.3.2 Contractor must have access to all replacement parts for generators, drive motors, drives, and gearless machines available for replacement in 48 hours, at no additional cost to the University.

B.7.3.3 To ensure a minimum shut-down time for repairs, Contractor shall maintain at the elevator location in storage cabinet or on shelves (furnished by the Contractor and approved by the Authorized University Representative) a suggested supply of spare parts, to be determined at time of site visit. These spare parts must be delivered and stored at job site within 21 days after the Contract has been awarded.

B.7.3.4 Contractor shall provide as required at no additional cost, all cleaning materials and lubricants that meet the lubricant specifications as recommended by the manufacturer.

B.7.3.5 Contractor must have in their possession the Tools – (laptops, software, hardware, Elevator keys, etc.) completely maintain an elevator prior to an award of that elevator/building

B.7.3.6 Contractor must have trained service technicians capable of using the tools needed for servicing equipment

**B.7.4 Subcontracting:**

B.7.4.1 Any Contract resulting from this bid shall not be subcontracted, assigned, or otherwise transferred to any other Contractor, in whole or in part, without prior written approval by the UW Madison Purchasing Office.

B.7.4.2 The Contractor shall be directly responsible for any subcontractor's performance and work quality when used by the Contractor to carry out the scope of the job

B.7.4.3 Subcontractors must abide by all terms and conditions under this Contract.

**B.7.5 Maintenance Records, Drawings, Diagrams and Manuals:** Contractor shall keep a visible and accessible record of all elevator service activities in the machine room, which shall include the date, description of maintenance or repair performed, and name of person who performed the work. If any wiring changes are made by Contractor's employees, updated wiring diagrams must be provided. If oil is added to a hydraulic elevator, the amount and date shall be recorded. All Drawings, diagrams, and manuals concerning the operation of the elevator and related equipment are the property of the University. These materials shall not be removed from the building without the permission of the Authorized University Representative. All maintenance and call back log books will be provided by the University.

B.7.6 **Post Award Meeting:** Contractors must attend a Post Award Meeting conducted at a time and place designated by FPM Purchasing and/or the Authorized University Department. Contractor's should send employees having a supervisory or managerial role in this Contract for elevator maintenance and repair services to the post award meeting.. At this meeting the Contractor shall be prepared to discuss and provide detailed information concerning, but not limited to, the following:

- B.7.6.1 Prior Notification of Work Start
- B.7.6.2 Access to Facilities
- B.7.6.3 Performance
- B.7.6.4 Completion of Work/Cleanup and returning the work site to original conditions
- B.7.6.5 Delivery of materials to Job Site
- B.7.6.6 Invoicing
- B.7.6.7 Regular and Overtime Wage Conditions and Rates
- B.7.6.8 Subcontracting
- B.7.6.9 Parking
- B.7.6.10 Personnel

B.7.7 **Keys And Access to Facilities:** Contractor shall obtain keys from the respective Authorized University Departments as follows:

- B.7.7.1 **For All Locations: NO BUILDING KEYS MAY BE COPIED.** Contractor's employees shall not admit **anyone** (except other Contractor employees) to areas controlled by a key in their possession. If keys are lost, Contractor shall reimburse the University for the actual cost of replacement keys, cores and labor. This means that Contractor's replacement cost for lost master keys in some buildings could result in replacement costs of \$30,000.00 or more.
- B.7.7.2 **Athletics Elevator Locations:** Contractor shall make arrangements with the assigned contact person for each Athletics location prior to service visit. Keys shall be checked out for the duration of the Service Visit
- B.7.7.3 **Physical Plant Elevator Locations:** Contractor shall make arrangements with the Physical Plant Electric Shop for keys to access service areas in Physical Plant elevator locations. All keys shall remain in the building while work is performed and must be turned back into the office prior to 4:30 each day of the job unless previous arrangements have been made.
- B.7.7.4 **Housing Elevator Locations:** Keys for access to Housing buildings will be checked out to the Contractor for the duration of the Contract. Housing provides a lock-box in each Residence Hall that the Contractor may use for storage of keys.
- B.7.7.5 **Wisconsin Union Elevator Locations:** Keywatcher - all technicians to have UW ID's and check out keys each time they are on-site.

B.7.8 **Notifications To Be Given Prior To Work Start And After Completion Of Work:**

Each Authorized University Department has specific requirements regarding how Contractors shall notify them of Contractor's activities within their facilities. The following sections state notifications required for each Authorized University Department for both prior to work start and after completion of work.

**ATHLETICS ELEVATOR LOCATIONS: (B7.8.1-B7.8.3)**

B.7.8.1 **Standard Service:** Contractor's employees must call; for Camp Randall Stadium, McClain Center and LOT 17, Athletics Command Center at 608-262-8065, for Kohl Center and Porter Boat House, Mark Petraney at 608-265-4127 or the Arena Control Office at 608-265-4704 to **CHECK IN** and provide them with the following information:

- B.7.8.1.1 Company Name
- B.7.8.1.2 Building name or street address
- B.7.8.1.3 Regulated Object ID number of elevator
- B.7.8.1.4 Elevator car number (if applicable)
- B.7.8.1.5 Nature of Work to be performed
- B.7.8.1.6 Contractor must provide:
- B.7.8.1.7 Any tools needed to interface with controllers and have on site for events at Camp Randall or other Athletics facilities
- B.7.8.1.8 On site, all parts and small boards necessary to repair elevators during events

B.7.8.2 **Call Back Service:** Contractor's employees must call SAME AS ABOVE to CHECK IN and provide them with the following information:

- B.7.8.2.1 Date and Time:
- B.7.8.2.2 Company Name:
- B.7.8.2.3 Name:
- B.7.8.2.4 Phone Number:
- B.7.8.2.5 Building name or street address
- B.7.8.2.6 Regulated Object ID number of elevator
- B.7.8.2.7 Elevator car number (if applicable)
- B.7.8.2.8 State if this is a return call associated with a previous problem
- B.7.8.2.9 Description of Problem:

B.7.8.3 **Stand-By Service:** Contractor's employees must call; for Camp Randall Stadium, Glenn Betts at 608-262-33654 or 608-219-1631, to CHECK IN and provide them with the following information:

- B.7.8.3.1 Company Name
- B.7.8.3.2 Building name or street address
- B.7.8.3.3 Regulated Object ID number of elevator
- B.7.8.3.4 Elevator car number (if applicable)
- B.7.8.3.5 Nature of Work to be performed

**PHYSICAL PLANT ELEVATOR LOCATIONS: (B.7.8.4—B.7.8.11)**

B.7.8.4 **Prior Notification of Work Start (Check In):** Contractor shall notify UW Electric Shop by calling 608-265-3435 **each day** prior to starting work in all Physical Plant buildings to advise of work location per the following instructions: The **Prior Notification of Work Start (Check In) and Completion of Work (Check Out)** process must be followed or Contractor's staff shall be considered unauthorized for access.

Contractor may presume that job site entry is permitted as soon as phone notice is given; no affirmative response by Physical Plant will be made.

If several elevators are be serviced at multiple locations during a one day period, **one** call can be made to CARS stating all elevator locations where work is to be performed.

B.7.8.5 **Standard Service:** Contractor's employees must call 608-265-3435 to CHECK IN and provide them with the following information:

- B.7.8.5.1 Company Name
- B.7.8.5.2 Building name or street address
- B.7.8.5.3 Regulated Object ID number of elevator
- B.7.8.5.4 Elevator car number (if applicable)
- B.7.8.5.5 Nature of Work to be performed

B.7.8.6 **Completion of Work (Check Out):** Contractor shall notify Electric Shop by calling 608-265-3435 each day after completion of work in Physical Plant buildings. If several elevators are be serviced at multiple locations during a one day period, **one** call can be made to CARS stating all elevator locations where work was completed.

B.7.8.7 **Call Back Service:** Contractor's employees must call 608-263-3333 to CHECK IN and provide them with the following information:

- B.7.8.7.1 Date and Time:
- B.7.8.7.2 Company Name:
- B.7.8.7.3 Name:
- B.7.8.7.4 Phone Number:
- B.7.8.7.5 Building name or street address
- B.7.8.7.6 Regulated Object ID number of elevator
- B.7.8.7.7 Elevator car number (if applicable)
- B.7.8.7.8 State if this is a return call associated with a previous problem
- B.7.8.7.9 Description of Problem

B.7.8.8 If call back has not been completed, contractor must notify CARS at 608-263-3333 and UW Electric Shop at 608-265-3435 of status. If the call back has been completed, notify 608-265-3435 of status.

B.7.8.9 **Standard Service:** Contractor's employees must call UW Electric Shop at 608-265-3435 and CHECK OUT and provide the following information:

- B.7.8.9.1 Company Name
- B.7.8.9.2 Building name or street address
- B.7.8.9.3 Regulated Object ID number of elevator
- B.7.8.9.4 Elevator car number (if applicable)
- B.7.8.9.5 Nature of Work to be performed

B.7.8.10 **Other Service:** Contractor's employees must call UW Electric Shop at 608-265-3435 and CHECK IN and provide the following information:

- B.7.8.10.1 Date and Time:
- B.7.8.10.2 Company Name:
- B.7.8.10.3 Name:
- B.7.8.10.4 Phone Number:

- B.7.8.10.5 Building name or street address:
- B.7.8.10.6 Regulated Object ID number of elevator:
- B.7.8.10.7 Elevator car number (if applicable):
- B.7.8.10.8 OUT Status of Repair (Complete or Not Complete, describe status). If not complete, give an estimate of how long before repair is complete.
- B.7.8.11 Additional Notifications:**
  - B.7.8.11.1 If an elevator will be out of service more than four hours for Standard Service work, in addition to notification required above, Contractor must notify the appropriate Facility Manager and the Physical Plant Electric Shop a minimum of 48 hours prior to start of work. All work must come to an end and all keys must be turned back into the office prior to 4:30 p.m. each work day, unless previous arrangements have been made.
  - B.7.8.11.2 Prior to the beginning of any individual job, Contractor representative(s) shall make their presence known to the Facility Manager and the UW Electric Shop at 608-265-3435.
  - B.7.8.11.3 Upon request, Contractor must notify the Facility Manager each day when the Contractor's staff arrives and departs.
  - B.7.8.11.4 The University will provide Contractor with the appropriate Facility Managers for each building location covered under this Contract. Contractors can also obtain this information by going to the following website: <http://www.fpm.wisc.edu/smoasp/FacilityName.asp> and click on the specific building name/address.

**HOUSING ELEVATOR LOCATIONS (B.7.8.12 – B.7.8.14)**

- B.7.8.12 Prior Notification to Start of Work (Check In)**
  - B.7.8.12.1 **Standard Service:** All Standard Service maintenance performed in Housing buildings that requires an elevator to be shut down must be scheduled with Housing beforehand, through Turner Hall Office 608-262-2377 or 608-262-6832. After hours, weekends, holidays and furlough days contact Southeast Area Mechanic at 608-444-5537 or Pager # 608-657-1510.
  - B.7.8.12.2 Sign in books are placed in lock boxes (contractor to have keys) at the respective desks in all high rise residence halls (Witte, Sellery, Smith, Ogg, Chadbourne). Entries must be on every visit, service or PM to include, time in, time out, mechanic name and brief sentence or two outlining the work performed.
- B.7.8.13 Call Back Service**
  - B.7.8.13.1 **Notification DURING Regular Hours:** During Regular Hours, Contractor's staff must check in by using the form provided by Housing at the main desk every time work is to be performed in University Housing buildings.
  - B.7.8.13.2 **Notification AFTER Regular Hours:** For Other Service calls after Regular Hours when some residence hall desks are closed. Contractor's staff can call Housing's Night Shift Supervisor at 608-444-5547.

B.7.8.13.3 If Housing has called for service due to an elevator malfunction, approval and scheduling are automatic.

**B.7.8.14 Completion of Work (Check Out):**

B.7.8.14.1 Before leaving the site Contractor's staff must check out by using the form provided by Housing and sign their LOG BOOK at the designated Desk and fill out as required.

B.7.8.14.2 Contractor's staff must leave a service ticket that shows the date, time in and out, explanation of the elevator problem or work being done, and status of the work when they leave the site.

B.7.8.14.3 If the elevator will be out of service for more than 4 hours, Contractor must notify "Day Staff" at 608-262-7309 during Regular Hours and the Night Shift Supervisor at 608-444-5576 after Regular Hours.

**WISCONSIN UNION ELEVATOR LOCATIONS: (B.7.8.15—B.7.8.16)**

**B.7.8.15 Prior Notification to Start of Work (Check In)**

B.7.8.15.1 **Standard Service:** All Standard Service maintenance performed in Wisconsin Union buildings must be scheduled with Wisconsin Union beforehand, through the Building Superintendent at 608-263-3925 OR 608-445-3925.

**B.7.8.15.2 Call Back Service**

B.7.8.15.2.1 **Notification during Regular Hours:** During Regular Hours, Contractor's staff must check in and out at the Building Superintendent's office every time work is to be performed in Wisconsin Union buildings.

B.7.8.15.2.2 **Notification after Regular Hours:** For Other Service calls after Regular Hours when the Building Superintendent is not available. Contractor's staff can check in and out at the Information desk in each building, which is open whenever the Unions are open, or the Night Shift Supervisor/Building Manager at 608-576-4792 at Memorial Union.

B.7.8.15.2.3 If the Wisconsin Union has called for service due to an elevator malfunction, approval and scheduling are automatic.

**B.7.8.16 Completion of Work (Check Out):**

B.7.8.16.1 The Wisconsin Union shall be notified as to the status of the elevator repair. This can be communicated either verbally to the Building Superintendent or via the service ticket to the Building Superintendent, to the staff at each main desk or, if not open, to the Night Shift Supervisor/Building Manager at 608-576-4792 at Memorial Union.

B.7.8.16.2 If the elevator is not functioning properly when the Contractor's staff leaves the service site they must also let the Wisconsin Union staff know verbally why and give their best estimate of when the repair will be completed.



- B.7.8.16.3 The service ticket can be left at the Building Superintendent's office, or the Information desk of the building where the elevator was serviced, or with the Night Shift Supervisor/Building Manager after normal business hours.
- B.7.8.16.4 Contractor's staff must leave a service ticket that shows the date, time in and out, explanation of the elevator problem or work being done, and status of the work when they leave the site.
- B.7.8.16.5 If the elevator will be out of service for more than 4 hours, Contractor must notify Mark Hanson at 608-263-3925 OR 608-445-3925 during Regular Hours and the Night Shift Supervisor/Building Manager at 608-576-4792 at Memorial Union.

B.7.9 **“Standard Service” Requirements:** The following sections describe Standard Service preventive maintenance and inspection services and schedules required of the Contractor.

- B.7.9.1 **Inclusions:** Except as specifically excluded, Contractor shall be responsible for providing all services, materials, labor, supplies, tools and equipment necessary to:
  - B.7.9.1.1 Maintain an inventory on site of all the commonly replaceable parts necessary to repair, clean, and service elevator in cabinet provided by contractor.
  - B.7.9.1.2 Maintain the elevators and associated equipment in a safe, clean, quiet and smooth-riding condition. The safety of occupants in the elevator is of utmost importance. If at any time the contractor feels an elevator is not safe to operate, they must communicate that with the FPM Electric Shop.
  - B.7.9.1.3 Repair or replace any malfunctioning part. There shall be no exceptions for parts considered to be obsolete.
  - B.7.9.1.4 Maintain elevator monitoring systems.
  - B.7.9.1.5 Perform elevator examinations at the intervals specified for each elevator in ITEMIZED BID LIST.
  - B.7.9.1.6 Perform all inspections and maintenance operations as specified and to meet ANSI A17.1 and COMM 18.
  - B.7.9.1.7 Perform all tests required by regulations or specified and to meet ANSI A17.1 and COMM 18.
  - B.7.9.1.8 Ensure performance with respect to door operation, landing accuracy and rated speed complies with specifications and to meet ANSI A17.1 and COMM 18.
  - B.7.9.1.9 Complete all repairs and corrections required by the annual inspection report to meet the compliance date on the report. Verification of the work shall be submitted to the Physical Plant Electric Shop. Contractor will be responsible for all re-inspection fees for failure of initial annual inspections due to contractor non-compliance. Inspections are currently performed by the Madison Fire Department.

- B.7.9.2 **Exclusions:** Contractor shall **not** be responsible for:
- B.7.9.2.1 Repairing, refinishing, or replacing of cab enclosures, cab floors, cab door panels, hoist-way door panels, frames and sills, hydraulic cylinders, main power disconnect switches and feeder to the controller. **\* Note Exception; Contractor will be responsible for sills if the door guides have not been properly maintained.**
  - B.7.9.2.2 The costs of materials and labor for:
    - B.7.9.2.2.1 the installation of any new attachments or features.
    - B.7.9.2.2.2 any parts or items damaged or made defective by misuse, fire, theft, water, or an Act of God.
- B.7.9.3 **Removal of Elevators from Contract:** In the event a building is vacant or unoccupied for a period of time or if an elevator is replaced or remodeled (and subsequently covered under remodeler warranty) the University will, at its discretion, notify the Contractor to **suspend or discontinue Standard Service for that elevator and may remove it from the Contract.** In such cases, the annual Standard Service rate shall be reduced proportionately to reflect the period of suspended or discontinued service. The University reserves the right to rebid Standard Service for that elevator upon completion of the remodeler warranty period.
- B.7.9.4 **Schedule:** Elevators are to be examined by the Contractor at the intervals specified in ITEMIZED BID LIST. Elevator examination intervals vary. They are weekly, semi-monthly, and monthly. On the date Contractor examines or performs service, all services, including Call Backs, performed shall be recorded in the log book kept in the elevator machine room.
- The following schedule constitutes the minimum frequency of services required.
- B.7.9.5 **Monthly Services**
- B.7.9.5.1 Ride each car; check operation of car and hoistway doors. Check acceleration; deceleration, floor stops, leveling, and brake action. Make required corrections.
  - B.7.9.5.2 Inspect and wipe clean all motors, machines and generators.
  - B.7.9.5.3 Inspect controllers, selectors and governors.
  - B.7.9.5.4 Clean and adjust all controller contacts and renew worn contacts and/or shunts where necessary. Check sequence operation.
  - B.7.9.5.5 Wipe clean all motor, generator and exciter commutators, clean and check brushes and brush holders. Renew or reset brushes.
  - B.7.9.5.6 Clean direction and accelerating switches.
  - B.7.9.5.7 Inspect brake operation. Check shoe to brake pulley clearance and adjust as required for proper operation. Clean pulley, if necessary.

- B.7.9.5.8 Clean machine room and hoistway pit. Deliver any keys or other property recovered from the pit to the designated contact person for the building.
  - B.7.9.5.9 Check floors for missing indicator plates, arrows, buttons, or other parts and replace.
  - B.7.9.5.10 Replace or repair all non-functional lamps.
  - B.7.9.5.11 Inspect door monitoring equipment and safety edge units. Clean, lubricate, adjust or repair. Clean door sills.
  - B.7.9.5.12 Test emergency phones and record in Log Book
  - B.7.9.5.13 Test fire service and record in Log Book
  - B.7.9.5.14 Monitor and maintain oil levels in hydraulic elevators and record levels in Log Book
- B.7.9.6 **Quarterly Services.**
- B.7.9.6.1 Clean and inspect equipment in hoistway.
  - B.7.9.6.2 Inspect working parts of all governors for free operation, clean and lubricate as necessary. Check contacts, shaft, brushings and rubbing surfaces for cleanliness and wear.
  - B.7.9.6.3 Inspect all door operating equipment, including motor brushes, commutator, belts or chains, contacts, drive vanes and locks. Clean, lubricate, adjust or replace.
  - B.7.9.6.4 Examine all wire ropes and fastenings, check and adjust rope tension.
  - B.7.9.6.5 Examine traveling cables for wear and position.
  - B.7.9.6.6 Examine counterweight. Tighten all loose bolts.
  - B.7.9.6.7 Clean and lubricate automatic slow down and stopping switches on top of cars and in hoistway.
  - B.7.9.6.8 Check car position indicators for proper operation, repair as necessary.
  - B.7.9.6.9 Inspect and clean car guides. Replace worn and cracked parts.
  - B.7.9.6.10 Check, clean, repair, or replace car fan motors for proper operation.
  - B.7.9.6.11 Blow-out and vacuum clean controller; motors and motor generator sets.
  - B.7.9.6.12 Check, repair, or replace the oil return system.
  - B.7.9.6.13 Inspect and maintain any equipment located in a remote area such as a rooftop enclosure. Such service shall be recorded in a log posted at the remote location as well as in the log book kept in the elevator machine room.
- B.7.9.7 **Semi-Annual Services.**
- B.7.9.7.1 Check for proper run-by and make adjustments as required by code.
  - B.7.9.7.2 Check bearings for proper operations and wear.

- B.7.9.7.3 Examine machine gear teeth for cutting or noise.
- B.7.9.7.4 While riding on top of cars, physically check condition and operation of door locking equipment.
- B.7.9.7.5 Perform electrical test of door interlock circuits.
- B.7.9.7.6 Examine door locks and door closer equipment. Clean door channels.
- B.7.9.7.7 Examine car and counterweight guide shoe and fastening.
- B.7.9.7.8 Renew gibs or rollers when necessary. Lubricate sliding guide shoes.
- B.7.9.7.9 Remove car station cover, blow out; clean switches and buttons.

**B.7.9.8 Annual Services.**

- B.7.9.8.1 Each summer, or at another time designated by the Authorized University Department, the Contractor shall make reasonable efforts to restore the elevator to its original safe operating condition and appearance and shall have a major preventive maintenance program to include all contactors, relays, switches, timing adjustments, electrical components and parts, including door operators, door tracks, hoist motors, cables, indicating lamps, and call buttons.
- B.7.9.8.2 Examine, clean with proper solution, and repair as necessary, commutator, brushes and brush holders of all small control motors and regulators.
- B.7.9.8.3 Thoroughly examine and clean starter and control panels. Check each contactor and relay by hand for wear, cleanliness, proper adjustment. Clean, adjust, repair or replace, as necessary.
- B.7.9.8.4 Check, clean and adjust operation of slow down and limit switches.
- B.7.9.8.5 Examine, clean and adjust all moving parts of governor and safety for free operation.
- B.7.9.8.6 Examine, clean and add oil to buffers, if necessary. Perform "hand test" of plunger return.
- B.7.9.8.7 Drain machine gear oil; seal any oil leaks; examine gear teeth, refill with fresh oil.
- B.7.9.8.8 Overhaul machine brake, including disassembly, cleaning, replacement of worn components, re-assembly and re-adjustment.
- B.7.9.8.9 Provide five year full-load governor and safety test per State Elevator Code, if required during the Contract term.
- B.7.9.8.10 Clean and lubricate hoistway door hangers, track and door arms.
- B.7.9.8.11 Examine car and counterweight wire hoist ropes and governor ropes for wear and condition; re-rope, if necessary.
- B.7.9.8.12 Clean rails, hatch walls, car top, pit, overhead sheaves and beams. Check brackets and bolts for tightness.
- B.7.9.8.13 Perform a complete systems check of all logic features and/or programs as determined by University.
- B.7.9.8.14 Test emergency power operations in accordance with ANSI A 17.1 safety code for Elevators and Escalators at a time as determined by University.
- B.7.9.8.15 Inspect and test all elevators as per ANSI A 17.1 and COMM 18.

- B.7.9.8.16 Inspect equipment for rust and corrosion. Clean and paint rusted equipment.
- B.7.9.9 **Examinations, Notifications and Inspections:**
  - B.7.9.9.1 Contractor shall immediately notify the Authorized University Representative when any parts or components within the elevator system may require repair, modification or replacement, or when any condition requires the attention of the University.
  - B.7.9.9.2 Should a failure to, or in, the elevator system occur due to the failure of the Contractor to make such repair, modification or replacement, Contractors shall be liable for any and all costs incurred by the Authorized University Representative to return the elevator to the original safe operation condition.
  - B.7.9.9.3 Should a failure to or in the elevator system occur because the Contractor did not notify the Authorized University Department, the Contractor shall be liable for any and all costs incurred by the University to return the elevator to the original safe operating condition.
  - B.7.9.9.4 The Authorized University Representative shall have the option to Contract with another contractor for service to an elevator if Contractor is unable to repair the elevator for any reason.
  - B.7.9.9.5 **Inspections:** If the level of the Contractor's performance is questioned by the University, a third party hired by the University, may be called in to inspect and to verify possible negligence on the part of the Contractor. If the alleged negligence is verified, the costs of such inspection and corrective action shall be borne by the Contractor.
- B.7.10 **"Other Service" Requirements:** The following sections describe requirements of the Contractor for work performed under the Contract as Other Service, as distinguished from Standard Service.
  - B.7.10.1 Other Service Work shall include, but not be limited to:
    - B.7.10.1.1 repairing, resetting, adjusting or replacing elevator components or associated equipment necessary resulting from misuse, fire, water, theft, or an Act of God.
    - B.7.10.1.2 upon University request, be present at specific times to ensure proper operation of elevators during events.
    - B.7.10.1.3 upon University request, repair or replace elevator components excluded from Standard Service in Section 7.9.
    - B.7.10.1.4 upon University request, perform services to improve or upgrade elevator components.
  - B.7.10.2 Contractor shall be paid for time spent on site by Contractor's employees performing Other Service work at the hourly rates established by the Contractor's bid.
  - B.7.10.3 Contractor shall be paid for parts and materials purchased by the Contractor to complete Other Service work at market prices as established by invoices. No mark up of prices by the Contractor shall be allowed.
  - B.7.10.4 When equipment rental has been approved in advance by the University, Contractor shall be paid for rental of equipment necessary to perform Other Service

work at market prices as established by invoices, with an allowable mark up by the Contractor not to exceed 15%. Contractor shall supply normal tools of the trade without cost to the University per Section 7.3.

**B.7.11 Elevator Performance Standards and Evaluation:**

**B.7.11.1 Door Performance:** In evaluating door performance, complete door opening and closing times shall be used. In addition, a determination that the doors open smoothly and close smoothly without slam shall also be required. Door closing pressures shall be maintained in conformance to existing codes. Photo electric door controls and other door reopen devices shall be maintained to operate as originally installed.

**B.7.11.2 Landing Performance:** Landing accuracy shall be plus or minus ½ inch, regardless of number of passengers, up to rated capacity. Medical facilities shall be plus or minus ¼ inch.

**B.7.11.3 Rated Speed Performance:** Contractor shall maintain rated speed of elevators within +/- 5%.

**B.7.11.4 Evaluation:** Should the University find that the performance standards are not met and are not being maintained, the University shall notify the Contractor of such Contract performance failure and give written notification according to Section 5.13. CONTRACT TERMINATION.

**B.7.12 Examinations and Tests:**

**B.7.12.1 Examination:** The University shall provide all Log Books necessary to be used by the Contractor in order to ensure compliance with the above specifications. These Log Books shall be filed in the elevator machine room for each respective elevator.

**B.7.12.2 Tests:**

**B.7.12.2.1** Contractor must perform ALL tests required by the Wisconsin Administrative Code COMM 18 and ANSI Code A17.1 and shall be performed at no additional cost to the University. Copies of the test reports shall be sent to FPM UW Electric Shop prior to initial annual inspection (approximately April 1).

**B.7.12.2.2** Example: If oil buffers are installed, Contractor shall perform routine tests as prescribed by ASME A17.1, and the 5-year test as prescribed by A17.1. Contractor shall provide written verification that the tests were completed and that the elevator passed to FPM Purchasing.