

A. MONTHLY EQUIPMENT MAINTENANCE SCHEDULE

- 1)** The Contractor shall provide all listed services at the specified time intervals for equipment listed on awarded line items. The Contractor shall coordinate monthly scheduled maintenance visits with the Maintenance Director or his Representative at Mutually agreed upon dates and times.

Within two (2) weeks of award of Contract, Contractor shall provide the Maintenance Director or his Representative with a monthly maintenance schedule citing the date and time for each elevator's monthly maintenance visit.

EXAMPLE:

Monthly maintenance on elevator #1 to be performed on the second Monday of each month at approximately 2:00 p.m.

- 2)** The Contractor shall be responsible for furnishing all materials, tools, test equipment, labor and, repair/replacement parts, and services needed to complete all testing, inspections and/or repairs using service technicians who shall regularly and systematically examine, test, clean, lubricate and adjust, and when conditions warrant, conduct necessary maintenance and repairs and part replacement.

NOTE: Contractor vendor shall be responsible for having or obtaining any required tools or software that may be required to operate and maintain elevators; at no additional cost to the Etowah County Commission.

- 3)** All costs associated with the monthly maintenance should be considered in vendor's bid submittal as no additional charges will be allowed for these services including expendable supplies.
- 4)** The Contractor awarded this Maintenance Service Contract is to have an established and qualified full time service staff with the ability to receive and dispatch service technicians upon request of the Maintenance Director or his Representative.
- 5)** The Contractor shall provide telephone numbers and pager numbers of personnel to contact on an as needed basis for "emergency" and non-emergency" service calls.
- 6)** All visitations by service technicians shall be logged on site as to date and time (I.E. time in and time out) and report to the Maintenance Director or his Representative. It is required that all service technicians personally sign-in and sign-out to verify their presence and length of stay at the facility.

It shall be expected that once work has commenced it shall continue uninterrupted until the maintenance is completed, unless prevented from doing so by matters recognizable by the Maintenance Director as being beyond the control of the contract vendor.

- 7)** Generally work will be scheduled during normal working conditions and during regular working hours. However, it may be necessary to change the work schedule to after normal working hours to accommodate tenants. On these occasions, the Contractor and the Maintenance Director shall agree on a schedule to provide the specified services. Services rendered after normal working hours shall be at no additional cost to the Etowah County Commission.

Monthly maintenance service requiring equipment to be out of service or off line shall not be performed during peak load periods without the prior approval of the Maintenance Director or his Representative.

Regular hours 8:00 a.m. through 4:30 p.m., Monday through Friday, except for County holidays as proclaimed by the Etowah County Commission.

- 8) Maintenance services as specified require the Contractor to provide full service to the equipment, including regular maintenance and repairs as deemed necessary to maintain the integrity of each of them and keep them operating at optimum capability at all times.

At the conclusion of each monthly maintenance visit, Contractor shall provide a completed monthly inspection checklist in accordance with ASME A17.1 and A17.2 (copies attached) for each elevator. Monthly inspection checklists shall be signed by both parties to confirm and verify services provided during the visit. Monthly inspection checklists will be maintained in the Facility Administrator's office and will be made available to staff and codes inspectors for their review.

- 9) Contractor shall maintain elevators and accessories to comply with the requirements of the latest edition of the American Society of Mechanical Engineers (ASME) A17.1 and all other applicable laws, regulations, rules, ordinances and codes. The ASME elevator inspection manual A17.2 shall be used as a guide to establish that equipment is operating safely and is maintained according to manufacturers recommendations.

- 10) The removal of elevators from service shall be coordinated with and approved by the Maintenance Director.

- 11) During the performance of contracted service, Contractor will maintain a clean work area. Upon completion of the work, Contractor shall remove all trash and debris from the job site.

NOTE: Coordinate site visit with Maintenance Director and upon arrival at Facility, pick up a checklist and determine from Maintenance Director if there are current problems or concerns with elevator requiring immediate attention.

- 12) Clean machine room quarterly.

B. MANDATED PERFORMANCE TESTS

Elevators shall pass the State's annual mandated test requirement at the Contractor's expense.

C. ON-SITE RESPONSE TIMES FOR EMERGENCY & NON-EMERGENCY SERVICE CALLS.

Contractor shall provide for "non-emergency on-site" and "emergency on-site" service **Eight (8) hours per day, five (5) days per week.** Contractor's response time will Commence upon notification and will be as follows:

1. Non-emergency on-site services will be required within six (6) hours.
2. The owner reserves the right to remove trapped people in car without accepting any Liability for damage to elevator.

NOTE: The Maintenance Director or his designee will make the determination upon

Notification if the requested service is an emergency.

3. **“Regular time” – daily hours 8:00 a.m. to 4:30 p.m. Monday through Friday excluding any days declared as holidays by the Etowah County Commission.**

D) All parts replace shall be factory replacement parts or better.

Acts of vandalism shall be repaired by the owner.

E) INVOICE INFORMATION

Invoices are to be itemized by elevator location (line item). All supporting documentation shall accompany each invoice to include, but not limited to “monthly”, “time and material” (hourly rates and parts at cost).

Invoices should be invoiced out **AFTER** completion of maintenance.

ALL INVOICES ARE TO BE MAILED TO:

**ETOWAH COUNTY COMMISSION
800 FORREST AVENUE ROOM 107
GADSDEN, AL 35901
ATTN: DEBBIE PARRIS, PURCHASING AGENT**