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Santa Ana College • Santiago Canyon College

**REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL  
(RFQ/RFP) 2425-378**

**ELEVATOR TESTING, INSPECTION, AND PREVENTATIVE MAINTENANCE SERVICES**

**AT**

**SANTA ANA COLLEGE, SANTIAGO CANYON COLLEGE, DIGITAL MEDIA CENTER  
AND DISTRICT OPERATIONS CENTER**

**Addendum No.1  
Issued: March 24, 2025**

The following changes, additions, deletions, or corrections shall become part of the above-mentioned RFP:

The following are responses to questions received:

1. Question: What was the previous pricing of the contracts that were awarded?

***Answer:*** See Attachment A-2 and Attachment A-3 for the pricing and scope of work for the current contractor.

2. Question: Are there any record drawings of the structure?

***Answer:*** Yes. The District will provide record drawings of the structure once the contract is awarded.

3. Question: Does this structure appear on DSA-approved plans?

***Answer:*** All structures listed in the scope of work are DSA-approved.

4. Question: Is bid #2425-378 scope of work the same as what the RSCCD is operating under currently?

***Answer:*** It is substantially the same with Building R (demolished) removed from the list.

5. Question: What is the current yearly pricing for SAC, SCC, DMC that is being paid currently?

***Answer:*** See question #1.

6. Question: Since we are not walking the site and the pics provided do not show condition of the equipment. Do vendors have a window when starting the contract to list required repairs?

**Answer:** *Yes, at the award of the contract the vendor will undertake an assessment of the equipment and provide proposals for the necessary repairs.*

7. Question: With elevators SAC: JSC-1-2. If elevator hoist belts require replacment. Are the vendors able to provide a cost proposal to RSCCD?

**Answer:** *Yes, see question # 6.*

8. Question: Attachment A-3 Repair Rates- The contractors percentage mark up. Does this number contribute to the scoring for the 30 available points?

**Answer:** *Yes*

9. Question: Does RSCCD have budged items for repairs from the current vendor?

**Answer:** *The District will allocate an allowance budget under the contract to make the necessary repairs. Also, refer to question # 6.*

10. Question: Do you have the dates when compliance testing was performed IE 5 Year Load Tests?

**Answer:** *The 5-Year Load Testing was done between the years 2021 – 2022.*

11. Question: Are vendors able to provide cost estimates to RSCCD for 5 year and annual testing?

**Answer:** *Please provide a proposal per the scope of work inclusive of the 5-year load testing and annual tests and provide pricing according to the blank pricing matrix Attachment A-2 and A-3.*

12. Question: I wanted to just ask if you would be maybe open to getting a proposal utilizing a cooperative or CMAS?

**Answer:** *The District is not entertaining entering into a cooperative agreement or CMAS for this RFQ/RFP.*

*End of Addendum No.1*

**ATTACHMENT A- 2 PROPOSAL WORKSHEET/SUMMARY OF YEARLY COSTS**

Include the fiscal schedule rates and charges for Elevator Testing, Inspection, and Preventative Maintenance Services at each campus on the summary worksheet below. Provide a fixed, lump sum total cost to accomplish the work outlined in the scope of work listed under the Elevator Testing, Inspection, and Preventative Maintenance Services Scope of Work. The fee shall include the Payment and Material Bond Fees for the duration of the contract. Use the budget table format below to provide cost breakdown.

<b>Santa Ana College</b>						
Campus/Building	State License	Year 1 FY 20-21	Year 2 FY 21-22	Year 3 FY 22-23	Year 4 FY 23-24	Year 5 FY 24-25
SAC: A	107483	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: B	123385	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: C	54548	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: D-1	169326	\$ 2,090.00	\$ 2,090.00	\$ 2,141.00	\$ 2,193.00	\$ 2,250.00
SAC: D-2	169327	\$ 2,090.00	\$ 2,090.00	\$ 2,141.00	\$ 2,193.00	\$ 2,250.00
SAC: H	30537	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: I	152092	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: L-1	53159	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: L-2	105866	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: O	177203	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: R	44526	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: S	53816	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: T	49409	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: V	157592	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: SC-1	184507	N/A	N/A	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: SC-2	184508	N/A	N/A	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SAC: JSC-1	TBD	N/A	N/A	\$ 2,361.00	\$ 2,413.00	\$ 2,466.00
SAC: JSC-2	TBD	N/A	N/A	\$ 2,361.00	\$ 2,413.00	\$ 2,466.00
SAC: HS-1	TBD	N/A	N/A	N/A	N/A	N/A
SAC: HS-2	TBD	N/A	N/A	N/A	N/A	N/A
Total Yearly Cost		\$ 25,228.00	\$ 25,228.00	\$ 34,204.00	\$ 35,056.00	\$ 35,864.00

<b>Santiago Canyon College</b>						
Campus/Building	State License	Year 1 FY 20-21	Year 2 FY 21-22	Year 3 FY 22-23	Year 4 FY 23-24	Year 5 FY 24-25
SCC: A	81003	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SCC: B	81331	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SCC: D-1	101748	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SCC: D-2 (WC Lift)	TBD	\$ 1,200.00	\$ 1,200.00	\$ 1,236.00	\$ 1,260.00	\$ 1,260.00
SCC: E-1	134010	\$ 2,090.00	\$ 2,090.00	\$ 2,141.00	\$ 2,193.00	\$ 2,250.00
SCC: E-2	134011	\$ 2,090.00	\$ 2,090.00	\$ 2,141.00	\$ 2,193.00	\$ 2,250.00
SCC: G	163068	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SCC: H-1	163255	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SCC: H-2	163341	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SCC: L	143885	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SCC: SC-1	153438	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
SCC: SC-2	153439	\$ 1,754.00	\$ 1,754.00	\$ 1,800.00	\$ 1,846.00	\$ 1,888.00
Total Yearly Cost		\$ 21,166.00	\$ 21,166.00	\$ 21,718.00	\$ 22,260.00	\$ 22,752.00

**Digital Media Center**

Campus/Building	State License	Year 1 FY 20-21	Year 2 FY 21-22	Year 3 FY 22-23	Year 4 FY 23-24	Year 5 FY 24-25
DMC-1	143720	\$1,754.00	\$1,754.00	\$1,800.00	\$1,846.00	\$1,888.00
DMC-2 (WC Lift)	143758	\$1,200.00	\$1,200.00	\$1,236.00	\$1,260.00	\$1,260.00
	Total Yearly Cost	\$2,954.00	\$2,954.00	\$3,036.00	\$3,106.00	\$3,148.00

**District Operations Center**

Campus/Building	State License	Year 1 FY 20-21	Year 2 FY 21-22	Year 3 FY 22-23	Year 4 FY 23-24	Year 5 FY 24-25
DOC-1	49336	\$1,754.00	\$1,754.00	\$1,800.00	\$1,846.00	\$1,888.00
DOC-2	49337	\$1,754.00	\$1,754.00	\$1,800.00	\$1,846.00	\$1,888.00
	Total Yearly Cost	\$3,508.00	\$3,508.00	\$3,600.00	\$3,692.00	\$3,776.00

**Summary of Yearly Costs**

Campus	Year 1 FY 20-21	Year 2 FY 21-22	Year 3 FY 22-23	Year 4 FY 23-24	Year 5 FY 24-25
Santa Ana College	\$ 25,228.00	\$ 25,228.00	\$ 34,204.00	\$ 35,056.00	\$ 35,864.00
Santiago Canyon College	\$ 21,166.00	\$ 21,166.00	\$ 21,718.00	\$ 22,260.00	\$ 22,752.00
Digital Media Center	\$2,954.00	\$2,954.00	\$3,036.00	\$3,106.00	\$3,148.00
District Operations Center	\$3,508.00	\$3,508.00	\$3,600.00	\$3,692.00	\$3,776.00
<i>Campus Subtotals</i>	\$ 52,856.00	\$ 52,856.00	\$ 62,558.00	\$ 64,114.00	\$ 65,540.00

<i>Combined Campus Subtotals*</i>		\$ 297,924.00
<b>District Allowance for Repair Work for 5-Year Agreement</b>		
Santa Ana College	\$150,000.00	
Santiago Canyon College	\$10,000.00	
Digital Media Center	\$8,000.00	
District Operations Center	\$5,000.00	
Total District Allowance for 5-Year Agreement		\$173,000.00
Allowance Payment and Material Bond Fee Adjustment		\$3,460.00
<b>Grand Total</b>		<b>\$ 474,384.00</b>

\*Subtotals include Payment and Material Bond Fees

**ATTACHMENT A- 3 ELEVATOR REPAIR SERVICES HOURLY RATES**

The undersigned submits this Proposal for Elevator Testing, Inspection, and Preventative Maintenance Services, RFQ/RFP #2021-288.

Personnel Title/Description	Normal Hours Hourly Rate (Fully Burdened w/ no OH & P)	Overtime Hourly Rate (Fully Burdened w/ no OH &P)	Double-Time Rates (Fully Burdened w/no OH & P)
Elevator Mechanic	\$205	\$410	\$410
Elevator Helper/Apprentice	\$164	\$328	\$328

\*Proposed labor charges only includes time on campus. Prevailing wage rates must be incorporated for all proposed labor charges.

\*Labor not subject to mark-up charges include (i) travel time; (ii) supervision, training (excludes training of District Personnel); and (iii) administrative support cost.

Insert Contractor's Proposed Mark-Up on Repair Work inclusive of labor, material, and equipment: 15%. All repair work shall be subject to prior approval by the District.

Agreement No. 0407.00  
Board Approval: April 12, 2021

costs arising out of lost, misplaced or stolen keys, including without limitation replacement keys and re-keying locks for security purposes, as reasonably determined by the District. The Contractor will be required to sign a release form. If the Contractor loses a key or fails to return a key to the District, the Contractor shall be fined \$5,000 for each key lost. The Contractor is solely responsible for: (i) informing all personnel with access to, or authority to use, any Building access keys, of the limitation on the use of such keys solely and exclusively in connection with completing Services under this Contract; (ii) prohibiting personnel from disseminating or duplicating any building keys; and (iii) all losses, damages, costs or other liabilities arising out of the unauthorized dissemination or duplication of any building keys.

## **2. Elevator Equipment Testing and Inspection.**

**2.1. General.** The Contractor shall furnish all labor, materials, parts, equipment, tools, and services necessary for all scheduled testing and inspection of wheelchair lift equipment and elevator equipment (collectively called "Elevator") identified in Attachment hereto. The frequency and specific testing, inspections, and preventative maintenance tasks to be completed by the Contractor shall be in accordance with the Elevator Equipment manufacturer recommendations.

**2.2. Completion of System Testing and Inspection.** The Contractor shall complete the Elevator Equipment Testing and Inspection at each facility at each Site in accordance with the Testing and Inspection Services Schedule prepared pursuant to this Contract. Failure of the Contractor to commence and complete Elevator Systems Testing and Inspection in accordance with the Testing and Inspection Services Schedule will subject the Contractor to assessment of Liquidated Damages set forth in this Contract.

## **3. Elevator Testing, Inspection, and Preventative Maintenance Services Scope of Work.**

Inspect Elevators for verification of proper operating condition, documentation of operating conditions, operating condition report for each Elevator and elevator components, including preventative maintenance and repair recommendations. Inspection of Elevator components include the following: control units, rails and guides, hydraulic systems, car equipment, signs and accessories, electrical, hoist ropes, hoistway and pit equipment, pumps and valves. Inspection of each Elevator will be completed at the following intervals: monthly, quarterly, semi-annually and annually. The scope of work to include Original Equipment Manufacturer (OEM) Requirements and if in conflict with the scope of work included below, then the most stringent recommendation or requirement will apply.

**3.1. Elevator Inspections.** Inspect Elevators for verification of proper operating condition, documentation of operating conditions, operating condition report for each Elevator and elevator components, including preventative maintenance and repair recommendations. Inspection of Elevator components include the following: control units, rails and guides, hydraulic systems, car equipment, signs and accessories, electrical, hoist ropes, hoistway and pit equipment, pumps and valves. Inspection of each Elevator will be completed at the following intervals: monthly, quarterly, semi-annually and annually.

**3.1.1. Monthly Inspections.** The Contractor shall inspect the elevators and wheelchair lifts monthly to observe and confirm proper functioning of elevator components in accordance with OEM recommendations for monthly inspections, if any. In addition to OEM monthly inspection recommendations, the following inspections shall be

completed if not included in the OEM monthly inspection recommendations and as applicable to an elevator. For elevators not subject to OEM recommendations for monthly inspections, the Contractor shall complete the following on a monthly basis, as applicable to an elevator:

- 3.1.1.1 Perform general inspection of machinery, sheaves, worm and gear motor, brake, and selector. Lubricate as required.
- 3.1.1.2 Check reservoir oil level, re-fill as necessary.
- 3.1.1.3 Observe brake operation and adjust or repair if required.
- 3.1.1.4 Inspect machinery, contacts, linkage and gearing.
- 3.1.1.5 Inspect brushes and commutator.
- 3.1.1.6 Inspect controllers, selectors, relays, connectors, contacts, etc.
- 3.1.1.7 Ride car and observe operation of doors, leveling, reopening devices, push buttons, lights, etc.
- 3.1.1.8 Check governor and tape tension sheave lubrication.
- 3.1.1.9 Observe operation of elevator throughout its full range and at all floors it serves to test controls, safety devices, leveling, and other devices.
- 3.1.1.10 Check door operation, clean, lubricate and adjust tracks, check linkages, gears, wiring motors, check keys, set screws, contacts, chains, came and door closer. Check selector.
- 3.1.1.11 Inspect interior of cab. Test telephone or intercommunication system, normal and emergency lights, fan, emergency call system or alarm, car station.
- 3.1.1.12 Visually inspect controller, contacts and relays.
- 3.1.1.13 Observe operation of signal and dispatching system. Inspect compensating hitches, buffers, rope clamps, slack cable switch, couplings, keyways, and pulleys. Check load weighing device and dispatching time settings. Check oil level in car and counterweight oil buffers.
- 3.1.1.14 Check brushes and commutators. Inspect commutators for finish, grooving, eccentricity and mica level.
- 3.1.1.15 Check: (i) car ventilation system; (ii) car position indicators; (iii) director stations; (iv) hall and car call buttons; and (v) hall lanterns.

**3.1.2 Quarterly Inspections.** The Contractor shall inspect the elevators quarterly (every three (3) months) to observe and confirm proper functioning of elevator components in accordance with OEM recommendations for quarterly inspections, if any. In addition to OEM quarterly inspection recommendations, the following inspections shall be completed if not included in the OEM quarterly inspection recommendations for an elevator. For elevators not subject to OEM recommendations for quarterly inspections, the Contractor shall complete the following on a quarterly basis, as applicable to an elevator:

- 3.1.2.1 Check leveling operation. Check hoist way doors, clean, lubricate, and adjust tracks hangers and up thrust eccentrics, linkage gibes and interlocks.



- 3.1.2.2 Inspect all fastenings and ropes for wear and lubrication. Inspect all ropes, hitches, and shackles.
- 3.1.2.3 Inspect hoist reduction gear brake and brake drum, drive sheave and motor, and any bearing wear.
- 3.1.2.4 In the car, test alarm bell system. Inspect retiring cam device, chain, dashpots, commutators, brushes, cam pivots, fastening. Test emergency switch (ground case if necessary). Inspect safety parts, pivots, set screws, switches, etc. Check adjustment of car and counterweight gibs, shoes or roller guised.
- 3.1.2.5 In the pit, inspect governor and tape tension sheave fastenings.
- 3.1.2.6 Check clearance between safety jaws and guide rails. Visually inspect all safety parts.

**3.1.3 Semi-Annual Inspection.** The Contractor shall inspect the elevators semi-annually (every six (6) months) to observe and confirm proper functioning of elevator components in accordance with OEM recommendations for semi-annual inspections, if any. In addition to OEM quarterly inspection recommendations, the following inspections shall be completed if not included in the OEM semi-annual inspection recommendations and as applicable to an elevator. For elevators not subject to OEM recommendations for quarterly inspections, the Contractor shall complete the following on a semi-annual basis, as applicable to an elevator:

- 3.1.3.1 Check controllers, alignment of switches, relays, timers, contacts, hinge pins, etc. adjust and lubricate. Check all resistance tubes and grids. Check oil in overload relays, settings and operation of overloads.
- 3.1.3.2 In hoistway, examine guide rails, cams and fastenings. Inspect and test limit and terminal switches. Check car shoes, gibs or roller guides.
- 3.1.3.3 Inspect sheaves to ensure they are tight on shafts. Sound spokes and rim with hammer for cracks.
- 3.1.3.4 Examine all hoist ropes for wear, lubrication, length and tension.
- 3.1.3.5 On tape drives, check hitches and broken tape switch.
- 3.1.3.6 Check car stile channels for bends or cracks; also car frame, cams, supports and car steadying plates.
- 3.1.3.7 Check fastenings and operation of door checks, and interlocks.
- 3.1.3.8 Check governor and tape tension sheave fastenings.

**3.1.4 Annual Inspections.** The Contractor shall inspect the elevators annually (every twelve (12) months) to observe and confirm proper functioning of elevator components in accordance with OEM recommendations for annual inspections, if any. In addition to OEM annual inspection recommendations, the following inspections shall be completed if not included in the OEM annual inspection recommendations and as applicable to an elevator. For elevators not subject to OEM recommendations for annual inspections, the Contractor shall complete the following on an annual basis, as applicable to an elevator:

- 3.1.4.1 Inspect hoist motor armatures and rotor clearances.
- 3.1.4.2 Drain, flush and refill oil reservoirs of each hoisting motor.



- 3.1.4.3 Check and reset, if necessary, all brushes for neutral settings, proper quartering and spacing on commutators.
- 3.1.4.4 Check group supervisory and triplex control systems. The systems dispatching, scheduling and emergency features shall be tested and adjusted in accordance with OEM recommendations.
- 3.1.4.5 The Contractor shall ensure that the elevator and equipment is maintained in a safe and operative condition in compliance with the requirements of the latest edition of the American National Standards Institute (ANSI) Safety Code for Elevators and Escalators, A17.1, and all other applicable laws, regulations, rules, ordinances, codes, etc.

**3.1.5 Elevator Inspection Schedule.** Annually during the Term of this Agreement, the Contractor shall meet and confer (“Schedule Conference”) with the District Representative to develop a schedule for the Contractor’s completion of the Monthly, Quarterly, Semi-Annual, and Annual Elevator Inspections for each elevator at respective sites noted herein (“Inspection Schedule”) for the ensuing twelve months (“Service Year”). The first Schedule Conference and the Inspection Schedule for the first Service Year shall be completed within thirty (30) days of the date of this Agreement. If the District and Contractor are unable to reach mutual agreement for the Inspection Schedule for any Service Year, the Contractor shall complete Elevator Inspections in accordance with the Inspection Schedule established by the District’s Representatives.

**3.1.6 Elevator Inspection Reports.** Within three (3) business days of the completion of each elevator inspection, the Contractor shall submit written Inspection Reports to the District Representative. Payment for elevator inspections will not be made by the District until after the District’s receipt of the applicable Inspection Reports. District Representatives:

Site	Title
Santa Ana College	Director, Physical Plant/Facilities
Santiago Canyon College	Facilities Manager
Digital Media Center	Assistant Vice Chancellor, Education Services
District Operations Center	District Support Services Supervisor

Payment for elevator inspections will not be made by the District until after the District’s receipt of the applicable Inspection Report.

**3.2 Elevator Maintenance.** Provide all labor, materials, parts, equipment, and services to maintain all Elevators. Maintenance parts/equipment must be OEM manufactured or OEM authorized alternative parts/equipment. Complete all scheduled maintenance requirements at intervals as established by the OM and in accordance with OEM specifications and recommendations. Preventative maintenance as authorized by the District Representative:

**3.2.1 Monthly Maintenance.** As required or noted by the Contractor's Monthly Elevator Inspections, the Contractor shall complete the following maintenance activities monthly for each elevator.

- 3.2.1.1 Empty drip pans, discard oil, and replenish reservoir oil level.
- 3.2.1.2 Adjust or repair brakes if required.
- 3.2.1.3 Lubricate machinery, contacts, linkage, and gearing.
- 3.2.1.4 Clean brushes and commutator, perform needed repairs.
- 3.2.1.5 Clean controllers, selectors, relays, connectors, contacts, etc.
- 3.2.1.6 Replace all burned out lamps in elevator car, machine room, pit, hall lanterns, etc.
- 3.2.1.7 Remove litter, dust, oil, etc., from all machine room equipment.
- 3.2.1.8 Clean trash from pit and empty drip pans.
- 3.2.1.9 Clean, lubricate and adjust tracks, check linkages, gears, wiring motors, check keys, set screws, contacts, chains, came and door closer. Clean, adjust and lubricate brushes, dashpots, traveling cables, chain, pawl magnets, wiring, contracts, relays, tape drive and broken tape switch.
- 3.2.1.10 Clean, adjust and lubricate car door and gate tracks, pivots, hangers, car sill, side and top exits.
- 3.2.1.11 Repairs to telephone or intercommunication system, normal and emergency lights, fan, emergency call system or alarm, car station indication lights.
- 3.2.1.12 Replace contacts as required.
- 3.2.1.13 Add oil as required in car and counterweight oil buffers.
- 3.2.1.14 Clean, turn or refinish commutator to provide proper commutation. Replace or adjust brushes as required. Adjust: (i) car ventilation system; (ii) car position indicators; (iii) director stations; (iv) hall and car call buttons; and (v) hall lanterns.

Site	Title	Name	Phone Number
Santa Ana College, Digital Media Center, & District Operations Center	Campus Security	Dispatch	(714) 564-6330
Santiago Canyon College	Campus Security	Dispatch	(714) 628-4730

3.2.1.15 In regards to elevator maintenance and operations, notify the following contacts per site:

Site	Title	Phone Number
Santa Ana College	Director, Physical Plant/Facilities	(714) 564-6307
Santiago Canyon College	Facilities Manager	(714) 628-4721

Digital Media Center	Assistant Vice Chancellor, Education Services	(714) 480-7466
District Operations Center	District Support Services Supervisor	(714) 480-7517

**3.2.2 Quarterly Maintenance.** As required or noted by the Contractor's Quarterly Elevator Inspections, the Contractor shall complete the following maintenance activities monthly for each elevator.

- 3.2.2.1 Clean and adjust leveling switches, hoistway vanes, magnets, selector tapes and inductors. Repair and/or adjust for proper leveling.
- 3.2.2.2 Clean, lubricate, and adjust tracks hangers and up thrust eccentrics, linkage gibs and interlocks.
- 3.2.2.3 Clean, adjust and lubricate car door or gate tracks, pivots, hangers.
- 3.2.2.4 Clean both governor and hoist ropes and lubricate hoist ropes if needed. Equalize rope tension.
- 3.2.2.5 Inspect hoist reduction gear brake and brake drum, drive sheave and motor, and nay bearing wear.
- 3.2.2.6 Clean light fixtures. Inspect, clean and adjust retiring cam device, chain, dashpots, commutators, brushes, cam pivots, fastening.
- 3.2.2.7 Lubricate and adjust, if necessary: car and counterweight gibs, shoes or roller guised. Lubricate compensating sheave and inspect hitches in pit. Empty and clean oil drip pans in pit. Clean all parts of safeties and lubricate moving parts to assure their proper operation.
- 3.2.2.8 Adjust clearance between safety jaws and guide rail controller parts, selectors and dispatching equipment, relays, solid-state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes, mechanical and electrical driving equipment, signal lamps and position indicating equipment.
- 3.2.2.9 Door operators, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms car and counterweight guide shoes including rollers and gibs and emergency car lighting.
- 3.2.2.10 Hoistway door interlocks and hangers, bottom door guides and auxiliary door closing devices.
- 3.2.2.11 Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, contacts, linings, and component parts.
- 3.2.2.12 Motors, motor generators, motor windings, rotating elements, commutators, brushes, brush holders, and bearings.
- 3.2.2.13 Governor components, governor sheaves and shaft assemblies, bearings, contacts, governor jaws, deflector or secondary sheaves, car and counterweight buffers, car and counterweight guide rails, car and counterweight sheave assemblies, top and

bottom limit switches, governor tension sheave assemblies, and compensating sheave assemblies.

- 3.2.2.14 Pumps, pump motors, operating valves, valve motors, leveling valves, plunger packings, exposed piping, above ground plungers, and cylinders and hydraulic fluid tanks.

**3.2.3 Semi-Annual Maintenance.** As required or noted by the Contractor's Semi-Annual Elevator Inspections, the Contractor shall complete the following maintenance activities semi-annually for each Elevator.

- 3.2.3.1 Clean controllers with blower, check alignment of switches, relays, timers, contacts hinge pins, etc. adjusts and lubricate. Clean and inspect fuses and holders and all controller connections.
- 3.2.3.2 Adjust and replace car shoes, gibs, or roller guides, as required.
- 3.2.3.3 Clean all overhead sheaves, sills, bottom of platform, car tops, counterweights and hoist way walls.
- 3.2.3.4 Inspect sheaves to ensure they are tight on shafts. Sound spokes and rim with hammer for cracks.
- 3.2.3.5 Replace, lubricate and adjust hoist ropes as required to meet code requirements.
- 3.2.3.6 Check fastenings and operation of door checks, and interlocks. Clean and lubricate pivot points on fastening, door checks and interlocks as required.

**3.2.4 Annual Maintenance.** As required or noted by the Contractor's Annual Elevator Inspections, the Contractor shall complete the following maintenance activities annually for each elevator.

- 3.2.4.1 Thoroughly clean car and counterweight guide rails using nonflammable or high flash point solvent to remove unit lint dust and excess lubricant.
- 3.2.4.2 Remove, clean and lubricate brake cores on brakes, clean linings, if necessary and inspect for wear. Correct excess wear and adjust.
- 3.2.4.3 Inspect hoist motor armatures and rotor clearances.
- 3.2.4.4 Drain, flush and refill hoisting motor oil reservoirs.
- 3.2.4.5 Check and reset, if necessary, all brushes for neutral settings, proper quartering and spacing on commutators.
- 3.2.4.6 Check group supervisory and triplex control systems. Adjust the systems dispatching, scheduling and emergency service features in accordance with OEM recommendations.

**3.2.5 OEM Scheduled Maintenance.** The Contractor shall complete all OEM recommended Scheduled Maintenance activities for each elevator that is different from or in addition to the Monthly, Quarterly, Semi-Annual and Annual Maintenance activities set forth above. OEM recommended Scheduled Maintenance activities shall be completed by the Contractor at the OEM's recommended intervals. This includes but is not limited to the following.

- 3.2.5.1 To comply with the Elevator Safety Orders §3071(j), the Contractor is to perform the **Five (5) Year Elevator Load Test**. Within the term of this Agreement, the Contractor shall provide one (1) load test for each of the elevators and lifts as identified in the Elevators and Lifts schedule. The date of the load test shall be coordinated with the District Representative and the State.
- 3.2.5.2 Concurrently, as it relates to the Load Test, the Contractor will test the integrity of the hydraulic system, including the cylinder, oil line, and valve and tank unit.
- 3.2.5.3 If any repairs, adjustments or replacements are required for code compliance, as it relates to the Load Test, they are to be addressed under Elevator Repair Services.

**3.2.6 Elevator Maintenance and Repair Records.** Elevator Maintenance and Repair Records shall be maintained on such forms with such content required by the District. Elevator Maintenance and Repair Records shall be completed within four (4) hours of the completion of each Elevator Maintenance Service or Repair Service. Within twenty-four (24) hours of the Contractor's completion of a Maintenance Service and Repair Service Request, the Contractor shall deliver the records of the completed Maintenance and Repair Service Request to the District Representative. No payments shall be made for any Elevator Maintenance and Repair Services for which the Contractor has not submitted records of the completed Maintenance and Repair Service Request. The Contractor shall maintain records of all Elevator Maintenance and Repair Services including without limitation the following:

- 3.2.6.1 Service date.
- 3.2.6.2 Service technician(s) contact information.
- 3.2.6.3 Executive summary.
- 3.2.6.4 Property and building information.
- 3.2.6.5 Description of the systems or services that are part of the maintenance program.
- 3.2.6.6 Scheduled and non-scheduled inspection, maintenance, and repairs performed.
- 3.2.6.7 Detailing of the condition of all pieces of equipment and a Pass/Fail rating.
- 3.2.6.8 Equipment inspection results, deficiencies, and urgent corrective items. The deficiency report shall describe the deficiency, the location, and date and time the deficiency was reported.
- 3.2.6.9 Listing of an accurate inventory of all devices and provide any discrepancies to the District Representative.
- 3.2.6.10 Technician certifications of inspection and maintenance personnel.
- 3.2.6.11 Additional comments, notes, or pertinent information related to inspection and maintenance of the elevators.

**3.2.7 Completion of Elevator Maintenance Services.** The Contractor shall complete the Elevator Maintenance Services at each facility at each Site in accordance with the Maintenance Services Schedule prepared pursuant to this Agreement. Failure of the Contractor to commence and complete Elevator Maintenance Services in accordance with the Maintenance Services Schedule will subject the Contractor to assessment of Liquidated Damages set forth in this Agreement.

**3.3 Elevator Repair Services.** Provide all labor, materials, parts, equipment and services to repair all Elevators. Repair parts/equipment must be OEM manufactured or OEM authorized alternative parts/equipment. General Requirements relating to the Contractor's completion of Repair Services are set forth below and authorized in advance by the District Representative.

**3.3.1 Repairs.** The Contractor shall complete repairs and other maintenance activities so all the Elevator Equipment, in all locations, is continuously in operating condition ("Repair Requests"). Contractor shall provide priority service to perform the Work as required within the shortest possible timeframe, take all necessary precautions to prevent reoccurrence, and provide quality parts and materials to maintain related equipment in proper operating condition. Repair Requests will generally note the repair or maintenance required and whether the Repair Request is a General Repair Request, an Urgent Repair Request or an Emergency Repair Request. The Contractor shall dispatch personnel with the skills and experience to complete a Repair Request along with the parts, equipment, tools and other items necessary to complete the Repair Request as follows:

3.3.1.1 General Repairs: Response time within 24 hours, 7:00 AM - 4:00 PM, Mondays - Fridays, except for holidays.

3.3.1.2 Urgent Repairs: Response time within 4 hours, 7:00 AM – 8:00 PM, Mondays - Fridays, except holidays; Repair Request submitted to Contractor prior to 5:00 PM Mondays – Fridays require Contractor response time no later than 12:00 PM the following working day.

3.3.1.3 Emergency Repairs: Response time within 2 hours, 24 hours per day, 7 days per week, holidays included.

3.3.1.4 Immediate Repairs: These can be made within a \$500.00 limit and upon approval from the District Representative.

**3.4 Service Tickets.** A service ticket provided by the Contractor shall be completed by the Contractors' maintenance and/or repair personnel and given to the District Representative or designee prior to departure from the Facility. In addition, a duplicate copy is to be submitted electronically (within 48 hours) of the completed work assignment.

3.4.1 All maintenance and/or repair work performed, parts, utilized and time expended shall be documented, legibly, and understandably.

3.4.2 All documentation must be signed by the District Representative or designee prior to departure from the Facility.

3.4.3 The Contractor is to submit a duplicate electronic copy of all monthly service tickets and/or repair work performed, parts utilized, time expended, and items in need of correction to the District Representative at each site.

3.4.4 This will help to capture, archive, and file all work performed on each elevator. The District will use a work-order tracking software to generate the work orders.

3.4.5 **Repair Logs.** The Contractor shall maintain a Repair Log for each elevator for noting Repair Services performed for each elevator, including without limitation, service dates, service personnel, detailed description of nature and scope of Repair Services and parts replaced with each Repair Service. The form and required content of the Contractor's Repair Log are subject to District review and acceptance; the Contractor shall modify the

form of the Repair Log as necessary for the District to accept the entirety thereof. At the conclusion of each Repair Service, the Contractor's Repair Service personnel shall complete the Repair Log for the Repair Service completed. The Contractor shall provide the District Representative with hard copy written Repair Logs or electronic/digital files of Repair Logs for each Repair Service within three (3) business days of the completion of a Repair Service. No payment will be made by the District for any Repair Service unless the Contractor completes and delivers Repair Logs for such Repair Service pursuant to the foregoing.

**3.4.6 Replacement Parts.** If any Repair Service includes the replacement of any parts, components or other separable assemblies of an elevator, the removed and replaced part shall be made available to the District Representative for inspection. The Contractor shall dispose of any removed or replaced parts as directed or authorized by the District. Disposal of removed or replaced parts are included with the Repair Service charge; no additional payment is due the Contractor for disposal of removed or replaced parts.

**3.4.7 Spare Parts.** As stated previously, all parts and equipment must be Original Equipment Manufacturer. All materials and parts used must be genuine parts as manufactured, distributed, or approved by the manufacturer of the elevator being serviced. Critical parts that will result in all elevators in a building to be out of service must be stocked or shall be available on-site within eight (8) hours after the contractor is notified of the failure. If the vendor is unable to obtain any critical part due to delays from a 3rd party supplier, the District Representative or Campus Representative must be notified in writing within 24 hours.

**3.5 DIR Inspection Repairs.** The Elevators are subject to annual inspection by the Department of Industrial Relations Elevator Unit ("DIR Inspection") for safe operation of the Elevators and compliance with other requirements established by law. The Contractor shall complete the following in connection with DIR inspection of each Elevator.

**3.5.1 District Support.** The contractor shall complete the following in connection with the annual DIR Inspection of each Elevator.

3.5.1.1 If requested by a District Representative, the Contractor shall have its personnel present during DIR inspection of elevators.

3.5.1.2 The Contractor shall assist the District in responding to any inquiries arising in from a DIR Inspection relating to maintenance, repair or operation of the elevators.

3.5.1.3 The Contractor shall furnish all reports of Repair Service activities required by a DIR inspection.

3.5.1.4 The Contractor shall assist the District in communications with the DIR relating the nature or scope of any repairs to maintain the DIR Elevator Permit in good standing.

**3.5.2 Contractor Completion of DIR Inspection Repairs.** The Contractor shall promptly complete repairs or other maintenance service required by a DIR Inspection so that the DIR Elevator Permit remain unimpaired and Elevator operations are unimpeded.

**3.6 Machine Components.** Machine Components to include:



- 3.6.1 Motor - including gears bearings, brakes, and related parts, brushes windings, commutators, rotating equipment, contacts, coils, and resistors, and solid state controls for motor circuits, v-belts, sheaves, and wiring.
- 3.6.2 Pump - including sheaves, screens, filters, hoses, and connection fittings.
- 3.6.3 Cleaning: monthly services shall specifically include cleaning the pump, motor components and maintaining a clean environment in the elevator mechanical, pump rooms and elevator hoistway.
  - 3.6.3.1 Valves, all valves including relief valve, leveling valves, check valve, strainers, springs, and gaskets.
  - 3.6.3.2 Jack Unit, including plunger, guide bearings, packing, and packing gland.
- 3.6.4 Governor, including sheave, bearings, shafts, contacts, and governor jaws.
- 3.6.5 Elevator Car - including power door operator, emergency phone operation, door protective devices, car door operator, hangers, car door contact, load weighing equipment, car safety devices, car guide shoes, and sub-flooring; riding the elevator each visit, checking floor levels, door operation, and checking all signal fixture lamps (replace when needed).
- 3.6.6 Accessory Equipment - including all accessory elevator equipment installed prior to commencement of this agreement.
- 3.6.7 Hoistway - including deflector sheave, secondary sheaves, buffers, governor tension assemblies, 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.
- 3.7 **Scheduling.** No unscheduled work may be performed without prior authorization by the District Representative. In the case of buildings with multiple Elevators, one (1) elevator must remain operational at all times during normal business hours.

#### **4. Contract Payments.**

- 4.1. **General.** Payments to the Contractor for completion of Elevator Equipment Testing, Inspection, and Maintenance Services shall be as set forth herein. Payments due the Contractor pursuant to the following are inclusive of all expenses, charges, fees or costs for labor, materials, equipment and services to complete the Contractor's obligations hereunder. The foregoing includes without limitation, labor burdens and benefits, administrative, clerical and other indirect support, taxes and other similar charges and profit.
- 4.2. **Elevator Inspections and Preventative Maintenance Services.** Compensation to the Contractor for completing Elevator Inspections and Preventative Maintenance Services will be the fixed, lump sum price indicated in Attachment A-2, with the fixed, lump sum price inclusive of all labor, materials, tools, equipment, services and any other item of a tangible or intangible nature