



REQUEST FOR QUOTATIONS

Title: Elevator and Lift Preventative Maintenance

Reference No.: 1220-040-2022-089

FOR THE SUPPLY OF GOODS AND SERVICES

(General Services)

Issue Date: October 3, 2022

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REQUEST FOR QUOTATIONS

1. INTRODUCTION

The City of Surrey (the “**City**”) invites contractors to provide a quotation on the form attached as Schedule B – Form of Quotation to Attachment 1 – Agreement – Goods and Services (the “**Quotation**”) for the supply of the goods (if any) and services described in Schedule A – Specifications of Goods and Scope of Services to Attachment 1 – Agreement – Goods and Services (the “**Goods and Services**”). The description of the Goods and Services sets out the minimum requirements of the City. A person that submits a Quotation (the “**Contractor**”) should prepare a Quotation that meets the minimum requirements, and may as it may choose, in addition, also include goods, services or terms that exceed the minimum requirements.

2. ADDRESS FOR DELIVERY

The Contractor should submit the Quotation **electronically** in a single pdf file which must be delivered to the City by email at: purchasing@surrey.ca

Confirmation of receipt of email will be issued. Quotations that cannot be opened or viewed may be rejected. A Contractor bears all risk that the City’s receiving equipment functions properly so that the City receives the Quotation.

Note: The maximum file size the City can receive is 10Mb. If sending large email attachments, Contractors should phone [604-590-7274] to confirm receipt.

3. DATE

The City would prefer to receive Quotations on or before Wednesday October 26th, 2022 (the “**Date**”).

4. INQUIRIES

All inquiries related to this RFQ should be directed in writing to the person named below (the “**City Representative**”). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Sunny Kaila, Manager, Procurement Services

E-mail: purchasing@surrey.ca

Reference: 1220-040-2022-089

Inquiries should be made no later than 7 business days before the Date set out in Section 3. The City reserves the right not to respond to inquiries made within 7 business days of the Date set out in Section 3. Inquiries and responses will be recorded and may be distributed to all Contractors at the discretion of the City.

Contractors finding discrepancies or omissions in the Agreement or RFQ, or having doubts as to the meaning or intent of any provision, should immediately notify the City Representative. If the City determines that an amendment is required to this RFQ, the City Representative will issue an addendum in accordance with Section 5. No oral conversation will affect or modify the terms of this RFQ or may be relied upon by any Contractor.

5. ADDENDA

If the City determines that an amendment is required to this RFQ, the City Representative will issue a written addendum by posting it on the BC Bid Website at www.bcbid.gov.bc.ca and the City Website at www.surrey.ca (collectively, the “Websites”), and upon posting, any addenda will form part of this RFQ. It is the responsibility of Contractors to check the Websites for addenda. The only way this RFQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFQ or may be relied upon by any Contractor. By delivery of a Quotation, the Contractor is deemed to have received, accepted and understood the entire RFQ, including any and all addenda.

6. NO CONTRACT

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender or a request for proposals and no obligations of any kind will arise from this RFQ or the submission of Quotations. The City may negotiate changes to any terms of a Quotation, including negotiation of amendments to Contractors’ prices in Schedule B to a Quotation, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations. This RFQ does not commit the City in any way to select a Contractor or to proceed to negotiations for a contract, or to award any contract, and the City reserves the complete right to at any time reject all Quotations and to terminate this RFQ process.

7. ACCEPTANCE

A Quotation will be an offer to the City which the City may accept at any time by signing the copy of the Quotation and delivering it to the Contractor. A Quotation is not accepted by the City unless and until both the authorized signatory of the Contractor and the authorized signatory of the City have signed. Delivery of the signed Agreement by the City may be by fax or pdf e-mail or hard copy. In that event, the contract will be comprised of the documents included in the definition of Agreement in Attachment 1 – Quotation Agreement – Goods and Services.

8. CONTRACTOR'S EXPENSES

Contractors are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from this RFQ. The City and its representatives, agents, consultants and advisors will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any matter whatsoever, incurred by the Contractor in preparing and submitting a

Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

9. CONTRACTOR'S QUALIFICATIONS

By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods (if any) and perform the Services.

10. CONFLICT OF INTEREST

A Contractor should disclose in its Quotation any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

11. SOLICITATION OF COUNCIL MEMBERS, CITY STAFF AND CITY CONSULTANTS

Contractors and their agents will not contact any member of the City Council, City staff or City consultants with respect to this RFQ, other than the contact person named in Section 4, at any time prior to the award of a contract or the cancellation of this RFQ and which could be viewed as one Contractor attempting to seek an unfair advantage over other Contractors.

12. CONFIDENTIALITY

All Quotations become the property of the City and will not be returned to the Contractor. All Quotations will be held in confidence by the City unless otherwise required by law. Contractors should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

13. SIGNATURE

The legal name of the person or firm submitting the Quotation should be inserted in the Quotation. The Quotation should be signed by a person authorized to sign on behalf of the Contractor and include the following:

- (a) If the Contractor is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Quotation should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Quotation on behalf of the corporation is submitted;
- (b) If the Contractor is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or

- (c) If the Contractor is an individual, including a sole proprietorship, the name of the individual should be included.

14. ANTICIPATED QUANTITIES

The City reserves the right and discretion to place orders on quoted items during the duration of the term of the agreement as per Schedule B – Form of Quotation on an as per need basis. All quantities are anticipated quantities only and may or may not increase or decrease according to requirements.

15. EQUIVALENTS, SUBSTITUTIONS, ALTERNATIVES

Unless otherwise expressly stated, if and wherever the specifications set out in Schedule A Specification of Goods and Scope of Services to Attachment 1 – Agreement Goods and Services, use a brand name of a manufacturer, make, trade name, or catalogue designation in specifying an item, it does not restrict Contractors to the identified manufacturer, make, trade name, or catalogue designation. The usage of such identification is simply to indicate the character, quality and/or performance equivalence of the commodity identified.

Prior to the Date, a Contractor may request, pursuant to Section 4 the City to approve a commodity(ies) (each, an “Equivalency”) to be included in a Quotation in substitution for a commodity(ies), indicated in Schedule A - Specification of Goods and Scope of Services to Attachment 1 – Agreement Goods and Services, on the basis that the substitution of the same or better character, quality and/or performance as the commodity(ies) indicated in Schedule A - Specification of Goods and Scope of Services and to Attachment 1 – Agreement Goods and Services, such that that the proposed Equivalency will serve the purpose for which it is intended to be used equally as well. Applications for an Equivalency should be in writing delivered to the City Representative, accompanied by appropriate supporting information, data, specifications and documentation. The City may request any additional supporting information, data, specifications and documentation it considers necessary to make a decision with respect to the application. If the City decides in its sole discretion to accept an Equivalency, then the City will provide written confirmation of such acceptance to the Contractor, without notification to other Contractors (subject to the City’s discretion under Section 4). The City is not obligated to review or accept any application for an Equivalency. Without limiting the City’s discretion as set out in this Section 14, the City may specifically refuse to approve an application for an Equivalency with which there may be an associated increase to a Quotation Price or a delay to the supply and delivery of the Goods and Services.

The Contractor should clearly identify in its Quotation any Equivalencies approved by the City under this Section 14.

If the Contractor does not in its Quotation indicate any Equivalencies, the Contractor will be deemed to accept the commodity(ies) described in Schedule A - Specification of Goods and Scope of Services to Attachment 1 – Agreement Goods and Services.

16. INFORMATION MEETING

An information meeting will be hosted by the City Representative to discuss the City’s requirements under this RFQ (the “**Information Meeting**”). While attendance is at the

discretion of Contractors, Contractors who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting.

At the time of issuance of this RFQ a meeting has been scheduled as follows:

Date: Friday October 7th, 2022

Time: 10:00am

Location: Meet inside at Reception - Surrey Operations Centre – 6651 148th Street, Surrey BC

It is possible that some questions raised, and information provided during the Information Meeting may be the only source of critical information essential to prepare and submit a successful Quotation. Contractors are responsible to ensure they are fully informed and have a clear understanding of the requirements.

Contractors are to examine the site prior to submitting a Quotation to fully acquaint themselves with all existing conditions reasonably inferable from examination of the site and its surroundings and the RFQ and to make allowance for such conditions in the Quotation. By submitting a Quotation, a Contractor represents that it has examined the site fully as to all conditions, contingencies, risks and circumstances, local or otherwise, which might influence or affect the performance of the Work.

Note: No minutes of the information meeting and site tour will be provided

The Contractor is responsible for parking fees, if applicable.

17. MULTIPLE CONTRACTORS

The City reserves the right and discretion to divide up the Goods and Services, either by scope, geographic area, or other basis as the City may decide, and to select one or more Contractors to enter into discussions with the City for one or more Contracts to perform a portion or portions of the Goods and Services. If the City exercises its discretion to divide up the Goods and Services, the City will do so reasonably having regard for the RFQ and the basis of Quotations.

In addition to any other provision of this RFQ, Quotations may be evaluated on the basis of advantages and disadvantages to the City that might result or be achieved from the City dividing up the Goods and Services and entering into one or more Contracts with one or more Contractors.

ATTACHMENT NO. 1 - DRAFT AGREEMENT – GOODS AND SERVICES

Reference Title: Elevator and Lift Preventative Maintenance

RFQ No.: 1220-040-2022-089

THIS AGREEMENT dated for reference this _____ day of _____, 202_.

BETWEEN:

CITY OF SURREY
13450 - 104 Avenue
Surrey, B.C., V3T 1V8, Canada,

(the "City")

AND:

_____ *(Insert Full Legal Name and Address of Contractor)*

(the "Contractor")

WHEREAS the City wishes to engage the Contractor to provide Goods and Services and the Contractor agrees to provide Goods and Services.

THEREFORE in consideration of the payment of one (\$1.00) dollar and other good and valuable consideration paid by each of the parties to the other (the receipt and sufficiency of which is hereby acknowledged) the City and the Contractor agree as follows:

1. DEFINITIONS AND INTERPRETATION

1.1 In these General Terms and Conditions:

- (a) "Agreement" means this agreement and all schedules attached hereto;
- (b) "Calendar Year" means the time period from January 1st to December 31st;
- (c) "City" means the City of Surrey;
- (d) "Contractor" means a contractor whose Quotation has been accepted by the City and who is providing the Goods and Services under this Agreement;
- (e) "Fees" means the price set out in Schedule B – Quotation Extracts, for the provision of the Goods and Services, unless otherwise agreed by the parties in writing, and includes all taxes;
- (f) "Goods" means the equipment or materials (if any) as described generally in Schedule A, including anything and everything required to be done for the fulfilment and completion of this Agreement;
- (g) "Indemnitees" has the meaning described in Section 11.2;
- (h) "RFQ" means the Request for Quotations;
- (i) "Services" means the services as described generally in Schedule A including anything and everything required to be done for the fulfilment and completion of this Agreement;
- (j) "Term" has the meaning described in Section 3.1; and
- (k) "Year of the Term" as used herein shall mean each twelve-month period commencing on (START DATE).

- 1.2 This Agreement may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:
- (a) this Agreement;
 - (b) Schedule B – Quotation Extracts;
 - (c) Schedule A – Specifications of Goods and Scope of Services; and
 - (d) other terms, if any, that are agreed to by the parties in writing.

- 1.3 The following attached Schedules are a part of this Agreement:

Schedule A – Specifications of Goods and Scope of Services; and
Schedule B – Quotation Extracts.

2. GOODS AND SERVICES

- 2.1 The Contractor covenants and agrees with the City to provide the Goods and Services in accordance with this Agreement. The Goods and Services provided will meet the specifications and scope set out in Schedule A – Specifications of Goods and Scope of Services of this Agreement, and as described in Schedule B – Quotation Extracts of this Agreement.
- 2.2 The City may from time to time, by written notice to the Contractor, make changes in the specifications of Goods and scope of Services. The Fees will be increased or decreased by written agreement of the City and the Contractor according to the rates set out in Schedule B – Quotation Extracts of this Agreement.
- 2.3 The Contractor will, if requested in writing by the City, provide additional goods or services. The terms of this Agreement will apply to any additional goods or services, and the fees for additional goods or services will generally correspond to the fees as described in Schedule B – Quotation Extracts of this Agreement. The Contractor will not provide any additional goods or services in excess of the specification of Goods and scope of Services requested in writing by the City.
- 2.4 The Contractor will perform the Services with that degree of care, skill and diligence normally provided by a qualified and experienced practitioner performing services similar to the Services, and on the understanding that the City is relying on the Contractor's experience and expertise. The Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.
- 2.5 The Contractor will deliver the Goods free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Contractor's failure to meet this condition, the Contractor will, on written notice from the City, forthwith return all monies paid by the City on account of the Goods and in addition the City may by written notice terminate this Agreement without liability, and in such event, in addition to the above, the Contractor will be liable for any and all expenses or losses incurred by the City resulting from such failure.

2.6 Pandemic Restrictions

The parties acknowledge that this Agreement has been entered into during the on-going COVID-19 pandemic (the "**Pandemic**"). The Contractor advises that it is able to proceed with providing the Goods and performance of the Services under the Pandemic conditions and restrictions (collectively the "**Pandemic Restrictions**") as they exist as of the date of this Agreement. The parties acknowledge that Pandemic Conditions may change so as to cause unavoidable interruptions or interference to the Contractor's performance of the Goods and Services. The parties confirm:

- (a) notwithstanding the known existence of the Pandemic, Section 2.6 will apply to new Pandemic Restrictions, which arise after the date of this Agreement, whether anticipated or not, which reasonably interfere with the Contractor's performance of the Services, such that upon the Contractor giving required notice shall be entitled to an extension of the time to provide the Goods and perform the Services, but shall not be entitled to reimbursement of any costs;
- (b) notwithstanding any such new Pandemic Restrictions, the Agreement will remain valid and in force, subject to the terms of the Agreement including, without limitation Section 18 (Workers' Compensation Board and Occupational Health and Safety); and
- (c) if new Pandemic Restrictions occur that cause or threaten interruption of the Goods and Services the Contractor will give the City immediate notice, and a written plan of the interim steps the Contractor will take, if any, during the interruption of the Goods and Services, and when Pandemic Restrictions permit, provide the City with a written plan for the resumption of the Goods and Services.

3. **TERM**

- 3.1 The Contractor will provide the Goods and Services for the period commencing on (**START DATE**) and terminating on (**END DATE**) (the "**Term**").
- 3.2 The City may at any time prior to 30 days before the end of the Term, by written notice to the Contractor, extend the Term for a period of time not to exceed Four extensions of one year. If the City elects to extend the Term, the provisions of this Agreement will remain in force, including the Fees, except where amended in writing by the parties.

4. **TIME**

- 4.1 Time is of the essence.

5. **FEES**

- 5.1 The City will pay the Fees to the Contractor in accordance with this Agreement. Payment by the City of the Fees will be full payment for the Goods and Services and the Contractor will not be entitled to receive any additional payment from the City.
- 5.2 For greater certainty, costs of general management, non-technical supporting services and general overhead are deemed to be covered by the Fees and will not be subject to additional payment by the City. The Fees shall also include without limitation all costs of boxing, packing, crating, and loading and unloading the Goods at the prescribed destination.

- 5.3 The parties agree that all fees as set out in this Agreement will remain in force for a period of twelve (12) months and thereafter the fees will be subject to an increase during the term once per Year of the Term by a percentage which shall not be greater than the percentage increase in the Consumer Price Index (All items) for Vancouver, British Columbia as published by Statistics Canada ("CPI"), or any successor government agency for the Calendar Year immediately preceding the applicable January 1st of the current Calendar Year.

6. PAYMENT

- 6.1 Subject to any contrary provisions set out in Schedule B – Quotation Extracts of the Agreement, the Contractor will submit a monthly invoice to the City requesting payment of the portion of the Fees relating to the Goods and Services provided in the previous month. Invoices should include the Contractor's name, address and telephone number, the City's purchase order number <<📄 insert purchase order or contract reference number>>, the Contractor's invoice number, the names, charge-out rates and number of hours worked in the previous month of all employees of the Contractor that have performed Services during the previous month; the percentage of Services completed and Goods delivered at the end of the previous month; the total budget for the Goods and Services and the amount of the budget expended to the date of the invoice; taxes (if any); and grand total of the invoice.
- 6.2 If the City reasonably determines that any portion of an invoice is not payable, then the City will so advise the Contractor.
- 6.3 The City will pay the portion of an invoice which the City determines is payable within 30 days of the receipt of the Invoice, except the City may hold back from payments 10% of the amount the City determines is payable to the Contractor until such time as the Contractor provides its final report to the City.
- 6.4 If the Contractor offers the City a cash discount for early payment, then the City may, at the City's sole discretion, pay the portion of an Invoice which the City determines is payable at any time after receipt of the Invoice.

Invoices will be submitted by the Contractor electronically to: surreyinvoices@surrey.ca

- 6.5 Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.
- 6.6 If the Contractor is a non-resident of Canada and does not provide to the City a waiver of regulation letter, the City will withhold and remit to the appropriate governmental authority the greater of:
- (a) 15% of each payment due to the Contractor; or
 - (b) the amount required under applicable tax legislation.

7. USE OF WORK PRODUCT

- 7.1 The Contractor hereby sells, assigns and transfers to the City the right, title and interest required for the City to use and receive the benefit of all the reports, drawings, plans, designs, models, specifications, computer software, concepts, products, designs or processes or other such work product produced by or resulting from the Services rendered

by the Contractor. This Section does not give the City the right to sell any such work product to any third party and the City may sell the work product only with the prior approval of the Contractor. The Contractor may retain copies of the work product.

8. PERSONNEL AND SUBCONTRACTORS

- 8.1 The Contractor will provide only personnel who have the qualifications, experience and capabilities to provide the Goods and perform the Services.
- 8.2 The Contractor will provide the Goods and Services using the personnel and sub-contractors as may be listed in the Quotation, and the Contractor will not remove any such listed personnel or sub-contractors from the Services without the prior written approval of the City.
- 8.3 If the City reasonably objects to the performance, qualifications, experience or suitability of any of the Contractor's personnel or sub-contractors then the Contractor will, on written request from the City, replace such personnel or sub-contractors.
- 8.4 Except as provided for in Section 8.2, the Contractor will not engage any personnel or sub-contractors, or sub-contract or assign its obligations under this Agreement, in whole or in part, without the prior written approval of the City.
- 8.5 The Contractor will preserve and protect the rights of the City with respect to any Services performed under sub-contract and incorporate the conditions of this Agreement into all sub-contracts as necessary to preserve the rights of the City under this Agreement. The Contractor will be as fully responsible to the City for acts and omissions of sub-contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

9. LIMITED AUTHORITY

- 9.1 The Contractor is not and this Agreement does not render the Contractor an agent or employee of the City, and without limiting the above, the Contractor does not have authority to enter into any contract or reach any agreement on behalf of the City, except for the limited purposes as may be expressly set out in this Agreement, or as necessary in order to provide the Goods and Services. The Contractor will make such lack of authority clear to all persons with whom the Contractor deals in the course of providing the Goods and Services. Every vehicle used by the Contractor in the course of providing the Goods and Services shall identify the Contractor by name and telephone number.
- 9.2 The Contractor is an independent contractor. This Agreement does not create the relationship of employer and employee, a partnership, or a joint venture. The City will not control or direct the details, means or process by which the Contractor performs the Services. The Contractor will determine the number of days and hours of work required to properly and completely perform the Services. The Contractor is primarily responsible for performance of the Goods and Services and may not delegate or assign any Services to any other person except as provided for in Section 8.4. The Contractor will be solely liable for the wages, fringe benefits, work schedules and work conditions of any partners, employees or sub-contractors.

10. CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

- 10.1 Except as provided for by law or otherwise by this Agreement, the Contractor will keep strictly confidential any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of the provision of the Goods or performance of the Services and this Agreement, and will not, without the prior express written consent of the City, publish, release, disclose or permit to be disclosed any such information to any person or corporation, either before, during or after termination of this Agreement, except as reasonably required to complete the Goods and Services.
- 10.2 The Contractor acknowledges that the City is subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia and agrees to any disclosure of information by the City required by law.
- 10.3 The Contractor agrees to return to the City all of the City's property at the completion of this Agreement, including any and all copies or originals of reports provided by the City.

11. WARRANTIES

- 11.1 The Contractor warrants that the Goods shall be free from defects in design, materials, workmanship and title, shall conform in all respects to the terms of this Agreement, shall be fit and suitable and perform satisfactorily for the purposes and under the conditions made known to the Contractor by the City or which were reasonably inferable. The Goods shall be at least equal to the higher of national standards or codes (such as, by way of illustration, CSA or ASTM), or standards and codes customarily applicable at the place where the City will use the Goods. The Goods shall be of the best quality, if no quality is specified. This general warranty is independent of and without prejudice to any specific warranty or service guarantee offered by the Contractor or third party manufacturer or supplier of the Goods in connection with the purpose for which the Goods were purchased. The Contractor shall assign to the City any warranty or service guarantee offered by a third party manufacturer or supplier of the Goods. Notwithstanding this assignment, if at any time up to one year from the date of delivery or installation (if applicable) the City determines the Goods or any part do not conform to these warranties, the City shall notify the Contractor within a reasonable time after such discovery, and the Contractor shall then promptly correct such nonconformity at the Contractor's expense. Goods used to correct a nonconformity shall be similarly warranted for one year from the date of installation. The Contractor's liability shall extend to all liabilities, losses, damages, claims and expenses incurred by the City caused by any breach of any of the above warranties.
- 11.2 The Contractor warrants and guarantees that Goods and Services delivered under this Agreement do not infringe any valid patent, copyright or trademark, foreign or domestic, owned or controlled by any other corporation, firm or person, and agrees to indemnify and save harmless the City and all of its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnitees"), from and against any and all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) by reason of any claim, action or litigation arising out of any alleged or actual infringement of any patent, copyright or trademark, foreign or domestic, relating to the Goods and Services supplied under this Agreement.

12. INSURANCE AND DAMAGES

- 12.1 The Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons which any of the Indemnitees incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Contractor of any obligation of this Agreement, or any wrongful or negligent act or omission of the Contractor or any employee or agent of the Contractor.
- 12.2 The indemnities described in this Agreement will survive the termination or completion of this Agreement and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnitees.
- 12.3 The Contractor will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout this Agreement the following insurances in forms and amounts acceptable to the City from insurers licensed to conduct business in Canada:
- (a) commercial general liability insurance on an occurrence basis, in an amount not less than five million (\$5,000,000) dollars inclusive per occurrence against death, bodily injury and property damage arising directly or indirectly out of the work or operations of the Contractor, its employees and agents. The insurance will include cross liability and severability of interests such that the coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured. The insurance will include, but not be limited to: premises and operators liability, broad form products and completed operations, owners and contractors protective liability, blanket contractual, employees as additional insureds, broad form property damage, non-owned automobile, contingent employers liability, broad form loss of use, personal injury, and incidental medical malpractice. The City will be added as additional insured;
 - (b) automobile liability insurance on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than three million (\$3,000,000) dollars per occurrence for bodily injury, death and damage to property; and
 - (c) contractors' equipment insurance in an all risks form covering construction machinery and equipment used for the performance of the Services.
- 12.4 The Contractor will provide the City with evidence of the required insurance prior to the commencement of this Agreement. Such evidence will be in the form of a completed certificate of insurance acceptable to the City. All required insurance will be endorsed to provide the City with thirty (30) days advance written notice of cancellation or material change restricting coverage. The Contractor will be responsible for deductible amounts under the insurance policies. All of the Contractor's insurance policies will be primary and not require the sharing of any loss by the City or any insurer of the City.
- 12.5 The Contractor acknowledges that any requirement by the City as to the amount of coverage under any policy of insurance will not constitute a representation by the City that the amount required is adequate and the Contractor acknowledges and agrees that the Contractor is solely responsible for obtaining and maintaining policies of insurance in adequate amounts. The insurance policy coverage limits shall not be construed as relieving the Contractor from responsibility for any amounts which may exceed these limits, for which the Contractor may be legally liable.

- 12.6 The Contractor shall place and maintain, or cause any of its sub-contractors to place and maintain, such other insurance or amendments to the foregoing policies as the City may reasonably direct.
- 12.7 The Contractor hereby waives all rights of recourse against the City for loss or damage to the Contractor's property.

13. CITY RESPONSIBILITIES

- 13.1 The City will, in co-operation with the Contractor, make efforts to make available to the Contractor information, surveys, and reports which the City has in its files and records that relate to the Goods and Services. The Contractor will review any such material upon which the Contractor intends to rely and take reasonable steps to determine if that information is complete or accurate. The Contractor will assume all risks that the information is complete and accurate and the Contractor will advise the City in writing if in the Contractor's judgment the information is deficient or unreliable and undertake such new surveys and investigations as are necessary.
- 13.2 The City will in a timely manner make all decisions required under this Agreement, examine documents submitted by the Contractor and respond to all requests for approval made by the Contractor pursuant to this Agreement.
- 13.3 If the City observes or otherwise becomes aware of any fault or defect in the delivery of Goods or the provision of Services, it may notify the Contractor, but nothing in this Agreement will be interpreted as giving the City the obligation to inspect or review the Contractor's performance with regards to delivering Goods or the performance of the Services.

14. DEFICIENCIES

- 14.1 The City shall have a reasonable time to inspect and to accept the Goods and Services. The City may reject any Goods or Services not in accordance with this Agreement, whether due to damage resulting from improper packing, loading, unloading or otherwise. The City shall notify the Contractor of rejection of the Goods whereupon the Goods will be held subject to the disposition by the Contractor. Any costs or expenses incurred by the City as a result of the rejection of the Goods or Services are, immediately upon written demand by the City, payable by the Contractor, and may be set off against any payments owing by the City to the Contractor.
- 14.2 The City may hold back from payments otherwise due to the Contractor up to 150% of a reasonable estimate, as determined by the City, on account of deficient or defective Goods or Services. This holdback may be held, without interest, until replacement Goods are received or such deficiency or defect is remedied.

15. DEFAULT AND TERMINATION

- 15.1 In the event the Contractor does not deliver the Goods or perform the Services by the date specified in this Agreement, then:
- (a) the City reserves the right to terminate this Agreement, in whole or in part, and in the event of such termination no payment will be owing by the City on account of this

- Agreement and the Contractor will be liable for any and all expenses or loss resulting from such failure or delay and will return all monies paid by the City; or
- (b) if the City does not terminate this Agreement for late delivery or performance, the City may deduct and setoff from any payments owing to the Contractor all additional costs the City reasonably incurs on account of the late delivery or performance.
- 15.2 The City may by written notice at any time cancel this Agreement with respect to Goods which, as of the date of cancellation, have not been shipped.
- 15.3 The City may at any time and for any reason by written notice to the Contractor terminate this Agreement before the completion of all the Goods and Services, such notice to be determined by the City at its sole discretion. Upon receipt of such notice, the Contractor will perform no further Goods and Services other than the work which is reasonably required to complete the Goods and Services. Despite any other provision of this Agreement, if the City terminates this Agreement before the completion of all the Goods and Services, the City will pay to the Contractor all amounts owing under this Agreement for Goods and Services provided by the Contractor up to and including the date of termination, plus reasonable termination costs in the amount as determined by the City in its sole discretion. Upon payment of such amounts no other or additional payment will be owed by the City to the Contractor, and, for certainty, no amount will be owing on account of lost profits relating to the portion of the Goods and Services not performed or other profit opportunities.
- 15.4 The City may terminate this Agreement for cause as follows:
- (a) If the Contractor is adjudged bankrupt, or makes a general assignment for the benefit of creditors because of its insolvency, or if a receiver is appointed because of its insolvency, the City may, without prejudice to any other right or remedy the City may have, terminate this Agreement by giving the Contractor or receiver or trustee in bankruptcy written notice; or
- (b) If the Contractor is in breach of any term or condition of this Agreement, and such breach is not remedied to the reasonable satisfaction of the City within 5 days after delivery of written notice from the City to the Contractor, then the City may, without prejudice to any other right or remedy the City may have, terminate this Agreement by giving the Contractor further written notice.
- 15.5 If the City terminates this Agreement as provided by Section 15.4 then the City may:
- (a) enter into contracts, as it in its sole discretion sees fit, with other persons to complete the Goods and Services;
- (b) withhold payment of any amount owing to the Contractor under this Agreement for the performance of the Goods and Services;
- (c) set-off the total cost of completing the Goods and Services incurred by the City against any amounts owing to the Contractor under this Agreement, and at the completion of the Goods and Services pay to the Contractor any balance remaining; and
- (d) if the total cost to complete the Goods and Services exceeds the amount owing to the Contractor, charge the Contractor the balance, which amount the Contractor will forthwith pay.

16. CURING DEFAULTS

- 16.1 If the Contractor is in default of any of its obligations under this Agreement, then the City may without terminating this Agreement, upon 5 days written notice to the Contractor,

remedy the default and set-off all costs and expenses of such remedy against any amounts owing to the Contractor. Nothing in this Agreement will be interpreted or construed to mean that the City has any duty or obligation to remedy any default of the Contractor.

17. DISPUTE RESOLUTION

- 17.1 The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising out of this Agreement or related to this Agreement (“Dispute”) using the dispute resolution procedures set out in this Section.
- 17.2 Negotiation: The parties will make reasonable efforts to resolve any Dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
- 17.3 Mediation: If all or any portion of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may by notice to the other party refer the matter to mediation. Within 7 days of delivery of the notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the British Columbia International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Surrey, British Columbia. Each party will equally bear the costs of the mediator and other out-of-pocket costs, and each party will bear its own costs of participating in the mediation.
- 17.4 Litigation: If within 90 days of the request for mediation the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation.

18. WCB AND OCCUPATIONAL HEALTH AND SAFETY

- 18.1 The Contractor agrees that it shall, at its own expense, procure and carry, or cause to be procured, carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in the supply of the Goods and Services. The Contractor agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for the Workers' Compensation Board coverage against any monies owing by the City to the Contractor. The City will have the right to withhold payment under this Agreement until the Workers' Compensation Board premiums, assessments or penalties in respect of the Goods and Services have been paid in full.
- 18.2 The Contractor will provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Workers' Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligations to pay monies under this Agreement.
- 18.3 The Contractor agrees that it is the prime contractor for the Goods and Services as defined in the *Workers Compensation Act, R.S.B.C. 2019, c.1*, as amended. The Contractor will have a safety program in place that meets the requirements of the Workers' Compensation Board Occupational Health and Safety Regulation and the *Workers Compensation Act*. As prime contractor, the Contractor will be responsible for appointing a qualified coordinator for insuring the health and safety activities for the location of the Goods and Services. That

person will be the person so identified in this Agreement, and the Contractor will advise the City immediately in writing if the name or contact number of the qualified coordinator changes.

- 18.4 Without limiting the generality of any other indemnities granted by the Contractor in this Agreement, the Contractor shall indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages, costs, liabilities, expenses, judgements, penalties and proceedings (including all actual legal costs) which any of the Indemnitees incur, suffer or are put to arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this Agreement or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.
- 18.5 The Contractor will ensure compliance with and conform to all health and safety laws, by-laws or regulations of the Province of British Columbia, including without limitation the *Workers Compensations Act* and Regulations pursuant thereto.
- 18.6 The City may, on twenty-four (24) hours written notice to the Contractor, install devices or rectify any conditions creating an immediate hazard existing that would be likely to result in injury to any person. However, in no case will the City be responsible to ascertaining or discovering, through inspections or review of the operations of the Contractor or otherwise, any deficiency or immediate hazard.
- 18.7 The Contractor understands and undertakes to comply with all Workers' Compensation Board Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information System (WHMIS)" Regulations. All "Material Safety Data Sheets (MSDS)" shall be shipped along with the Goods and any future MSDS updates will be forwarded.

19. BUSINESS LICENSE

- 19.1 The Contractor will obtain and maintain throughout the term of this Agreement a valid City of Surrey business license.

20. GENERAL PROVISIONS FOR GOODS

- 20.1 Documentation for shipments of Goods from outside Canada shall be provided by a Contractor by airmail and shall include all documents as required by law or customary practice. All packages shall be marked as follows:

“Upon arrival, please contact customs broker:
Livingston International Inc.
Telephone: 604-685-3555
Fax: 604-605-8231
Email: cst19@livingstonintl.com”

- 20.2 If this Agreement pertains to the fabrication, assembly or other processing of the Goods, representatives of the City shall be permitted free access at all reasonable times for the purpose of inspection, testing or obtaining information as to the progress of the fabrication, assembly or processing.

- 20.3 The City may require that shop drawings be submitted by the Contractor for review prior to the delivery of the Goods. The City may require that a qualified registered professional engineer stamp and approve a shop drawing prior to submission. Any review of shop drawings by the City will not relieve the Contractor from its obligation to deliver Goods in full compliance with all requirements of this Agreement.

21. COMPLIANCE

- 21.1 The Contractor will provide the Goods and Services in full compliance with all applicable laws, building codes and regulations.
- 21.2 The Contractor will, as a qualified and experienced practitioner, interpret applicable codes, laws and regulations applicable to the performance of the Services. If an authority having jurisdiction imposes an interpretation which the Contractor could not reasonably have verified or foreseen prior to entering into this Agreement, then the City will pay the additional costs, if any, of making alterations so as to conform to the required interpretation.
- 21.3 The Contractor shall comply with all applicable policies, procedures and instructions provided by the City

22. JURISDICTION OF COUNCIL AND NON-APPROPRIATION

- 22.1 Nothing in this Agreement limits or abrogates, or will be deemed to limit or abrogate, the jurisdiction of the Council of the City in the exercise of its powers, rights or obligations under any public or private statute, regulation or by-law or other enactment.
- 22.2 The Contractor recognizes and agrees that the City cannot make financial commitments beyond the City's current fiscal year. The City will annually make bonafide requests for appropriation of sufficient funds to cover all payments covered by this Agreement. If City Council does not appropriate funds, or appropriates insufficient funds, the City will notify the Contractor of its intention to terminate or reduce the services so affected within 30 days after the non-appropriation becomes final. Such termination shall take effect 30 days from the date of notification, shall not constitute an event of default and shall relieve the City, its officers and employees, from any responsibility or liability for the payment of any further amounts under this Agreement.

23. WAIVER

- 23.1 Any failure of the City at any time or from time to time to enforce or require the strict keeping or performance of any of the terms and conditions contained in this Agreement shall not constitute a waiver of the terms and conditions and shall not affect or impair the terms or conditions in any way or the City's right at any time to avail itself of any remedies as the City may have for any breach of the terms and conditions.

24. APPLICABLE LAWS, POLICIES, BUILDING CODES AND BY-LAWS

- 24.1 Applicable Laws and Policies

This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the

courts of British Columbia and agree that any action under this Agreement shall be brought in such courts.

The Contractor shall comply with all applicable policies, procedures and instructions provided by the City.

24.2 Codes and By-Laws

The Contractor will provide the Services in full compliance with all applicable laws, building codes and regulations.

24.3 Interpretation of Codes

The Contractor will, as a qualified and experienced professional, interpret applicable codes, laws and regulations applicable to the performance of the Services. If an authority having jurisdiction imposes an interpretation which the Consultant could not reasonably have verified or foreseen prior to entering into this agreement, then the City will pay the additional costs, if any, of making alterations so as to conform to the required interpretation.

25. NOTICES

25.1 Any notice, report or other document that either party may be required or may wish to give to the other should be in writing, unless otherwise expressly provided for, and will be deemed to be validly given to and received by the addressee:

- (a) by hand, on delivery;
- (b) by facsimile, on transmission; or
- (c) by mail, five calendar days after posting.

25.2 The addresses for delivery will be as shown in the Quotation. In addition, the City may give notice to the Contractor by email at the Contractor's email address as shown in the Quotation, which email will be deemed to be validly given and received by the Contractor on transmission. The Contractor may not give notice to the City by email.

26. MERGER AND SURVIVAL

26.1 The representations, agreements, covenants and obligations set out in this Agreement shall survive the delivery of the Goods and performance of the Services and payment of the Fees and Disbursements.

27. ENTIRE AGREEMENT

27.1 This Agreement, including the Schedules and any other documents expressly included by reference in this Agreement, contains the entire agreement of the parties regarding the provision of the Goods and Services, and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this Agreement. This Agreement supersedes and cancels all previous agreements between the parties relating to the Goods and Services.

27.2 In the event that the Contractor issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms

and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this Agreement are expressly rejected by the City.

28. SIGNATURE

28.1 This Agreement shall be signed by a person authorized to sign on behalf of the Contractor.

28.2 This Agreement may be executed in or one or more counterparts all of which when taken together will constitute one and the same Agreement, and one or more of the counterparts may be delivered by fax transmission or as a PDF file.

29. FUEL EMISSIONS DATA

29.1 As of January 1, 2013, the City requires contractors to report the quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of operating (non-capital) services defined as "Traditional Services" in the Carbon Neutral Workbook.v2 as part of the BC Climate Action Charter. Typical data to be submitted would include the following for each calendar year:

- Type of vehicle/vehicle class used to deliver the contracted services;
- Type of fuel consumed by each vehicle class; and
- Litres of fossil fuels consumed in relation to the service delivered under the contract.

29.2 Fuel consumption associated with the provision of these services must be provided to the City within thirty (30) days of the end of the calendar year or the termination of the contract, whichever is earlier. An excel-based Fuel Use Reporting template will be provided by the City. The most current version of the workbook is located on the Climate Action Toolkit website for your reference at <http://toolkit.bc.ca/carbon-neutral-government>

30. COMPLIANCE WITH COMMUNICABLE DISEASE PLAN

30.1 It is a material term of this agreement that the Consultant, and any personnel and subcontractors performing the Services who (a) will enter City facilities or (b) will be in close physical proximity to City staff outdoors, comply with the City's Communicable Disease plan and requirements, including with respect to Consultant's personnel will perform a self-health assessment prior to beginning work each day on-site.

31. ENUREMENT

31.1 This Agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the City and the Contractor.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year first written above.

CITY OF SURREY

by its authorized signatory(ies):

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

<<NAME OF CONTRACTOR>>

I/We have the authority to bind the Contractor.

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

SCHEDULE A – SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES

1. Preventive Maintenance Service Expectations

The Contractor shall provide on a monthly basis a systematic and comprehensive program of preventive maintenance and testing on all of the City's elevating and platform wheelchair lift equipment.

Unless otherwise stated in the RFQ, all specifications are the minimum requirements. If specific equipment requires additional preventive maintenance for safe and reliable operations, as specified by the manufacturer, the Contractor shall perform the additional preventive maintenance without added cost to the City. There should be no compromise to the safety standards as required in the RFQ, and other safety regulations.

An inventory of elevator and platform wheelchair lift equipment locations requiring a service agreement is identified in Schedule A-1.

The successful contractor's performance will be tracked to ensure that its ability is in accordance with the quoted service deliverables including on time service, and the level of quality desired.

The Contractor shall be responsible for but not limited to the following:

- (a) perform routine maintenance and testing, that includes examination, lubrication and minor adjustments;
- (b) perform repairs as necessary outside of the usual maintenance duties;
- (c) emergency call out service;
- (d) maintenance of complete records;
- (e) the mechanical maintenance work of cleaning, lubrication, testing, adjusting, repairing, etc.;
- (f) furnishing of replacement parts and supplies, including spares;
- (g) furnish all testing as required by the applicable codes; and
- (h) 24 hour, 7 day per week elevator phone monitoring by the Contractor: no third party monitoring will be accepted.

The Contractor shall provide regular and systematic examinations and preventive maintenance service, making examinations at regular intervals, at which time the Contractor shall determine the nature and the extent of any trouble and shall take the necessary steps to restore the equipment to satisfactory and safe service and by using preventive maintenance methods, furnish and install parts prior to their breakdown point where possible, all as necessary to keep the elevators and platform wheelchair lifts in the best operating condition at all times.

The Contractor shall also maintain the efficiency, safety and speeds as designated by manufacturers of the equipment at all times, including acceleration, retardation, contact speed in feet per minute, with and without full load, and floor to floor, door opening and closing time.

The Contractor shall perform all necessary inspections, adjustments and work necessary to initially adjust and maintain elevators at the original manufacturers specified speed,

adjust and replace all safety devices including governors; inspect and equalize tension of all hoisting ropes and compensating ropes; renew all hoisting, compensating and governing ropes, all whenever necessary to ensure maintenance of adequate safety factors in accordance with these specifications.

The preventive maintenance program shall include painting, cleaning, lubricating, adjusting calibrating, repairing, furnishing and replacing of parts and equipment, and the furnishing of all equipment necessary in the performance thereof, all as required in these specifications to include and not limited to the following:

Bearings	Brakes
Brake Magnet Coils	Brake Shoes and Linings
Buffers	Counterweights
Car Safety Devices	Leveling Devices
Controllers	Lamp Bulb replacement in all fixtures (except general car lighting)
Controller Parts	Magnet Frames
Commutators	Motors
Coils	Oiling Devices
Contacts	Rotating Elements
Cams	Resistance for Motor & Controllers
Car & Hoist Way Door	Relays
Hardware	Motor Couplings and Belts
Corridor Position	Pumps
Indicators	Signal Bell
Car Position Indicators	Signal System
Car Door Operators	Thrusts
Car Operator Panels	Tension Frames
Car Safeties	Terminal & Slow Down
Door Operating Devices	Devices
Electric Wiring	Traveling Cables & Telephone Cables
Gears	Worms, Gears and Gland
Roller Guide Shoes	Packings
Gate Hangers	Windings
Governors	Hall Lanterns
Hoisting Machines	Interlocks
Tanks	Valves & Solenoids
Plunger Packings & Seals	Operating Oils and Fluids
Sheaves	Selectors
Switches on Car & in Hoistway	

All other elevator and platform wheelchair lift parts and/or components not specifically excluded in another section of these specifications. Cylinders and buried pipes are excluded.

The Contractor shall periodically clean and properly lubricate all sheave bearings and refill gear cases and lubricators when required. All oil reservoirs shall be kept properly sealed to prevent leakage. The Contractor shall only use lubricants furnished by the manufacturer of the equipment or those recommended by the manufacturer.

The Contractor shall keep the guide rails clean and dry when roller guides are used.

The Contractor agrees to provide as part of the monthly maintenance fee all oils, greases, rope preservative, cleaning compounds, cotton waste, wiping cloths and paints. All lubricants shall be of the grade recommended by the manufacturer for the purpose used.

The motor windings are to be periodically treated with proper insulating compound.

The Contractor shall renew all hoisting ropes and governor ropes as often as necessary to:

- Maintain an adequate factor of safety and not less than 80% of the designated rope strength at all times.

Replacement of the ropes shall meet all code requirements and be equal to or better than the original ropes in design, materials construction and strength as specified by the elevator manufacturer.

Contractor shall repair or replace conductor cables as necessary to maintain them in good and safe operating condition.

When necessary, the Contractor shall replace guide shoes or rollers as required to insure smooth and quiet operation.

Plunger packings on hydraulic elevators shall be replaced as necessary to keeper-levelling operations and oil leakages at the cylinder head to a minimum.

At intervals necessary to maintain standards of cleanliness, the Contractor shall brush lint and dirt from the guide rails, overhead sheaves and beams, counterweight frames, car tops, bottoms of platforms and remove and dispose of dirt from machine room floors and pits. Collect normal oil leakage from the packing on hydraulic elevators and keep pit floor free of oil.

The Contractor shall keep the exterior of the machinery and other parts of the equipment subject to rust properly painted and presentable at all times.

The Contractor shall provide and keep current an annual detailed maintenance check-chart, on which entries shall be made to indicate the status of all servicing and maintenance work performed, (including the required monthly service calls), and shall indicate the date the work was performed. These maintenance check-charts become the property of the City.

2. Contractor's Qualifications

The Contractor should possess the technical qualifications and appropriate experience to be effective in contributing and delivering the specific requirements of the program. Also, they should be completely familiar with the standards and procedures, and current with the municipal, provincial and federal legal requirements.

3. Major Repairs

The preventive maintenance agreement shall include major repairs to the existing equipment.

Planned major repairs are those which are elective or predictable, such as a change of cable, sheave re-grooving, major bearing changes, turning and undercutting a commutator, replacing a door operator, draining and cleaning the gear case, re-tuning a system for better performance, hoistway clean-down. Where possible, these should be planned ahead of time in consultation with the City, so that staff can be advised, and so that the shutdown can be planned so as to minimize City activities which may be heavily dependent on the elevators and stair-lift(s). The Contractor shall provide the City with minimum one week advanced notice for planned major repairs.

Unplanned major repairs which must be done in order to maintain elevator and stair-lift(s) service must be done promptly. The City should be advised of the situation immediately, but nothing should hinder the immediate execution of the work in order to put the elevator and stair-lift(s) back in service. This would include such items as a generator burnout, a door or safety edge being badly damaged by misuse, a failure or malfunction of a major component, and similar repairs which are not foreseen and which cannot be postponed.

Major repairs, whether planned or not, will be carried out during normal working hours, and if the City requests the Services to be done outside of normal working hours, the premium on the overtime work will be an extra to the Agreement.

4. Shutdown for Routine Maintenance

The Contractor shall schedule and arrange work so as to cause the least interference with the normal occurrence of City business. In those cases where some interference may be essentially unavoidable, the Contractor shall be responsible to make every effort to minimize the impact of the interference, inconvenience, interrupted service, customer discomfort, etc.

The peak periods of activity may vary from one building to another and it is desirable to take the elevator and/or stair-lift(s) out of service during the least busy period of the day. The Contractor's personnel should consult with the facility staff on these matters if there is any doubt whatsoever.

5. Elevator Phones

The Contractor shall be responsible for the operation and maintenance of any current elevator phone(s). This includes all necessary reprogramming and the number called, and the City may request for the work to be done by the provider. Any battery changes needed or other corrective work to allow the phone to function are also the Contractor's responsibility. The City will be responsible to supply and maintain the necessary phone lines to the elevator equipment.

6. Codes, Regulations, By-Laws

The Contractor will carry out the terms of the maintenance agreement, and any additional related work, complying where applicable with the building codes, by-laws, regulations

and requirements of the local, provincial and federal authorities having jurisdiction at the time.

When doing repairs or late alterations, provide and install materials and equipment conforming to the rules in force of the Safety Code for Elevators and the Canadian Elevator Inspection Branch as well as the B.C. Building Code, the National Fire Code and the requirements of the City's Fire Department, respectively.

7. Personnel

The Contractor shall not employ on the work any unfit person or anyone not skilled in the work assigned, and devote only its best Journeyman Mechanics to work on these locations. Should the City deem anyone employed on the work as being incompetent or unfit for the duties, the City shall so inform the Contractor, and the Contractor shall immediately remove such person, and the removed person(s) shall not be reassigned again, without the written permission of the City.

At a minimum, the qualifications of all personnel are a BC trades Qualification for Electrical or Mechanical Work, and preferably a Class "B" Field Safety Rep. status (FSR). Their experience must be acceptable to the City

The Contractor will provide evidence to the City of the competency, skills and experience of any given member of their staff. Certificates pertaining to qualifications, trades and other attainments should be attached in the Quotation.

The Contractor will provide evidence to the City of adequate manpower to maintain all units on a monthly basis.

8. Security Clearances/Records Check

The Contractor and all its employees including backup persons will be subject to security records and criminal checks. RCMP clearance must be obtained prior to acceptance within 30 days from the date of award. All personnel shall submit to the City copies of such clearance prior to commencing work with the City. The Contractor shall demonstrate to the City that it has a corporate policy that says the Contractor has a program in place for Criminal Record Checks. The City reserves the right to audit the process.

9. Normal Working Hours

Normal working hours and ordinary working days shall be **7:00 a.m. to 6:00 p.m., Monday through Friday**, except for designated holidays. No work will be performed outside of normal working hours without the prior approval of the City. Response time to the site for regular service shall be within two (2) hours or less upon the time of receipt of the call.

Notwithstanding the preceding paragraph, the Contractor may be required to carry out work outside of the customary working hours without the prior approval of the City, where it is necessary in the interests of safety of the Services or where the Services is required to protect the property. In such circumstances the Contractor shall inform the City in writing of the circumstances as early as possible.

During these hours, the Contractor will carry out the normal routine preventive maintenance, callouts, and also supplementary work not covered by the normal maintenance routine, if requested to do so by the City.

10. Emergency Service

The Contractor shall maintain a 24-hour, 7 day per week emergency service, inclusive of all statutory holidays, during the duration of the Agreement, under which there shall be an on-call contact with designated personnel and telephone numbers to attend to emergency repairs and breakdowns. The name of the assigned personnel and telephone numbers shall be submitted to the City. Response time to the site for Emergency Service (entrapments, accidents, or incidents) shall be within one (1) hour or less upon the time of receipt of the call.

Failure to respond in a timely manner to such requests may constitute grounds for termination of the Agreement.

If the Contractor does not carry out the work at a rate considered satisfactory, the work may be carried out by other forces.

All work performed for emergency calls shall be charged at the quoted hourly rate.

11. Misuse, Vandalism and Extra Charges

This RFQ is to cover complete maintenance, and normally there should be no extra charges. The intent of the specification is that an Agreement will be broad enough to cover practically all situations, including misuse of the equipment.

Minor acts of misuse or careless treatment of the elevator and stair-lift(s) equipment may take place from time to time, frequently involving push buttons, safety edges, car or hall doors, light beams. The Contractor should include provision for repairs and replacements resulting from this type of use. The City does not intend to be involved in deciding whether certain incidents were the result of "normal use" or were "acts of vandalism."

Where an instance of obvious and malicious vandalism on a major scale has taken place, this is to be brought to the immediate attention of the City. If the work can be carried out by the mechanic during his regular time, then the cost of materials, and the cost of labour over two hours, shall be an extra to an Agreement. If the City decides that the work must be performed outside of the specified Normal Work Hours then a premium for overtime will be authorized.

If repeated incidents of misuse take place at any one site then the City should be advised, and the City will cooperate in any efforts to correct the condition, and will accept the repair work as an extra to an agreement.

12. Obsolete Parts

The Contractor shall not be responsible for replacing obsolete components/devices with new components/devices when:

- a. The replacement of the obsolete component/device requires a change in operation or alteration to the elevator.

- b. The invoice cost of the new components or devices required exceeds \$500.00. Invoice cost is defined as the actual component/device cost including freight plus applicable taxes.

In the event that replacement of an obsolete component/device meets the above criteria the Contractor shall furnish the City the following information before proceeding with any work:

- Written confirmation of unavailability of obsolete component/device or replacement parts from the original manufacturer. If original manufacturer is out of business, the Contractor shall provide a written statement that the original manufacturer is out of business and a similar component / device is not available from all recognized sources.
- Written statement from the Contractor confirming that the original component / device cannot be repaired to ensure safe and proper operation.
- Written statement from the Contractor detailing the alterations or changes in operation that will be required to replace the obsolete component/device.
- Itemized Quotation listing the labour hours and materials required to replace the obsolete equipment and documentation showing that the actual cost of the new components or devices exceeds \$500.00.

The City must approve deeming any component/device as obsolete before proceeding with any work.

13. Cost Estimates

No work shall commence without the written approval of the City. The Contractor shall provide a written cost estimate showing itemized listings of all materials, labour, and other directly chargeable incurred costs (e.g. rentals, tools, etc.) prior to the commencement of work on any project.

The City reserves the right to bid or procure all or part of the materials required for a job rather than having the Contractor provide them.

The City also has the option to rebid any individual jobs, if it is of the opinion that the cost estimates given by the Contractor are too high.

14. Warranty

The Contractor shall guarantee that all services performed under an Agreement are free from defective materials or workmanship for a period of one year from the date when the repair took place. If any part or workmanship is proved to be defective, the Contractor will have the option of rectifying such defect(s) by repairing or replacing the component or components at its own expense. All rectification work shall be carried out on a timely basis, to the satisfaction of the City.

15. Disposal of Waste Oil and other Materials

The Contractor will at all times keep the work sites clean and free from any waste oil, parts or materials caused by the service of the equipment. Any such materials shall be collected and disposed off according to the regulatory municipal, provincial and federal standards. The Contractor is solely responsible for any and all damages done or regulations violated in the disposal of waste materials and for any other actions that the Contractor performs.

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SCHEDULE A1 – ELEVATOR AND LIFT SERVICE LOCATIONS

The maintenance and repairs program will include the following locations:

#	Locations	Address	Unit#	Stops
Elevators				
1	Guildford Recreation Centre	15105 – 105 Avenue	19447	2
2	Surrey City Hall Tower	14256 – 56 th Avenue	2699	4
3	Surrey City Hall (West Wing)	14256 – 56 th Avenue	22733	3
4	Newton Athletic Pavilion	7365 – 128 th Avenue	11828	2
5	RCMP HQ (North)	14355 – 57 th Ave	11899	3
6	RCMP HQ (South)	14355 – 57 th Ave	11890	3
7	Beecher Place	12160 – Beecher Place	8756	2
8	Surrey Archives	17651 – 56 th Avenue	13719	2
9	Cloverdale Curling Rink	6150 – 176 th Street	8095	2
10	Cloverdale Library	5642 – 176A Street	11233	2
11	Guildford Library	15105 – 105 th Avenue	7648	3
12	Surrey Art Centre	13750 – 88 th Ave	20207	3
13	Semiahmoo Library	1815 – 152 nd Street	21089	4
14	Surrey Museum	17710 – 56A avenue	22034	2
15	Surrey Museum (Freight)	17710 – 56A Avenue	22033	3
16	Surrey Sports & Leisure Arena	16555 – Fraser Highway	21905	2
17	Surrey Sports & Leisure Pool	16555 – Fraser Highway	18436	2
18	South Surrey Rec Ctr	14601 – 20 th Ave	22458	2
19	RCMP HQ Annex	14355 – 57 th Ave	26438	2
20	Newton Cultural Centre	13530 – 72 nd Avenue	26227	2
21	Cloverdale Rec Ctr	6188 – 176 th Street	26443	2
22	Chuck Bailey Rec Centre	13458 – 107A Ave	27251	2
23	Chuck Bailey Rec Centre	13458 – 107A Ave	26180	2
24	City Centre Library	10350 University Drive	26628	6
25	City Centre Library	10350 University Drive	26629	4
26	City Centre Library	10350 University Drive	26630	4
27	Fraser Heights Rec Centre	10588 – 160 th Ave	27289	2
28	NCH - East Tower	13450 – 104 th Avenue	28382	10
29	NCH - West Tower Atrium	13450- 104 th Avenue	28383	10
30	NCH - West Tower Atrium	13450 – 104 th Ave	28384	7
31	NCH – West Tower Atrium	13450 – 104 th Ave	28386	7
32	NCH – West Employee	13450 – 104 th Ave	28399	9
33	NCH – West Employee	13450 – 104 th Ave	28400	9
34	NCH – Parking lot	13450 – 104 th Ave	28401	4
35	NCH – Parking lot Elevator	13450 – 104 th Ave	28402	4
36	NCH – Child care	13450 -104 th Ave	28976	2
37	Guildford Pool Inside	15105 – 105 Avenue	28952	2
38	Guildford Pool Parking lot	15105- 105 Ave	28953	2
39	Surrey Operations Centre	6651 – 148 th Street	29575	4
40	Surrey Operations Centre	6651 – 148 th Street	29574	5
41	Grandview Aquatic Ctr	16855 – 24 th Avenue	29937	3
42	Softball City	2201 – 148 th Street	12556	2
43	Guildford Homeless Shelter	14716 – 104 th Ave	16500	2

#	Locations	Address	Unit#	Stops
44	Clayton Community Centre	7155 – 187A Street	43573	2
45	Clayton Community Centre	7155 – 187A Street	43572	2
46	Newton Wave Pool	13730 72 Ave	41268	2
47	South Surrey Operations Ctr	2336 – 166 street	41896	2
48	North Annex	14255 56 th Ave	28438	2
49	Fire Training Centre	14915 64 th Ave	646509	2
Platform Wheelchair and Lifts				
50	Museum Archives Building 1912	17651 – 56 th Ave	13719	2
51	Fleetwood Rec Centre	15996 – 84 th Ave – Stair Lift to Stage	15664	2
52	Kensington Prairie	16824 – 32 nd Ave -Platform Wheelchair Lift		1
53	Cloverdale Athletic Park Fieldhouse	Wheelchair Lift	43858	2

SCHEDULE A2 – ELEVATOR AND LIFT MAINTENANCE SPECIFICATIONS

City of Surrey
Various Civic Facilities
Surrey, Vancouver

specifications
Vertical Transportation Equipment Maintenance

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2022-08

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1. General

1.1 Scope

- .1 Provide labour, materials, products, equipment and services necessary for the full maintenance of the equipment listed in Schedule A.

2. General requirements

2.1 Definition of terms

- .1 The term "Owner", as used herein, refers to as defined in the contract documents.
- .2 The term "Consultant", "elevator consulting engineer", "consulting engineer" or "engineer", as used herein, refers to KJA Consultants Inc.
- .3 The term "elevator contractor" or "contractor", as used herein, refers to any person, partners, firm or corporation having a contract with the Owner to furnish labour and materials for the execution of the work herein described.
- .4 The term "sub-contractor", as used herein, refers to any person, partners, firm or corporation having a contract with the contractor to furnish labour and materials for the execution of the work herein described.
- .5 The term "inspecting authorities", as used herein, refers to authorized agents of governments and of insurance groups which are charged with the responsibility of carrying out periodic inspections and tests on vertical transportation equipment.
- .6 The term "unit", as used herein, means any elevator, dumbwaiter, escalator, platform lift, lift for person with physical disabilities, moving walk or similar device mentioned in this Specification. These terms are to be interchangeable to meet the intent of the Specification.
- .7 The term "Code", as used herein, refers to the latest edition of the CAN/CSA-B44 Safety Code for Elevators and Escalators, with updates and including Nonmandatory Appendices (which are deemed mandatory herein), as adopted by the Authority Having Jurisdiction.
- .8 All terms in the Specifications that are not otherwise defined shall have the definitions as given in the Code.

2.2 Owner's General Terms and Conditions

- .1 Abide by the Owner's General Terms and Conditions.
- .2 Where there is a conflict between the Owner's General Terms and Conditions and these specifications the Owner's Terms and Conditions take precedence.

2.3 Purpose

- .1 The purpose of the maintenance program is to maintain the equipment in substantially new condition, to secure the Owner's equity and to provide safe, trouble-free service.

2.4 Routine maintenance

- .1 Provide labour, materials, products, equipment and services necessary to complete maintenance testing and inspections required by the Authority Having Jurisdiction at the appropriate intervals.
- .2 Where required, perform the following:
 - .1 All Category 1 tasks at intervals not to exceed 12 months.
 - .2 All Category 3 tasks at intervals not to exceed 36 months.
 - .3 All Category 5 tasks at intervals not to exceed 60 months.
- .3 All other maintenance tasks required by Code with no prescribed frequency shall be completed at intervals not to exceed 12 months.
- .4 Perform periodic maintenance inspections once a month, at a minimum.
- .5 In the course of the examination, should faulty parts be discovered replace them at once, and should any unusual operations or noises be found take corrective action immediately.
- .6 Schedule parts showing excessive wear for replacement on the next regular examination.

2.5 Contract duration

- .1 Provide full maintenance of the equipment for a period of one year with four subsequent optional renewal terms.
- .2 Provide this service at a fixed monthly price with no escalation.
- .3 The services agreement will continue on a month-to-month basis at the expiration of the original term unless notice in writing is provided by either party,

at least 60 days in advance of the expiration date, notifying the other party of their intent to not continue with the services agreement beyond the original term mandate, renewal mandates or any subsequent monthly mandates.

2.6 Performance credits

- .1 The following credits shall be applied quarterly per unit, with the credit to be applied to the invoice for the subsequent quarter.
 - .1 If any maintenance work for the previous quarter has not been executed, as confirmed in the report data, issue a credit of 25% for the quarter.
 - .2 If directives or deficiencies identified in the Authority Having Jurisdiction have not been completed by the prescribed deadline issue a credit of 25% for the quarter.
 - .3 If deficiencies identified in the Consultant report are outstanding for more than three months, issue a credit of 15% for the quarter.
 - .4 Starting six months after the inception of the maintenance contract, at the end of any given quarter, should the number of callbacks for the previous six months exceed the reliability limits set out herein, issue a credit of 20% for the quarter.
- .2 Credits are additive (i.e. two 25% credits means a 50% total credit).
- .3 Credits will continue on a quarterly basis until deficient area has been rectified.

2.7 Contract cancellation

- .1 The Owner may elect, at its option, to cancel the contract prior to its normal termination:
 - .1 If the maintenance is not executed in accordance with the Specifications, as evidenced by the report of a recognized independent elevator consultant, and if, within four weeks of written notice, the necessary corrective action has not been completed;
 - .2 If there is a continuing failure to perform as evidenced by more than two negative reports in any twelve month period with no positive or neutral reports in the same twelve month period. (A negative report is one which defines the level of contract performance as less than 95% of the specified requirements.)
- .2 In the event of such cancellation, the Owner may, at its option, elect to use another company to restore the equipment to the Specifications standards and to charge the cost of this to the elevator contractor.

- .3 The Owner has the option to cancel the contract upon one month's written notice if there is a significant change in the circumstances of the contract (e.g. a change in ownership of the equipment, a modernization or replacement at the Owner's cost of equipment components, a change in ownership of the maintenance company); this option to be available to the Owner for a period of three months from the date on which the changed circumstances become known to the Owner.

2.8 Unit removed from service

- .1 The Owner may elect, at its option, to remove a unit from service temporarily.
 - .1 For a unit that is temporarily removed from service, each month start the unit, ensure that it operates correctly and perform regular maintenance.
 - .2 For a unit that is temporarily removed from service, invoice the maintenance at 50% of the regular monthly price.
 - .3 For a unit that is temporarily removed from service, continue to perform maintenance work mandated by the Regulatory Authorities.
- .2 The Owner may elect, at its option, to remove a unit from service permanently.
 - .1 For a unit that is permanently removed from service, cease maintenance and invoicing activities.
- .3 The Owner will provide the Contractor with 30 days notice for units that are to be temporarily or permanently removed from service.

2.9 Work included: general

- .1 Maintain, repair or replace all of the elevating device equipment, except where specifically excluded, including the following, where provided:
 - .1 Elevator and lift machine, motor, drive, controller, brake, emergency brake, governor, safety, hydraulic cylinder, hydraulic fluid, pump, valve, suspension means, door operating equipment, door equipment, fixtures, remote panels, elevator communication system, fixture lighting and elevator cab lighting, fans, and all other mechanical and electrical parts required for the operation of the equipment.
 - .2 Escalator machine, motor, brake, controller, escalator steps, comb plates, chains, tracks, escalator hand rails, skirt panels, balustrade lights and all other mechanical and electrical parts required for the operation of the equipment.
 - .3 Monitoring systems where such systems are independent from base building automation systems and dedicated to the monitoring of elevating equipment.

- .2 Upon commencement of the contract, immediately assume responsibility for maintenance of the equipment and correct any pre-existing deficiencies.

2.10 Work not included: general

- .1 Do not repair or replace the following, where provided:
 - .1 Elevator and lift cab finishes, cab interior handrails (except for attachments on the exterior of the cab), flooring, hoistway enclosure, hall door and entrance (except to maintain clearances), sill and frame finish, unless damaged as a result of misalignment or incorrect maintenance;
 - .2 Escalator decking finishes, unless damaged as a result of misalignment or incorrect maintenance;
 - .3 Buried components of hydraulic cylinders, unless damaged as a result of inadequate or incorrect maintenance (the Contractor is still required to perform the requisite maintenance for buried cylinders with corrosion protection);
 - .4 Electrical conduit/wiring outside the hoistway and machine/control room;
 - .5 Electrical disconnects.
- .2 Repairs, replacements or call-backs directly resulting from abnormal environmental conditions (such as floods, fire, lightning, and other "acts of god") shall not be deemed included.
- .3 Repairs, replacements or call-backs directly resulting from vandalism or user negligence, apart from regular wear and tear, shall not be deemed included.
- .4 Repairs, replacements or call-backs directly resulting from failure or non-performance of non-elevator building elements (such as machine room air conditioning failure, building power failure, pit flooding) shall not be deemed included.
- .5 Repair or replacement of parts deemed obsolete by the Consultant where the cost premium is in excess of \$500 with the cost premium being defined as follows:
 - .1 The difference between the cost of repair or replacement where a part is deemed obsolete and the cost of repair or replacement if the obsolete part were readily available, as estimated by the Consultant.
 - .2 The cost premium shall be based on the material cost plus labour at the contract rates.

-
- .3 The cost premium shall be exclusive of taxes, travel or handling fees.
 - .4 Upon written direction from the Owner, the Contractor shall proceed with the work immediately and shall invoice for the work in accordance with the requirements herein. Work shall not require a Purchase Order or signed quote prior to proceeding.

Example: If a control board fails and needs to be replaced but the original equipment manufacturer is no longer in business, that part might be deemed obsolete (this decision to be made by the Consultant). If a replacement board is manufactured by a third party and the cost is substantially equivalent to the original replacement, this replacement would be covered by the contract. If, however, a new board needs to be custom-manufactured and the cost premium of the new board as compared to the original board cost exceeds the cost threshold, the cost premium would be deemed extra to contract.

- .6 Any of the foregoing work not included shall be deemed included in the contract where Contractor negligence, carelessness or improper maintenance is either the cause or a significant contributing factor (ex: a pit drain blocked because of a pit not being kept clean, escalator skirts damaged as a result of incorrect alignment, buried cylinders with PVC failing due to exposure to water and missed annual testing, etc.).
- .7 All claims or invoices for work not included in the contract shall be substantiated by the Contractor to the satisfaction of the Consultant; absence of a root cause of a failure or call-back that is covered by the contract shall not be deemed sufficient justification for an extra to the contract.
- .8 In the case of power failures or power disruptions (ex: brown-outs or voltage spikes) requiring repairs or call-backs, the work will be deemed not included if the Owner, acting reasonably, can correlate the event to a building issue; in absence of any known power failure or building issue the work shall be deemed included in the Contract unless the Contractor can provide evidence in the form of power supply monitoring demonstrating a fluctuation of more than +/-10%.
- .9 Invoices or quotes for work not included in the contract shall be based on the material cost +10% plus labour at the contract rates.
- .10 The Contractor shall supply invoices from manufacturers to support the material cost and time tickets to support the labour cost, otherwise the work will be deemed included in the contract.

2.11 Extra to contract work

- .1 Give any claims for extra to contract work, due to instructions or otherwise, to the Owner in writing within a reasonable time after the work is completed.
- .2 No such claim shall be valid unless so made and authorized by the Owner.
- .3 Where extra to contract work is approved and done at the Owner's expense:
 - .1 Bill the work at hourly rates in accordance with the Contract.
 - .2 Do not charge for travel time to and from the site.
 - .3 Do not add miscellaneous charges (e.g. mileage, parking charges, truck charges, sundry charges, fuel charges, etc.).

2.12 Special tools and access codes

- .1 For those elevators or components that have access codes or access tools used for commissioning, programming, or other purposes, keep all access tools on site with a hard copy listing of access codes.
- .2 If the contract is cancelled, provide to the Owner, for those elevators or components that have access codes or access tools for commissioning, programming or other purposes, the access tools and a hard copy listing of the access codes.
- .3 If the Owner provides access codes or access tools, preserve these codes and tools confidential for use only on the particular equipment for which the Owner has provided them and keep these access codes or access tools on site.
- .4 Change access codes only when authorized in writing by the Owner.

2.13 Minimum standard

- .1 As a minimum standard, perform to the Specifications and to the Code.
- .2 Maintain the equipment at all times in the same or better condition as at the commencement of the maintenance work.

2.14 Reliability

- .1 Ensure that the average number of callbacks does not exceed 6.0 per elevator per year.
- .2 Ensure that the average number of entrapments does not exceed 1.5 per elevator per year.
- .3 Ensure that the average number of callbacks does not exceed 3.0 per escalator per year.

2.15 Reliability: action plan and reporting

- .1 Provide a summary report detailing root cause analysis and a plan for corrective action where a building exceeds the reliability benchmark by more than 25% over an average of 6 months.
- .2 Provide a summary report detailing root cause analysis and a plan for corrective action where an individual elevator exceeds the reliability benchmark by more than 50% over an average of 12 months.
- .3 Continue to provide such summary reports every three months until such a time as the building or elevator reliability meets the reliability benchmark for a period of 6 months in a row.

2.16 Suspension means replacement

- .1 In groups of elevators, the elevator(s) adjacent to an elevator undergoing a suspension means replacement shall not be removed from service during regular hours if removing such elevators from service would reduce the number of elevators available in the group to less than 65%.
- .2 Where the suspension means replacement requires a reduction in the number of elevators available in a group to less than 65%, all such work shall be completed outside of regular hours (inclusive of preparatory work such as the installation of netting/hoarding, if applicable).
- .3 The foregoing requirements apply only to groups of elevators and not simplex elevators.
- .4 The foregoing requirements also apply to the replacement of governor ropes or compensating means.

2.17 Regular hours of work

- .1 Regular hours of work are from 08:00 to 17:00 Monday to Friday, excluding holidays.
- .2 For residential buildings and hotels complete noisy and disruptive work during regular hours.
- .3 For all other buildings, unless otherwise noted, complete noisy and disruptive work outside of regular hours.

2.18 Critical situations

- .1 A critical situation is one in which:
 - .1 there have been repetitive calls (i.e. more than 3 in the past 30 days) for one unit;
 - .2 a unit has been out-of-service for more than three consecutive working days;
 - .3 there have been repetitive calls (i.e. more than 1.5 per elevator in the past 30 days) for one group of elevators;
 - .4 there is no elevator service to a floor normally provided with elevator service;
 - .5 more than 30% of the elevators in any one group are out of service.
- .2 In a critical situation work continuously (during both regular time and overtime) applying as much labour and shift work as necessary to effect repairs until the problems are resolved.
- .3 In a critical situation report to the Owner and the Consultant the progress of the remedial work at 08:00, 11:00, 14:00, 17:00 each day the unit remains out-of-service.

2.19 Account representative

- .1 Assign and maintain a company representative for the properties to coordinate activities and to be responsible for communications with the Owner's representatives.
- .2 Provide persons acceptable to the Owner for this position.

2.20 Defective work and non-performance

- .1 The Owner reserves the right to correct defective work and to charge the cost to the Contractor.
- .2 Should the contractor fail to execute any of the Work set out in the contract the Owner reserves the right to do the Work and to charge the cost to the Contractor.
- .3 The Owner reserves the right to withhold payment in the event of non-performance or to pay only for that portion of the Work that has been executed.
- .4 The Owner will provide 30 days notice in writing prior to taking such action, except where the defective work or non-performance prejudice the safety of people or the installation, in which case the Owner need only provide 5 days notice in writing.
- .5 The Contractor may correct the defective work within the notice period but shall provide confirmation in writing to the Owner prior to the end of the notice period, or the Contractor shall still bear direct charges incurred by the Owner to correct the defective work.

2.21 Codes and ordinances

- .1 Supply equipment and do work in accordance with building codes, by-laws, regulations and requirements of the local, provincial and federal authorities in effect at the time of the execution of the work.
- .2 Supply equipment and do work in accordance with the Code, and any other code which may govern the requirements of the installation.
- .3 Provide labour and material, whether or not specifically mentioned in this specification, that may be necessary to provide an installation conforming to the applicable codes and regulations.
- .4 Comply with the requirements of the Occupational Health and Safety Act and Workplace Hazardous Materials Information System (WHMIS) regarding employee safety, use, handling, storage and disposal of hazardous materials.
- .5 Prior to submission of the proposal and throughout the duration of work, give prompt notification in writing of any regulations or requirements known to be in process which might affect the acceptability of the work.
- .6 If changes in codes or regulations result in extra costs, those taking effect subsequent to the date of proposal submission shall be treated as an extra to the contract.
- .7 Requirements of the Authority Having Jurisdiction applicable at the time of proposal submission shall be deemed to be included in the contract, unless

specifically excluded herein.

- .8 Should changes in codes, changes in legislative requirements or changes to the requirements of the Authority Having Jurisdiction be announced prior to the date of proposal submission but with a delayed adoption date, those changes shall be deemed to be included in the contract, unless specifically excluded herein.

2.22 Regulatory authority submissions

- .1 Complete any submissions to the regulating authorities that may be necessary for the continuing use and operation of the equipment.

2.23 Protection of the Work and property

- .1 Maintain protection of the Work and protect the Owner's property from injury or loss arising out of the execution of this contract.
- .2 Make good any injury or loss caused by your agents or employees.
- .3 Take all necessary precautions to ensure that the Work is done in a manner that does not endanger any person.

2.24 Liability insurance

- .1 Provide, during the period this contract is in force, premises liability, including public liability insurance and property damage insurance in the amount of \$5,000,000 inclusive, to be covered against any claims for damage to property or for personal injury, including death, which may arise from operation under this contract, whether such operation is by yourself or by any sub-contractor or anyone directly or indirectly employed by you.
- .2 Upon completion of the contract, have in force a completed operations and products liability insurance, in the amount of \$5,000,000 inclusive, to be covered against any claims for damages to property or for personal injury, including death, which may arise after the premises liability is terminated.
- .3 Maintain the insurance in force for a minimum period of two years after completion of the contract.
- .4 List the Owner as an additional insured.
- .5 The certificates shall state that the insurance will not become ineffective without sufficient written notice to the Owner.
- .6 Submit certificates of such insurance with the Owner before work is begun.

2.25 Assignments

- .1 Do not assign nor sublet the contract without the written consent of the Owner.
- .2 Do not assign any payment due or to become due as a result of this contract without the written consent of the Owner.

2.26 Directives

- .1 Advise the Owner of directives received from the Inspecting Authorities and from the Regulatory Authorities.
- .2 Carry out directives from the Inspecting Authorities and from the Regulatory Authorities within the period of time set out on the directives, working in overtime if necessary to meet the required date, except for those items that are:
 - .1 The responsibility of the Owner;
 - .2 Directives resulting from changes to the existing regulations.

2.27 Deficiencies not corrected

- .1 If there is a failure to carry out instructions of the inspecting authorities (except for those items that are the responsibility of the Owner and directives resulting from changes to the existing codes) within the period of time allowed by the authorities issue a credit to the Owner for any costs, including the cost of the inspecting authority reinspection, incurred by the Owner as a result of this failure.

2.28 Submission of proposal

- .1 Submission of a proposal will be considered presumptive evidence that the proposer is conversant with local facilities and conditions, requirements of the Contract Documents and of pertinent provincial and local codes, state of labour and material markets, and in the proposal has made due allowance for all contingencies.

2.29 Request for payment

- .1 Submit monthly applications for payment for work done at the end of each month together with the necessary data, information, waivers and affidavits.

2.30 Delay in making repairs

- .1 Execute promptly the necessary repairs to return non-functioning units to service.
- .2 Return units to service when answering service calls unless return visits are necessary for additional troubleshooting or to source replacement parts.
- .3 Where return visits are necessary, promptly return to the site on the next business day upon availability of the necessary replacement parts.

2.31 Personnel

- .1 Adhere to the Owner's vaccination policy for personnel attending site.
- .2 Supervise your personnel so that they present a neat appearance and their movement in the building is within the requirements of their work.
- .3 Provide uniforms and photo identification for personnel.
- .4 The Owner reserves the right to reject or refuse access to personnel or contractors at its sole discretion.
- .5 Assign and maintain a dedicated service representative to the work, this representative to be responsible for liaison with the Owner and the Consultant.
- .6 Assign and maintain a dedicated service supervisor to the work, this supervisor to be responsible for technical communications with the Owner and the Consultant.

2.32 Designated substances

- .1 The Contractor is responsible to adhere to the designated substances and/or hazardous substances management programs in place at the site including, but not limited to, the presence of asbestos.
- .2 In the event that designated substances or hazardous substances are discovered by the Contractor's personnel and not previously identified by the Owner, report such substances to the Owner.
- .3 The Contractor shall not be responsible for abatement of designated substances or hazardous substances.
- .4 The Contractor acknowledges that small amounts of designated substances or hazardous substances may be present in elevator components (such as asbestos in brake pads and mechanical gaskets, lead in paints and soldering, silica in concrete and masonry, mercury in fluorescent light tubes, PCBs in transformers, etc.), and the Contractor shall ensure proper maintenance procedures are followed to safely complete maintenance, repair and replacement

of such components.

- .5 The Contractor shall provide personal protective equipment as necessary to comply with the management program for work in such environments including, but not limited to, disposable protective clothing (gloves, boot covers, coveralls) and fit-tested respirators.

2.33 Labour disruptions

- .1 In the event of a labour disruption impacting your technicians (e.g. strike, lockout, etc.) provide alternative qualified personnel to:
 - .1 Respond to regular call-backs on non-critical units during regular working hours.
 - .2 Respond to regular call-backs on critical units 24 hours per day, seven days per week.
 - .3 Respond to emergency call-backs 24 hours per day, seven days per week.
 - .4 Complete regular maintenance activities required by the Authority Having Jurisdiction.
- .2 For units that remain operational throughout the duration of the labour dispute provide a credit of 50% towards the regular monthly maintenance fees for the duration of the labour dispute for months where no regular maintenance activities were performed.
- .3 For units that were shut down and remained out of service during the labour dispute provide a credit of 100% towards the regular monthly maintenance fees for the duration of the time that the elevator was shut down.

2.34 Coordination with Owner

- .1 Before each routine maintenance visit contact a representative specified by the Owner.
- .2 Discuss the operation of the equipment with the Owner's representative and take immediate action on problems.
- .3 Should a problem be of a nature that cannot be satisfactorily resolved during the inspection or trouble call, report back to the Owner's representative to explain why it was not possible to correct the problem and when the problem will be resolved.

2.35 Rules of work: elevators

- .1 Check with and obtain approval from the site building management prior to taking an elevator out of service.
- .2 Keep the site building management informed of work activity including, but not limited to, the following:
 - .1 When an elevator is taken out of service;
 - .2 When an elevator is placed back in service;
 - .3 When starting work each day;
 - .4 When finishing work each day.
- .3 Perform work on an elevator at a floor selected by the site building management.
- .4 Where possible restrict activities to inside the hoistway with the hall doors closed.
- .5 Do not leave materials or tools in the elevator lobbies or other public areas.
- .6 Do not leave an elevator out of service with the hall and car doors open except as approved by site building management.
- .7 When taking an elevator out of service, station someone at the entrance so as to ensure that a passenger does not enter and is not trapped in the cab.
- .8 When finished working on the elevator, ensure that the elevator is in proper working order.

2.36 Rules of work: escalators

- .1 Check with and obtain approval from the site building management prior to taking an escalator out of service.
- .2 Keep the site building management informed of work activity including, but not limited to, the following:
 - .1 When an escalator is taken out of service;
 - .2 When an escalator is placed back in service;
 - .3 When starting work each day;
 - .4 When finishing work each day.
- .3 Do not leave materials or tools in the public areas.

- .4 When taking an escalator out of service, station someone at the entrance side of the escalator so as to ensure that a passenger is not on the escalator prior to it being stopped.
- .5 When finished working on the escalator ensure that the escalator is in proper working order.

2.37 Software and firmware updates

- .1 Check each January for equipment software and firmware updates and advise the Owner of the status of these updates.
- .2 Obtain and install updates.

2.38 24/7 Remote monitoring

- .1 The Contractor shall be able to utilize AI-based contractor-specific remote monitoring to support ongoing maintenance and proactively improve the elevator's performance, including but not limited to the following:
 - .1 Monitoring of key control diagnostic functions based on the predictive analysis, with mechanics, automatically dispatched from the local office;
 - .2 Monitoring remotely of the elevator diagnostics and fault logs live through model link or other means and address faults before they cause elevator failure.
- .2 The Contractor should be able to provide quarterly reporting to show the impact of predictive maintenance.

2.39 Environmental considerations

- .1 Where practicable, recycle material replaced in the course of the work.
- .2 Provide a list of materials to be removed from site and their proposed recycling or disposal location for approval prior to commencing work.
- .3 Where practicable, provide new materials manufactured by methods that do not adversely affect the environment by, for example, generating residual deposits of heavy elements and greenhouse gases.
- .4 Use materials on site, such as low VOC (Volatile Organic Compound) adhesives and paint, that will not negatively affect the in-building environment.
- .5 Use only adhesives that comply with the requirements of SCAQMD Rule #1168.

2.40 Labour laws

- .1 Comply with applicable provisions of federal, provincial and local labour laws and with applicable union regulations.

3. Maintenance procedures**3.1 Maintenance Control Program**

- .1 Provide to the Owner and the Consultant a copy of the Maintenance Control Program for each device type.
- .2 During the course of the maintenance contract update the Maintenance Control Program as necessary and forward to the Owner and the Consultant a copy of the updated Maintenance Control Program.
- .3 The Maintenance Control Program is the property of the Owner.
- .4 Store the Maintenance Control Program on site in accordance with the requirements of the Authority Having Jurisdiction.
- .5 Do not use electronic Maintenance Control Programs without explicit permission of the Owner.
- .6 Execute the maintenance in accordance with these specifications and the Maintenance Control Program.
- .7 As a minimum, perform tasks as required by the Authority Having Jurisdiction at the appropriate intervals.
- .8 Where maintenance and testing frequencies in the Maintenance Control Program are less frequent than the intervals defined in these specifications, these specifications shall take precedence and such frequencies shall be reflected in each device-specific Maintenance Control Program.
- .9 The Owner may approve changes to these specifications provided that the minimum requirements of the Authority Having Jurisdiction are respected.
- .10 In advance of performing Category 5 testing, submit to the Owner and Consultant a written plan outlining:
 - .1 Step-by-step instructions of how the testing will be performed;
 - .2 Names and qualifications of personnel selected to perform the testing;
 - .3 Incremental testing procedures;
 - .4 Alternative testing means, if applicable;

- .5 Schedule of the work.
- .11 As part of the Category 5 testing:
 - .1 Perform pre-testing of the safeties prior to full load testing by testing application of the safeties at inspection speed with no load in the cab.
 - .2 Perform alternative testing and provide the results to the Owner in an acceptable electronic format (e.g. PDF), and provide a hard copy printout in the Maintenance Control Program, for record keeping and to establish a baseline for future testing.
 - .3 Take reasonable steps to protect the cab finishes from damage (i.e. laying down plywood or using rubberized weights).
 - .4 If completion of the test on an elevator requires that adjacent elevators in the same group be removed from service, perform the testing outside of regular hours at a time approved by the Owner.
 - .5 If testing is performed prior to submitting an adequate plan and receiving approval from the Owner, or testing deviates from the requirements herein, the Contractor is responsible for correcting any and all damage that may result from the testing (i.e. including building damage).
 - .6 The contractor is responsible to repair or replace any elevator components that may be damaged or fail as a result of testing.

3.2 Repairs

- .1 For scheduled repair work, outside of the regular maintenance procedure, give the Owner at least two weeks prior notice.
- .2 For unscheduled repair work, outside of the regular maintenance procedure, give the Owner immediate notice.
- .3 Communicate, in writing, the status of repairs to the Owner at the beginning and close of the normal working day.
- .4 Where possible indicate the time required for completion of repairs.

3.3 Mis-adjustment

- .1 Do not change any of the adjustments in such a way as to lead to a deterioration of the equipment performance.
- .2 Do not, in the course of routine maintenance or trouble shooting, re-adjust any of those settings which affect either the performance or the safety of the equipment.
- .3 Should it appear that some setting has changed or some problem has arisen such as to alter the performance of the equipment, arrange that a qualified adjuster with the appropriate tools, manuals and training make the necessary re-adjustments in an organized, systematic way.
- .4 Do not allow ad hoc adjustments to the equipment.

3.4 Safety devices

- .1 At no time permit the equipment to operate while any of the safety devices, mechanical or electrical are in-operative.
- .2 In the event that any of the emergency safety devices such as final limits, safety operated switches, governor switches, overspeed devices, underspeed devices, or car safeties are activated while the equipment is in use by the public, submit within 24 hours of the event a written report to the Owner and the Consultant detailing the incident and the corrective action taken.

3.5 Equipment defects

- .1 Should a defect in the equipment or the design of the equipment become apparent based on experience with this installation or similar installations elsewhere, advise the Owner immediately in writing setting out the steps to be taken to correct the problem.
- .2 Forward to the Owner copies of any memoranda, internal or external, published or unpublished, dealing with actual or potential flaws in the equipment and design.

3.6 Call-back service

- .1 Include, as part of the maintenance program, regular and emergency call-back service.
- .2 Provide regular and emergency call-back service 24 hours per day, seven days per week.
- .3 An emergency is a situation such as:
 - .1 An entrapment;

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- .2 An incident;
 - .3 An accident
 - .4 A shut down of more than one elevator in a group;
 - .5 The absence of elevator service to a floor;
 - .6 The absence of escalator service during the month of December for shopping and retail centres;
 - .7 The absence of escalator service during a key time period as defined by the Owner.
- .4 At the time the call is placed the Owner may choose to indicate that the call can be handled during regular hours; otherwise, answer the call immediately whether it be in overtime or regular time.
 - .5 Respond only to calls placed by the Owner except in the case of emergency calls.
 - .6 Provide a telephone answering service staffed twenty-four hours per day.
 - .7 Ensure that calls received by the answering service are transmitted immediately to a responsible person for action.
 - .8 Provide regular call-back response within a maximum of two hours from the time a call is placed until the arrival of a maintenance person at the site.
 - .9 Provide emergency call-back response within a maximum of 45 minutes from the time a call is placed until the arrival of a maintenance person at the site.
- 3.7 Maintenance: assistance for inspections & testing
- .1 Provide all necessary co-operation and assistance to allow inspections of the equipment by the Consultant and by the Inspecting Authorities.
 - .2 Provide all necessary co-operation and assistance, either in regular time or overtime, to allow testing of those systems associated with the equipment such as smoke detectors, fire detectors, heat detectors, emergency power, firefighters emergency operation, communication systems, security systems and other systems ancillary to the equipment.
 - .3 In the event that this requires the supply of one crew for more than an average of three hours per unit per year, submit a request to the Owner for an extra to contract payment.

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- .4 Should the tests fail because of problems with the elevator or escalator equipment provide any necessary additional assistance at no extra charge.

3.8 Fire service testing

- .1 Perform annual testing of the Firefighters' Emergency Operation for buildings that are not designated as High Buildings.
- .2 Perform quarterly testing of the Firefighters' Emergency Operation for buildings designated as High Buildings.
- .3 Execute the tests, at the option of the Owner, either in regular hours of work or outside of regular hours of work at no extra cost to the Owner.
- .4 Carry out the testing as required by the regulatory authorities.
- .5 Record the results of the testing and forward to the Owner a copy of the record.

3.9 Safety inspections

- .1 Carry out instructions of the inspecting authorities within the period of time allowed by the authorities or, if no period is designated, 30 days of notice of deficiency except for those items that are the responsibility of the Owner and directives resulting from changes to the existing codes.

3.10 Manufacturers' parts

- .1 Supply replacement parts identical in make and model to the original parts where at all possible.
- .2 Where identical parts are not available or a better substitute is available submit the alternative part for the approval of the Owner.

3.11 Substitute parts

- .1 Where items visible to the general public, in particular exposed finishes and fixtures, are to be replaced, submit drawings, photographs or samples, as required, in ample time for consideration and review.
- .2 Submit samples of metals, plastic laminates and finishes properly identified as to project, location and material.
- .3 Supply materials in accordance with the reviewed samples.
- .4 The review does not include the checking of measurements nor the approval of variations from the Specifications or the Contract Documents.

3.12 Parts stocked locally

- .1 Arrange that the following spare parts are available on site, in a service vehicle or from the local maintenance office and allow the Owner, at their request, to inspect these parts:
 - .1 Buttons: four button heads;
 - .2 Car door equipment: two car door sheaves and one set of door gibs;
 - .3 Hall door equipment: one complete hoistway door closer assembly, two interlocks, four hall door sheaves, and two sets of door gibs;
 - .4 Fuses: three fuses of each size used in the controller and in the main line disconnect;
 - .5 Relays: three complete relays of each type with spare contacts and coils;
 - .6 An adequate supply of cleaning solvent, wipers, general purpose oil and door operator oil.
 - .7 At least one spare for each part used in quantity on the equipment in the ratio of one spare for every 100 such parts.

3.13 Parts available as required

- .1 Arrange that spare parts not stocked locally, but for which like-for-like replacements are readily available from manufacturers, are provided within 72 hours to the site.
- .2 The Contractor shall arrange and pay for expedited shipping where necessary to meet this requirement.
- .3 For parts that are not stocked locally and not readily available from manufacturers, such as parts that require off-site repair or parts that are manufactured to suit the installation, the Contractor shall provide to the Owner an estimate for the time to manufacture or repair the part.

3.14 Building log

- .1 Complete required entries for building log systems.

3.15 Maintenance log book

- .1 Provide a maintenance log in a permanently bound journal having pre-numbered pages.
- .2 Indicate in the journal the following information: date, time, name of maintenance technician, regular maintenance, regular time callback, over time callback, action taken, work completed, and further repairs required.
- .3 The journal is the property of the Owner.
- .4 Maintain the journal current, on the premises, and available for inspection by the Owner at any time.
- .5 Make entries in ink, legibly, consecutively and without blanks.

3.16 Time tickets

- .1 Indicate the section of the normal maintenance schedule on each time ticket with details of the portion of the section completed.
- .2 Submit time tickets for each call-back detailing the cause of the call-back and the action taken.
- .3 If electronic time tickets are used, make these tickets accessible to the owner through internet at all times.

3.17 Accidents and claims

- .1 In the event of an accident causing death, personal injury or property damage, arising out of or in connection with the equipment or the performance of the Work whether on or adjacent to the site, advise the Owner immediately giving a verbal report and submit to the Owner within 24 hours of the accident signed written reports from each of the maintenance personnel involved.
- .2 In the event of an injury to anyone working on or using the equipment, take whatever immediate action is necessary to aid the injured person and to prevent further injury to others.

3.18 Electrical diagrams

- .1 Maintain any existing electrical diagrams in good condition and do not remove electrical diagrams from the site.
- .2 Where existing electrical diagrams are not bound or laminated to protect the diagrams from damage, either bind or laminate the drawings for longevity as part of the maintenance.

- .3 If, in the course of the maintenance contract, changes are made to the wiring or control, supply to the Owner marked-up prints of the altered schematics and field wiring diagrams showing the changes.

3.19 Consultant's inspections

- .1 From time to time the Consultant will carry out inspections to verify that the Work is being carried out in accordance with the specifications and with industry standards.
- .2 The Consultant will prepare a report listing deficiencies.
- .3 Carry out such maintenance, repair and replacement to correct the deficiencies listed on the Consultant's Report within 30 days or, if it is anticipated that the corrective measures will require more time, advise the Consultant of this and obtain their approval of the extension.

3.20 Maintenance tasks (rope replacements)

- .1 In addition to the tasks required in the Maintenance Task Intervals, perform maintenance in accordance with the following requirements.
- .2 When replacing the elevator suspension means:
 - .1 Ensure that the number of wire rope rotations does not exceed:
 - .1 1.5 rotations per 30.5 m (100 ft.) for a 1:1 roping arrangement;
 - .2 3 rotations per 30.5 m (100 ft.) for a 2:1 roping arrangement.
 - .2 Use wedge type cable clamps for suspension means;
 - .3 Within six to eight weeks, inspect the suspension means and shorten as necessary.

3.21 Maintenance tasks (buried cylinders)

- .1 In addition to the tasks required in the Maintenance Task Intervals, perform maintenance in accordance with the following requirements.
- .2 For elevating devices with below-ground cylinders, perform the following duties at least once every year:
 - .1 Where a protective sleeve is provided that is either open at the top or has evacuation ports, clear the protective sleeve of liquid as follows:
 - .1 Pump out any liquid in the sleeve using, if necessary, an air compressor to pressurize the sleeve;

- .2 Check the liquid to ensure that it does not contain oil and that the amount of liquid is not indicative of a sleeve leak.
- .2 Where a protective sleeve is provided and has ports for pressure testing of the cylinder, check the hydraulic system for leaks as follows:
 - .1 Pressurize the cylinder protective sleeve (using an air compressor);
 - .2 Note the gauge pressure reading and record it in the log book;
 - .3 Leave the protective sleeve under pressure for a minimum of 15 minutes;
 - .4 After 15 minutes has passed, note the gauge pressure reading and record it in the log book;
 - .5 If any significant changes are noted that might indicate a leaking protective sleeve or hydraulic cylinder, advise the Owner and take such steps as necessary to ensure the safety of the elevator.
 - .6 Ensure that the air pressure does not exceed the manufacturer's specified limits.
- .3 Where a protective sleeve is provided and has view ports (but can't be pressure tested), check the hydraulic system for leaks as follows:
 - .1 Insert a fibre-optic camera into the view port and complete a visual inspection of the cylinder and protective sleeve;
 - .2 If there is corrosion of the cylinder or cracks in the protective sleeve, advise the Owner and take such steps as necessary to ensure the safety of the elevator.
- .4 Where a protective sleeve is not provided, check the hydraulic system for leaks as follows:
 - .1 Run the elevator up to the stop ring and raise the pressure to the relief valve setting;
 - .2 Note the gauge pressure reading and record it in the log book;
 - .3 Leave the elevator under pressure on the stop ring for a minimum of one hour;
 - .4 After one hour has passed, note the gauge pressure reading and record it in the log book;

- .5 Set the elevator level with the bottom floor and note the hydraulic reservoir fluid level and record it in the log book;
- .6 If any significant changes are noted that might indicate a leaking hydraulic cylinder, advise the Owner and take such steps as necessary to ensure the safety of the elevator (Do not add hydraulic oil to the system unless it has been determined that the loss of oil is through the gland packing).

4. Performance

4.1 Performance data

- .1 Maintain the elevators so that at all times they comply with the following performance parameters.

	hydraulic elevators	gearless machine with MG set	geared machine with MG set	geared machine with solid state drive	gearless machine with solid state drive
Operating time	< 12.0 s	< 9.0 s	< 9.5 s	< 8.0 s	< 7.8 s
Levelling accuracy	+/- 9 mm	+/- 9 mm	+/- 9 mm	+/- 6 mm	+/- 6 mm
Speed accuracy	+/- 5 %	+/- 5 %	+/- 5 %	+/- 1.5 %	+/- 1.5 %
Door noise level	< 65 dB	< 65 dB	< 65 dB	< 60 dB	< 60 dB
Cab noise level	< 60 dB	< 60 dB	< 60 dB	< 55 dB	< 55 dB
M/R noise level	< 80 dB	< 80 dB	< 80 dB	< 75 dB	< 75 dB
Average acceleration				< 0.95 m/s/s	< 0.95 m/s/s
Peak acceleration				< 1.2 m/s/s	< 1.2 m/s/s
Change in acceleration				< 1.9 m/s/s/s	< 1.9 m/s/s/s
Max horizontal vibration				0.15 m/s/s	0.15 m/s/s

4.2 Performance data measurement method

- .1 The horizontal vibration, front to rear or side to side, is measured in the elevator cab with the elevator travelling with a load of less than 10 per cent of capacity from top to bottom and bottom to top (measured between two consecutive points of opposite value).
- .2 The door noise level is measured using an ANSI type 2 sound level meter on the "A" scale with an "F" response within the cab during a full door open, door close and door reversal cycle.
- .3 The cab noise level is measured using an ANSI type 2 sound level meter on the "A" scale with an "F" response within the elevator cab with the elevator travelling from one end of the hoistway to the other with the cab fan on.

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- .4 The machine room noise level is measured with the elevator running by a meter positioned in the centre of the machine room.
 - .5 The operating time is measured for a typical floor run (less than 4000 mm [13']) from the time when the fully opened doors begin to close until the car is stopped level with the next floor and the car and hall doors are 800 mm (32") open. For door types other than centre-opening or slow rated speed, the specified operating time is adjusted as follows:
 - .1 For elevators with side-opening doors and a door width under 1100 mm (43"), add 2.0 seconds to the specified operating time.
 - .2 For elevators with wider entrances and centre-opening doors, add 0.25 seconds per additional 150 mm (6") of door width to the specified operating time.
 - .3 For elevators with wider entrances and side-opening doors add 0.5 seconds per additional 150 mm (6") of door width to the specified operating time.
 - .4 For electric elevators with a contract speed under 1.78 metres per second (350 fpm), add 1.5 seconds to the specified operating time.
 - .5 For hydraulic elevators with a contract speed under 0.76 metres per second (150 fpm), add 1.5 seconds to the specified operating time.

4.3 Maintenance tasks: electric elevators

- .1 Check the following elements during each periodic maintenance visit:
 - .1 Car ride and general operation;
 - .2 Levelling;
 - .3 Hall and car door operation;
 - .4 Alarm bell;
 - .5 Communication system;
 - .6 Door open button;
 - .7 Door force (maximum of 135 Newtons [30 lb]);
 - .8 Door re-opening device;
 - .9 Position indicators;

- .10 Car operating panel devices;
- .11 Commutator brushes.
- .2 Perform the following duties at least once every six months:
 - .1 Clean pit;
 - .2 Clean tops of car;
 - .3 Clean the machine removing any oil from the gland packing drip tray;
 - .4 Check and lubricate the governor tension sheave;
 - .5 Check and lubricate the governor;
 - .6 For oil buffers, check the buffers and the buffer oil;
 - .7 For chain compensation, check the chain fastening and the chain release safety switch.
 - .8 For group operation, check the door open pause times to ensure that they are consistent from one car to another in a group;
 - .9 Check the door open pause time cancellation (i.e. monitor) circuit;
 - .10 Check the load weighing devices;
 - .11 Check the suspension means and governor rope.
- .3 Perform the following duties at least once every year:
 - .1 Check the machine and motor;
 - .2 Check and lubricate machine bearings, where necessary, in accordance with manufacturer's recommendations;
 - .3 Check the operation of the emergency brake;
 - .4 Check suspension means hitches;
 - .5 Inspect suspension means for wear in accordance with standards for elevator suspension means inspection;
 - .6 Lubricate the hoist ropes and compensation ropes in accordance with the rope manufacturer's recommendations;
 - .7 Check suspension means tension and adjust if necessary;

- .8 Check for stretch in the suspension means and remove buffer blocks or shorten suspension means if required;
- .9 Clean the machine with vacuum and blower;
- .10 Check the tachometer;
- .11 Check rotating electrical equipment connections;
- .12 Remove the covers of the car operating panels and check the internal components and connections;
- .13 Lubricate and clean car door tracks;
- .14 Clean control room and control room floor;
- .15 Check the car door contacts;
- .16 Check the hoistway door interlocks.
- .17 Check the car door rollers and eccentrics;
- .18 Check the car door clutch assembly;
- .19 Check door operator, clean and lubricate pivot points;
- .20 Clean guide rails and guide rail fastenings;
- .21 Vacuum hoistway from top to bottom;
- .22 Replace the filters on the controller air inlets;
- .23 Clean and check safety mechanism;
- .24 Perform a test of the safeties;
- .25 Check sheaves and shafts for soundness and wear;
- .26 Check the terminal slowdown device;
- .27 Strip, clean and lubricate the brake;
- .28 Check that the brake stops the elevator from full speed in the up direction with an average deceleration of approximately 0.1g without shock or jar;
- .29 Check to ensure that the brake spring setting is correct;

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- .30 Ensure that the brake operates quietly so that no noise can be detected either in the elevator cab, at the top floor landing or outside the closed machine room door;
 - .31 For oil buffers, check the buffer oil levels, check for water in the oil and test the buffers;
 - .32 Check travelling cables for wear;
 - .33 Check hangers and junction box connections;
 - .34 Check guide rail fastenings;
 - .35 Check the speed, acceleration and jerk profiles and if necessary adjust the drive parameters;
 - .36 Measure performance parameters (noise levels, vibration, operating times) and re-adjust if required;
 - .37 Check components and fastenings that under failure might create a dangerous situation (e.g. sheave bolts and welds, gear bolts, car slings et cetera);
 - .38 As required, clean and paint machine room and pit floor (perform not less than once every five years);
 - .39 Check the emergency power or battery lowering device operation.
 - .40 Check the emergency fire recall operation.
 - .41 Check the functioning of the in Firefighters' Emergency Operation.
 - .42 Submit a report to the Owner confirming that the annual checks have been carried out, listing the items checked and the measured performance parameters.
- .4 When replacing the elevator suspension means:
- .1 Ensure that the number of rope rotations does not exceed:
 - .1 1.5 rotations per 30.5 m (100 ft.) for a 1:1 roping arrangement;
 - .2 3 rotations per 30.5 m (100 ft.) for a 2:1 roping arrangement.
 - .2 Use wedge type cable clamps for suspension means;
 - .3 Within six to eight weeks, inspect the suspension means and shorten as necessary.

4.4 Maintenance tasks: hydraulic elevators

- .1 Check the following elements during each periodic maintenance visit:
 - .1 Car ride and general operation;
 - .2 Levelling;
 - .3 Hall and car operation;
 - .4 Alarm bell;
 - .5 Communication system;
 - .6 Door open button;
 - .7 Door force (maximum of 135 Newtons [30 lb]);
 - .8 Door re-opening device;
 - .9 Position indicators;
 - .10 Car operating panel devices;
 - .11 Check the hydraulic fluid level;
 - .12 Check the piston gland packing;
 - .13 Check oil recovery system.

- .2 Perform the following duties at least once every six months:
 - .1 Clean pit;
 - .2 Clean tops of car;
 - .3 Clean the machine removing any oil from the gland packing drip tray;
 - .4 Check and lubricate the governor tension sheave;
 - .5 Check and lubricate the governor;
 - .6 For oil buffers, check the buffers and the buffer oil;
 - .7 For group operation, check the door open pause times to ensure that they are consistent from one car to another in a group;

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- .8 Check the door open pause time cancellation (i.e. monitor) circuit;
 - .9 Check the load weighing devices;
 - .10 Check the suspension means.
 - .3 Perform the following duties at least once every year:
 - .1 Check the hydraulic machine and motor;
 - .2 Check the operation of the overspeed valve;
 - .3 Carry out a safety test of the plunger gripper;
 - .4 Check the hydraulic pressure relief valve;
 - .5 Remove the covers of the car operating panels and check the internal components and connections;
 - .6 Lubricate and clean car door tracks;
 - .7 Clean control room and control room floor;
 - .8 Check the car door contacts;
 - .9 Check the hoistway door interlocks.
 - .10 Check the car door rollers and eccentrics;
 - .11 Check the car door clutch assembly;
 - .12 Check door operator, clean and lubricate pivot points;
 - .13 Clean guide rails and guide rail fastenings;
 - .14 Vacuum hoistway from top to bottom;
 - .15 Replace the filters on the controller air inlets;
 - .16 Check the terminal slowdown device;
 - .17 For oil buffers, check the buffer oil levels, check for water in the oil and test the buffers;
 - .18 Check travelling cables for wear;
 - .19 Check hangers and junction box connections;

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- .20 Check guide rail fastenings;
 - .21 Check the speed, acceleration and jerk profiles and if necessary adjust the drive parameters;
 - .22 Measure performance parameters (noise levels, vibration, operating times) and re-adjust if required;
 - .23 Check components and fastenings that under failure might create a dangerous situation (e.g. sheave bolts and welds, gear bolts, car slings et cetera);
 - .24 As required, clean and paint machine room and pit floor (perform not less than once every five years);
 - .25 Submit a report to the Owner confirming that the annual checks have been carried out, listing the items checked and the measured performance parameters.
 - .26 Check the emergency power or battery lowering device operation.
 - .27 Check the emergency fire recall operation.
 - .28 Check the functioning of the Firefighters' Emergency Operation.
- .4 For elevators with roped hydraulic cylinders, perform the following duties at least once every year:
- .1 Check rope hitches;
 - .2 Inspect ropes for wear in accordance with standards for elevator wire rope inspection;
 - .3 Lubricate the hoist ropes in accordance with the rope manufacturer's recommendations;
 - .4 Check rope tension and adjust if necessary;
 - .5 Check rope stretch and remove buffer blocks or shorten ropes if required;
 - .6 Clean and check safety mechanism;
 - .7 Perform a test of the safeties;
 - .8 Check sheaves and shafts for soundness and wear.

4.5 Maintenance tasks: lifts

- .1 Check the following elements every three months:
 - .1 Levelling operation;
 - .2 Door operation;
 - .3 Protective devices;
 - .4 Emergency stop switch;
 - .5 Alarm bell;
 - .6 Communication devices;
 - .7 Door open button;
 - .8 Load weighing devices;
 - .9 Machine;
 - .10 Position indicators and signal lamps.
 - .11 The hydraulic fluid level;
 - .12 The piston gland packing;
 - .13 Clean pits;
 - .14 Clean tops of cars;
 - .15 Clean machine and machine room floor.
- .2 Perform the following duties at least once every year:
 - .1 Check the plungers and rope sprockets as required;
 - .2 Inspect ropes for wear in accordance with standards for elevator wire rope inspection as required;
 - .3 Check the emergency signal device;
 - .4 Check components and fastenings that under failure might create a dangerous situation (e.g. sheave bolts and welds, gear bolts, car slings et cetera);
 - .5 Check and clean the sheaves as required;

- .6 Clean the machine;
- .7 Clean the brake as required;
- .8 Check the emergency stopping device;
- .9 Vacuum the hoistway from top to bottom;
- .10 Check the limit switches and safety switches.
- .11 Submit a report to the Owner confirming that the annual checks have been carried out.

5. Stair lifts

5.1 Work included

- .1 Maintain, repair or replace all stair lift components.

5.2 Monthly work

- .1 Check the operation of the unit by running it from one terminal to the other and back.
- .2 Check the safety devices.
- .3 Check the communication devices.
- .4 Lubricate, repair, replace and adjust as necessary.

5.3 Maintenance tasks: dumbwaiters

- .1 Check the following elements and perform the following tasks every three months:
 - .1 Machine;
 - .2 General operation;
 - .3 Leveling;
 - .4 Hall and cab door operation;
 - .5 Position indicators and signal lamps.
 - .6 Lubricate and clean cab door tracks;

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- .7 Clean pits;
 - .8 Clean tops of cabs;
 - .9 Check the cab door contacts;
 - .10 Check the hoistway door interlocks.
 - .11 Check and lubricate the governor tension sheave;
 - .12 Check and lubricate the governor;
 - .13 Check the general condition of the dumbwaiter wire ropes;
 - .14 Check motor for overheating;
 - .15 Clean and vacuum the controller and examine the relays for wear;
 - .16 Check the circuitry and safety devices in the controller;
 - .17 Check the resistors for overheating;
 - .18 Check the cab guiding system;
 - .2 Check the following elements and perform the following duties at least once every year:
 - .1 Check the hall door operation;
 - .2 Check and test the final limit switches;
 - .3 Check the cab door to ensure that the unit cannot run with the cab door open.
 - .4 Check the machine for vibration and noise;
 - .5 Clean and check safety mechanism;
 - .6 Perform a safety test and forward to the Owner a declaration certifying the successful completion of the test;
 - .7 Strip, clean and lubricate the brake;
 - .8 Arrange the brake stopping distance;
 - .9 Inspect ropes for wear in accordance with standards for elevator wire rope inspection;

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- .10 Check sheaves and shafts for soundness and wear;
 - .11 Check the terminal slowdown device;
 - .12 For dumbwaiters with oil buffers, check the buffer oil levels, check for water in the oil and test the buffers;
 - .13 Check electrical and mechanical security devices;
 - .14 Check the main motor contacts;
 - .15 Clean guide rails;
 - .16 Vacuum hoistways from top to bottom;
 - .17 Check hall buttons and their connections;
 - .18 Check travelling cables for wear;
 - .19 Check hangers and junction box connections;
 - .20 Check guide rail fastenings;
 - .21 Check components and fastenings that under failure might create a dangerous situation (e.g. sheave bolts and welds, gear bolts, car slings et cetera);
 - .22 Submit a report to the Owner confirming that the annual checks have been carried out.

5.4 Maintenance tasks: escalators and moving walks

- .1 So as to minimize the possibility of an accident:
 - .1 Ensure that the step chains are in proper tension at all times.
 - .2 Maintain the clearances between the steps at all times at or below the maximum allowed by the applicable safety codes;
 - .3 Maintain the running clearances at all times at or below the maximum allowed by the applicable safety codes;
 - .4 Maintain the alignment of steps to prevent the step treads from striking the comb plate fingers and the skirt panels;
 - .5 Maintain a constant distance between step axles of exposed steps.
- .2 Check the following elements or perform the following duties during each periodic

maintenance visit:

- .1 Ride the unit and observe the operation of the steps and handrails for smoothness and noise;
 - .2 Examine comb plates for broken fingers and replace any section with a broken finger.
 - .3 Where skirt panels are not made of low friction material or permanently treated with a friction reducing material, apply, unless prohibited by the applicable regulations, a friction reducing agent.
 - .4 Check the clearance between the step treads and comb plate fingers and between the step treads and skirt panels;
 - .5 Check all controller relays for proper contact and excessive heating, repair or correct any problem;
 - .6 Clean the machine;
 - .7 Check the machine bearings for excessive heating and observe the brake action;
 - .8 Check the machine oil level and examine for oil leaks;
 - .9 Ride each step and check for bumps or broken treads and replace broken treads as required;
 - .10 Check each stop button;
 - .11 Check the stopping distance and record the value in the log book (should the value be outside the design limits make the necessary corrections);
 - .12 Check step chain for proper tension and lubricate.
- .3 Perform the following duties at least once every year:
- .1 Measure the SSPI (Step/Skirt Performance Index) and record the value in the log book (should the value be above the allowed index make the necessary corrections);
 - .2 Clean and inspect step rollers and step chains for wear and replace as required;
 - .3 Clean the motor (if the accumulation of dust is excessive, remove the dirt by a vacuum cleaner rather than blowing out the motor);
 - .4 Clean and examine controller equipment for worn parts and replace if

-
- required;
- .5 Check the power wiring connections for tightness with particular attention to the overload relay wire connections;
 - .6 Check the overloads for correct setting.
 - .7 Check components and fastenings that under failure might create a dangerous situation (e.g. gear bolts, chains, tracks et cetera).
 - .8 Submit a report to the Owner confirming that the annual checks have been carried out.
- .4 When replacing handrails:
- .1 Replace both handrails at the same time if the other handrail has a life expectancy of less than five years;
 - .2 Provide handrail of laminated canvas (or similar material) and vulcanized elastomer, with braided steel wire (or equivalent) reinforcement to minimize stretch;
 - .3 Arrange the handrail such that the accumulated stretch over a ten year period is well within the take-up capacity of the tension adjusting system;
 - .4 Provide handrails without apparent joints, capable of being installed on the job site with minimal dismantling of components;
 - .5 Vulcanize handrail joints at the factory or in the field, to provide a smooth, continuous surface with strength not less than that of the handrail itself;
 - .6 Provide friction reducing material on all guide surfaces that make contact with the handrail;
 - .7 Arrange that the handrail is maintained at a proper and constant tension automatically, so as to prevent excessive wear;
 - .8 Arrange that there is minimal slippage of the handrail;
 - .9 Install the handrail such that it travels, without excessive friction, at a speed within ± 1.5 percent of the step speed.
- .5 When replacing tracks:
- .1 Provide tracks of steel attached rigidly to the truss;
 - .2 Provide diagonal joints;

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- .3 Finish the tracks to a smooth surface.
 - .6 When replacing step chains:
 - .1 Provide two step chains of the endless roller type; one located on each side of the steps;
 - .2 Match the chain and the drive sprocket accurately to assure smooth operation;
 - .3 Prevent sagging or buckling of the chain;
 - .4 Prevent the steps from coming in contact with each other;
 - .5 Maintain a constant distance between step axles of exposed steps;
 - .6 Provide chain links fabricated of high grade steel complete with tempered steel pins and precision machined rollers so designed and constructed to mesh quietly and accurately with the sprocket;
 - .7 Design chain roller guides such that, in the vicinity of chain pulleys, the chain will run tangentially to the circumference of the pulley.

5.5 Escalator annual overhaul

- .1 Carry out an annual escalator overhaul at a time acceptable to the Owner.
- .2 Remove all of the steps to allow unrestricted access to the wellway.
- .3 Clean the interior of the escalator using appropriate means necessary and only after receiving approval from the Owner that the proposed means may be used.
- .4 Check and adjust the internal components.
- .5 Check the brake torque.
- .6 Check the motor and gear unit.
- .7 Replace the oil in the gear case.
- .8 Wash the steps using a step cleaning machine;
- .9 If pressure washing inside the steps is necessary, coordinate with the Owner for the completion of that work.
- .10 Clean and inspect step rollers and step chains for wear and replace as required;
- .11 Clean the motor (if the accumulation of dust is excessive, remove the dirt by a

-
- vacuum cleaner rather than blowing out the motor);
- .12 Clean and examine controller equipment for worn parts and replace if required;
 - .13 Check the power wiring connections for tightness with particular attention to the overload relay wire connections;
 - .14 Check the overloads for correct setting;
 - .15 Check components and fastenings that under failure might create a dangerous situation (e.g. gear bolts, escalator chains, escalator tracks et cetera).
 - .16 Coordinate the escalator annual overhaul with the Consultant so that the Consultant can verify that the work, once completed, has been correctly executed.
 - .17 Provide to the Consultant when the work is complete a list of the items set out above with each item checked and initialled by the adjuster.
 - .18 Coordinate the work schedule with the Consultant so as to allow the Consultant to inspect the unit prior to reinstalling the steps.
 - .19 Submit a report to the Consultant detailing the condition of the major components as follows:
 - .1 Escalator steps;
 - .2 Escalator step treads;
 - .3 Escalator handrails;
 - .4 Escalator tracks;
 - .5 Escalator chains.

END OF SPECIFICATION



SCHEDULE B – QUOTATION

RFQ Title: Elevator and Lift Preventative Maintenance

RFQ No: 1220-040-2022-089

CONTRACTOR

Legal Name: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Business E-Mail Address: _____

CITY OF SURREY

City Representative: Sunny Kaila, Manager, Procurement Services

E-mail for PDF Files: purchasing@surrey.ca

1. If this Quotation is accepted by the City, a contract will be created as described in:
 - (a) the Agreement;
 - (b) the RFQ; and
 - (c) other terms, if any, that are agreed to by the parties in writing.

2. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.

3. I/We have reviewed the RFQ Attachment 1 – Agreement – Goods and Services. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

Section	Requested Departure(s)
_____	_____
_____	_____

Please State Reason for the Departure(s):

4. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:
- (a) Workers' Compensation Board coverage in good standing and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided, Workers' Compensation Registration Number _____;
 - (b) Prime Contractor qualified coordinator is Name: _____ and Contact Number: _____;
 - (c) Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City's sample insurance certificate form available on the City's Website at www.surrey.ca search [Standard Certificate of Insurance](#);
 - (d) City of Surrey or Intermunicipal Business License: Number _____;
 - (e) If the Contractor's Goods and Services are subject to GST, the Contractor's GST Number is _____; and
 - (f) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number _____.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

Requested Departure(s):

Please State Reason for the Departure(s):

5. The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

Changes and Additions to Specifications:

6. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

7. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requested Departure(s)

Please State Reason for the Departure(s):

Fees and Payments

8. The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

Table A:

F.O.B.		Payment Terms:					
Destination Freight Prepaid		A cash discount of ____% will be allowed if invoices are paid within ____ days, day of the month following, or net 30 days, on a best effort basis.					
#	Location	Unit #	Stops	Service	# of Months (a)	Monthly Price (\$) (b)	Annual Amount (\$) (a) x (b)
Elevators							
1	Guildford Recreation Centre	19447	2	Monthly	12		
2	Surrey City Hall Tower	2699	4	Monthly	12		
3	Surrey City Hall (West Wing)	22733	3	Monthly	12		
4	Newton Athletic Pavilion	11828	2	Monthly	12		
5	RCMP HQ (North)	11899	3	Monthly	12		
6	RCMP HQ (South)	11890	3	Monthly	12		
7	Beecher Place	8756	2	Monthly	12		
8	Surrey Archives	13719	2	Monthly	12		
9	Cloverdale Curling Rink	8095	2	Monthly	12		
10	Cloverdale Library	11233	2	Monthly	12		
11	Guildford Library	7648	3	Monthly	12		
12	Surrey Art Centre	20207	3	Monthly	12		
13	Semiahmoo Library	21089	4	Monthly	12		
14	Surrey Museum	22034	2	Monthly	12		
15	Surrey Museum (Freight)	22033	3	Monthly	12		
16	Surrey Sports &Leisure Arena	21905	2	Monthly	12		

17	Surrey Sports & Leisure Pool	18436	2	Monthly	12		
18	South Surrey Rec Ctr	22458	2	Monthly	12		
19	RCMP HQ Annex	26438	2	Monthly	12		
20	Newton Cultural Centre	26227	2	Monthly	12		
21	Cloverdale Rec Ctr	26443	2	Monthly	12		
22	Chuck Bailey Rec Centre	27251	2	Monthly	12		
23	Chuck Bailey Rec Centre	26180	2	Monthly	12		
24	City Centre Library	26628	6	Monthly	12		
25	City Centre Library	26629	4	Monthly	12		
26	City Centre Library	26630	4	Monthly	12		
27	Fraser Heights Rec Centre	27289	2	Monthly	12		
28	NCH - East Tower	28382	10	Monthly	12		
29	NCH - West Tower Atrium	28383	10	Monthly	12		
30	NCH - West Tower Atrium	28384	7	Monthly	12		
31	NCH - West Tower Atrium	28386	7	Monthly	12		
32	NCH - West Employee	28399	9	Monthly	12		
33	NCH - West Employee	28400	9	Monthly	12		
34	NCH - Parking lot	28401	4	Monthly	12		
35	NCH - Parking lot Elevator	28402	4	Monthly	12		
36	NCH - Child care	28976	2	Monthly	12		
37	Guildford Pool Inside	28952	2	Monthly	12		
38	Guildford Pool Parking lot	28953	2	Monthly	12		
39	Surrey Operations Centre	29575	4	Monthly	12		
40	Surrey Operations Centre	29574	5	Monthly	12		
41	Grandview Aquatic Ctr	29937	3	Monthly	12		
42	Softball City	12556	2	Monthly	12		
43	Guildford Homeless Shelter	16500	2	Monthly	12		
44	Clayton Community Centre	43573	2	Monthly	12		
45	Clayton Community Centre	43572	2	Monthly	12		
46	Newton Wave Pool	41268	2	Monthly	12		
47	South Surrey Operations Ctr	41896	2	Monthly	12		
48	North Annex	28438	2	Monthly	12		
49	Fire Training Centre	646509	2	Monthly	12		
Platform Wheelchair and Lifts							
50	Museum Archives Building 1912	13719	2	Monthly	12		
51	Fleetwood Rec Centre	15664	2	Monthly	12		
52	Kensington Prairie		1	Monthly	12		
53	Cloverdale Athletic Park Fieldhouse	43858	2	Monthly	12		
CURRENCY: Canadian Note: Overheads, General Conditions, Travel, Miscellaneous charges (milage, parking, fuel) and Profit are to be included in the above amounts						Subtotal:	
						GST (5%):	
						TOTAL:	

Table B: These rates (excluding GST) are only for unscheduled work and shall be invoiced at the respective rates below.

F.O.B. Destination, Freight Prepaid		
Hourly Labour Rates For Work And Repairs Not Included In Monthly Maintenance Work		
Item #	Description	Hourly rate (excluding GST)
1	Regular Business Hours – MONDAY TO FRIDAY, 7:00 A.M. TO 6:00 P.M. (includes emergency service requests) Mechanic and Helper Team	\$ _____/hour
2	After Hours, WEEKENDS & HOLIDAYS (includes emergency service requests) Mechanic and Helper Team	\$ _____/hour
3	Minimum Service Call Charge (if any)	\$ _____
Parts & Materials Mark-ups For Work and Repairs Not Included In Monthly Maintenance Work		
4	Contractor should state the mark up, as a percentage, on materials purchased from outside sources: Contractor's Invoice Plus i) under \$ _____ ii) over \$ _____ Note: Original invoices for all parts and materials shall be made available to the Department Representative or designate upon request.	_____% _____%
5	Parts & Materials: Contractor should state any further discount, as a percentage, for parts and materials purchased directly from the Contractor: _____%	
<p>Rates shall be only for productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of contractor owned or rental equipment, hauling of excess and/or scrap material for disposal is not chargeable directly but is overhead and the cost shall be included in the hourly rate.</p> <p>CURRENCY: Canadian</p> <p>Note: Overheads, General Conditions, Travel, Miscellaneous charges (milage, parking, fuel) and Profit are to be included in the above amounts</p>		

Time Schedule:

9. Contractors should provide an estimated schedule, with major item descriptions and times indicating a commitment to provide the Goods and perform the Services within the time specified (use the spaces provided and/or attach additional pages, if necessary).

MILESTONE DATES _____

ACTIVITY	SCHEDULE IN _____									
	1	2	3	4	5	6	7	8	9	10

Experience, Reputation and Resources:

10. Contractor's relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

11. Contractor's references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City's discretion.

12. Contractors should identify and provide the background and experience of all key personnel proposed to provide the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

Key Personnel

Name: _____

Experience: _____

Dates: _____

Project Name: _____

Responsibility: _____

13. Contractors should identify and provide the background and experience of all sub-contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

<i>Description of Goods & Services</i>	<i>Sub-Contractors & Material Suppliers Names</i>	<i>Years of Working with Contractor</i>	<i>Telephone Number and Email</i>

14. Contractor should describe their sustainability initiatives relating to the environmental impacts. The environmental attributes (green) of their Goods and Services. Anticipated objectives (e.g., carbon neutral by 2015). Information pertaining to their environmental policies, programs and practices. Confirm that the Contractor complies with any applicable objective (use the spaces provided and/or attach additional pages, if necessary):

15. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

This Quotation is offered by the Contractor this _____ day of _____, 202_.

CONTRACTOR

I/We have the authority to bind the Contractor.

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)