

**EXHIBIT A
SCOPE OF SERVICES**

- I. **Scope:** The services to be performed under these specifications shall consist of furnishing all labor, materials, tools, and equipment necessary and performing all operations in connection with the inspection, testing and complete maintenance and repairs of elevators and accessible lifts in strict accordance with specifications and subject to the terms and conditions of the following:

All elevators under this contract shall be maintained in first class operating condition and must comply with all requirements of the current American Standard Safety Code for Elevators, ANSI Inspection Manual, and all other applicable laws, regulations, ordinances, codes, etc. and the current ANSI Code shall be used as a guide to establish that the elevators are operating safely. The contract shall provide a full maintenance program in accordance with ANSI standards for all of the City's elevators and accessible lifts covered under this contract.

- II. **Required Full Elevator Maintenance Services:** Contractor must maintain each elevator and accessible lift as hereinafter described. Contractor will use trained employees directly employed and supervised by it. These employees will be qualified to keep the equipment properly adjusted, and will use all reasonable care to maintain the elevators in proper and safe operating condition.

Contractor will regularly and systematically examine, adjust, clean, lubricate, furnish lubricants, and when conditions warrant, repair or replace: MACHINE, MOTOR, GENERATOR AND CONTROLLER PARTS, including but not limited to worms, gears, thrusts, bearings, commutators, rotating elements, coils, contracts, resistors, magnet frame, and other parts.

These replacement parts shall be equal to or better than the parts installed by original manufacturer in terms of both performance and quality. Contractor shall provide a list of all repair parts, repair part numbers, and source of manufacturer to the City of Durham as repairs are completed.

NOTE CAREFULLY - Contractor will perform a weekly inspection of elevator lights, hall lights, and bells. Repairs or replacements will be made as needed. The contractor will provide a signed receipt of the results of the inspection to the following, who is defined as the "City Designee" for the purpose of this contract:

General Services Department
Lisa R. Smith, Senior Project Manager
919.560.4197 ext. 21273
919.560.4847 (fax number)

The City Designee may be changed by written notice provided from the City to the Contractor.

III. **Number of Hours Labor to be Furnished:** Contractor will be required to provide the necessary hours of labor per month for routine cleaning, inspection and adjusting service. In addition, the Contractor shall provide the necessary labor hours for tuning and adjusting of control systems and other maintenance such as hatch cleaning, safety tests, governor tests, etc. to insure that the equipment is in good operating condition at all times.

IV. **Materials and Supplies:** Contractor shall furnish all materials and supplies to accomplishment of all Work. All replacement parts furnished by the Contractor shall be of the original manufacturer's design and/or specifications or approved equal.

Singular Number: In all cases where a device or part of the equipment is herein referred to in the singular number such as "the Motor", it is intended that such reference shall apply to as many such devices as are required to complete the installation and/or repairs.

V. **Lubricants:** Contractor shall furnish all lubricants, which shall comply with specifications, and lubricants recommended by the equipments manufacturer for the particular device to be lubricated. Oils and greases shall be of an approved manufacturer. Rope lubricants shall conform to recommendation of ANSI Inspection Manual.

1. The Contractor shall clean and properly lubricate all sheave bearings on motor operated brakes and refill gear cases and guide lubricators when required. All oil reservoirs shall be maintained at proper level and shall be kept properly sealed to prevent leakage.
2. Surplus oil shall be wiped off and rip pans provided and placed as needed.
3. The Contractor shall touch up with matching paint any scars, chips, scratches, or abrasions, or other places where paint has been marred, whether such mars are pre-existing or due to negligence of the Contractor's personnel.
4. The Contractor shall provide an approved type metal waste can in each elevator machine room.
5. Contractor will keep the guide rails properly lubricated, secured and aligned at all times except where roller guides are used, and when necessary renew guide shoe gibs or guide rollers in order to assure smooth and quiet operations.
6. Contractor shall maintain chart to show lubrication complete. Chart shall be available at any time for City Designee to review. The respective department will designate a location for the Contractor to place the chart(s).

7. Contractor will also examine, lubricate, and adjust repair and/or replace the following equipment:
 - a. Interlocks
 - b. Car and Hatch Door Operators
 - c. Car and Hatch Door Hangers
 - d. Door Closers

VI. **Preventive Maintenance:** The Contractor shall provide regular and systematic examinations and preventive maintenance service and provide in each machine room for each elevator mechanism, a chart which shall certify and visually indicate the status of the preventive maintenance program as to the completion of the various phases of the work, making examinations on a weekly basis semi-monthly, monthly, quarterly, semiannual and annual items at which time the Contractor shall determine the nature and extent of any trouble and shall take necessary action to restore the elevator to satisfactory and safe service and by using preventive maintenance methods, furnish and install parts prior to their breakdown point where at all possible and keep the elevator in the best possible running order at all times.

The charts shall show date of completion and initials of mechanic completing the examination scheduled for each time interval. The Contractor will furnish whatever charts or forms are necessary for this program. The preventive maintenance program shall include cleaning, painting, lubricating, packing, adjusting, calibrating, repairs, furnishing, and replacing all parts and equipment and the furnishing of all equipment necessary in the performance thereof, all as required in the specifications to include but not limited to the following:

1. Ride each car, check operation of car and hatch doors, acceleration, deceleration, floor stops and brake action. Make corrections as necessary.
2. Inspect and wipe clean all motors, machines, and generators.
3. Inspect controllers, selectors, selector drives and governors.
4. Clean and adjust all controllers and selector contacts. Renew worn contacts and/or shunt where necessary. Check sequence of operation.
5. Wipe clean all motor generator, and exciter commutators, clean and check brushes and brush holders. Renew of reset brushes if necessary.
6. Clean and lubricate direction and accelerating switches.
7. Inspect brake operation. Check clearance and adjust as required for proper operations. Clean or replace, if necessary.

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8. Clean hoistway pits and inspect equipment in them.
9. Inspect working parts of all governors for free operation.
10. Inspect all door operating equipment including motor brushes, commutator, belts or chains, contacts, drive vanes and blocks. Clean, lubricate, adjust or replace as necessary.
11. Check retiring cam operating and make necessary adjustments or corrections.
12. Examine all wire ropes and fastenings, check and adjust rope tension.
13. Examine traveling cables for wear and position.
14. Examine counterweight and compensator ropes. Check and adjust compensator switch. Clean compensation and equipment.
15. Inspect door monitoring equipment and safety edge units. Clean, lubricate, adjust or repair as necessary.
16. Lubricate selector drive screws and guides and clean contacts if necessary.
17. Clean and lubricate automatic slow down and stopping switches on top of cars.
18. Clean car position indicators, adjust and maintain as necessary.
19. Inspect, clean and lubricate car guides (unless roller guides are used).
20. Check car fan motors for proper operation.
21. Inspect drive and secondary sheaves, clean if required.
22. Check bearings for proper operation and wear.
23. Examine machine gear teeth for cutting or noise.
24. While riding on top of cars, physically check condition and operation of door locking equipment.
25. Perform electrical test of door interlock circuits.
26. Examine door locks and door closer equipment. Clean door channels.
27. Examine car and counterweight guide shoe and fastenings.

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28. Renew gibs or rollers when necessary. Lubricate sliding guide shoes.
29. Remove car station cover, blow out, clean or lubricate switches and buttons.
30. Examine, clean with proper solution, and repair as necessary commutator, brushes and brush holders of all small control motors and regulators.
31. Thoroughly examine and clean starter and control panels.
32. Check, clean and adjust operation of slow down and limit switches. Examine all moving parts of governor and safety for free operation. Clean and adjust governor and safety for proper operation
33. Blow out and vacuum controller motors and M.G. Sets.
34. Check machine gear oil, seal any oil leaks, examine gear teeth, refill with fresh oil, if necessary.
35. Check and clean machine brake, reassemble and readjust as necessary. Disassemble and replace worn components.
36. Clean and lubricate hatch door hanger tracks and door arms.
37. Examine care and counterweight wire hoist ropes, governor rope for wear and condition. Re-rope if necessary.
38. Clean rails, hatch walls, car top, pit, overhead sheaves and beams, as needed. Check bracket bolts for tightness.
39. Perform annual no load safety test as per current code and authority having jurisdiction.
40. Perform a five-year safety test (contract speed, full load) as per the current code and authority having jurisdiction.
41. All parts subject to rust will be painted as required to maintain a presentable appearance.
42. Check monthly to be sure the car lights and alarm system operate when on emergency power (emergency power battery pack) as per ANSI A17.1, Rule 211.
43. Examine and clean the buffers. Oil if necessary. Perform "hand test" of plunger return.

44. Perform actual test of safety at lowest operating speed, with no load.
45. Guide rails to be kept properly lubricated, secured, and aligned at all times except where roller guides are used, and when necessary renew guide shoe gibs or guide rollers in order to assure smooth and quiet operation.
46. Report any potential problems or deficiencies to the City's Designee.

VII. **Performance Requirements:** It is the intention of these specifications that elevator equipment be maintained so as to preserve the operating characteristics in line with the original design. Should the City of Durham find through investigation or that of this representative that these standards are not being maintained, the Contractor will be given fourteen (14) days notice to restore the performance to the required level. Failure by the Contractor to restore the performance to the required level within the fourteen (14) days period shall constitute sufficient cause for termination of the contract by reason of default, at the option of the City of Durham.

The following are performance levels, which are a part of the original design, and which shall be maintained at all times:

1. Contract speed of all elevators, dumbwaiters, and escalators shall be maintained, and brake-to-brake flight times shall be maintained as originally installed.
2. Leveling accuracy of all elevators shall be maintained at all times.
3. Opening and closing times of all hoistway and car doors shall be maintained within limits of ANS A17.1 code, yet assuring minimum standing time at each floor.
4. Door reversals on all elevators equipped with mechanical safety shoes shall always be initiated within the stroke of the shoe. Light ray devices shall be operable at all times under normal operation.
5. "Variable car and hall door hold open times shall be maintained in accordance with original design." Deviations from this will not be permitted.

VIII. The Contractor shall perform all necessary examinations, adjustments, and maintenance of elevators at the manufacturer's specified speed under all conditions of load; and shall initially adjust and maintain car leveling to within ½" of exact level at all floors under all conditions of loading: examine, adjust, and replace, if necessary, all safety devices, including governors; examine and equalize tension of all hoisting ropes and compensation ropes and whenever necessary to insure maintenance of adequate safety factors in accordance with these specifications.

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- IX. The motor windings and controller coils are to be periodically treated with proper insulating compound.
- X. Contractor shall renew all hoisting ropes and governor ropes as often as necessary to:
(1) Maintain an adequate factor of safety and not less than 80% of the designed rope strength at all times; and (2) (as per A17.2) not exceed 40 broken wires in any lineal foot of rope. Replacement ropes shall meet all code requirements, and be equal to or better than the original ropes in design, material, construction and strength as specified by the elevator manufacturer.
- XI. Contractor shall repair or replace conductor cables when necessary to maintain them in good operating conditions.
- XII. When necessary, the contractor shall replace guide shoes or rollers as required to insure smooth and quiet operation.
- XIII. At regular intervals and as necessary as needed, the contractor shall brush lint and dirt from the guide rails, overhead sheaves and beams, counter-weight frames, car tops, bottom off platform and remove and dispose of dirt and accumulated rubbish from pits and machine room floors.
- XIV. The Contractor will submit as required, a written report to the City to indicate compliance with maintenance requirements, time spent on emergency callbacks and major repairs of replacements.
- XV. All annual inspection tests shall be conducted as outlined in American Standard Safety Code for Elevators. The annual inspection reports shall be prepared in triplicate for each elevator and copies forwarded to the respective department.
- XVI. Test to be “no load” test. Run car down as slow speed with governor jaws set until safety jaws top motion of car. Reset safeties.
- XVII. Governors shall be calibrated on all elevators with a tachometer by disconnecting governor cable from sheave and spinning governor by mechanical means. Readjust governor if tripping speed does not conform to Table #206.2a of the ANSI Code, latest edition. Seal governor after completion of this operation to conform to code.
- XVIII. All first examinations, inspections, tests and reports as specified in these specifications shall be conducted by the contractor within two weeks following award of contract and confirmed with respective departments.
- XIX. Upon a completion of each inspection, contractor shall obtain the signature of a representative designated by the respective departments on a statement showing that

inspection has been performed as specified and indicating the time spent on the inspection.

- XX. Contractor shall promptly correct any defects that may be found in testing and examinations and shall so advise the representative of the City of any such defects and what corrective action was taken.
- XXI. **Spare Parts** - Contractor shall have available or be able to secure, delivered at job site within 24 hours, a sufficient supply of emergency approved parts for the repairs of each elevator. These would include any and all parts required for any elevator under contract. All parts including proprietary parts and lubricants shall be equal to or better than genuine manufacturer's parts are not acceptable and will not be permitted.
- XXII. **Additional Repair Services** – Repairs not included in the Full Elevator Maintenance Services contract require a written cost proposal of labor hours and material costs. Transportation, trip charges, shipping costs and other expenses will not be paid separately, and are to be included in the cost proposal. The cost proposal(s) must include “down” times, if the elevator must be “down” for an hour(s). Credits and discounts shall be given to the City of Durham, if the awarded contractor exceeds the “down” time hours stated in their cost proposal because of labor unavailability or scheduling conflicts. All repairs not covered under the terms and conditions of this contract require a written cost proposal from the awarded contractor and approved by the City of Durham.
- XXIII. **Inspections** – Contractor shall provide elevator services and repairs, if the City of Durham receives any Department of Labor (DOL) inspections report for repairs and/or deficiencies within ten (10) days of receipt of written inspection report. Any City elevator that is unsafe to operate shall be immediately tagged “OUT OF SERVICE” and the unsafe elevator shall be serviced and repaired immediately.
- XXIV. **Records** – Contractor shall submit monthly service reports for each City elevator to the City's Designee. The service reports shall include but not limited to, all maintenance work, repairs, RJ form, trouble calls, and etc. Contractor shall submit all records to the City's Designee a week before the contract expires.
- XXV. **Emergency Callback Service** - The Contractor shall provide at all times (8 hrs. per day, 8:00 a.m. - 4:00 p.m., Monday through Friday) emergency callback service at no additional cost which consists of responding (responding means being on the job site) within a 30 minute period to request(s) by an authorized representative of the City of Durham to restore an elevator to service in a case where a shutdown or emergency should develop between routine maintenance.
1. This callback service and any work covered by the scope of these specifications to be done; shall be performed as a part of this contract; however, the City will pay the premium on all callback service after normal working hours.

2. Contractor shall return during first normal working hours following the callback service, and shall perform maintenance, repairs, and/or replacement of parts if and as necessary to place elevator in first class operating condition as required by these specifications.

3. Holidays will be observed as follows: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday after Thanksgiving Day and Christmas Day and any additional day(s) the City of Durham will observe for Christmas.

For more information on holidays observed by City Government of the City of Durham see City Code, Section 14-16 "a" and 14-16 "b".

The City will pay the premium for callback service on these holidays only.

XXVI. Additional Provisions:

Contractor shall not be under any obligation hereunder to make any renewals or repairs except those incidentals to the operation of the machinery.

Contractor is not required under this contract to make renewals or repairs necessitated by reason of negligence, accident, or misuse of machinery, apparatus or car, by persons other than Contractor or Contractor's employees.

If renewals or repairs are required under these conditions, the Contractor will obtain approval from the respective department before any repairs are made, giving an estimated cost to complete the renewal or repair.

If a person(s) is trapped in an elevator an immediate response within 30 minutes is required.

The contractor will furnish below the names of at least three (3) persons, of the contractor's personnel to be called on a 24-hour emergency basis.

Name	Telephone No.	Cellular No.	Pager No.
1 _____	/ _____	/ _____	/ _____
2 _____	/ _____	/ _____	/ _____
3 _____	/ _____	/ _____	/ _____

YEAR ONE PRICING

ITEM NO.	ELEVATOR LOCATION/ MODEL	YEAR ONE MONTHLY PRICE	YEAR ONE EXTENDED TOTAL (monthly price x 12)
1.	CITY HALL 101 City Hall Plaza Three (3) Passenger - DOVER	\$ 547.35	\$ 6568.20
2.	CITY HALL 101 City Hall Plaza One (1) Service - DOVER	\$ 182.45	\$ 2189.40
3.	CITY HALL ANNEX 101 City Hall Plaza One (1) Passenger - OTIS	\$ 114.81	\$ 1377.72
4.	CITY HALL ANNEX 101 City Hall Plaza Accessible Lift (outside)	\$ 114.81	\$ 1377.72
5.	PARKS & RECREATION 400 Cleveland Street One (1) Passenger - Dover	\$ 114.81	\$ 1377.72
6.	DURHAM ARMORY 212 Foster Street Accessible Lift	\$ 69.42	\$ 833.04
7.	WALLTOWN RECREATION CENTER 1300 W. Club Blvd. One (1) Passenger Schindler	\$ 114.81	\$ 1377.72
8.	DURHAM ARTS COUNCIL 120 Morris Street One (1) Passenger - SOUTHERN	\$ 114.81	\$ 1377.72
9.	DURHAM ARTS COUNCIL 120 Morris Street: One (1) Freight - SOUTHERN	\$ 114.81	\$ 1377.72

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ITEM NO.	ELEVATOR LOCATION/ MODEL	YEAR ONE MONTHLY PRICE	YEAR ONE EXTENDED TOTAL (monthly price x 12)
10.	CAROLINA THEATER 309 Morgan Street Two (2) Passenger/Service Dover	\$ 230.51	\$ 2766.12
11.	CAROLINA THEATER 309 Morgan Street: One (1) Utility Spiral	\$ 69.42	\$ 833.04
12.	DURHAM STATION 515 W. Pettigrew Street: One (1) Passenger Schindler	\$ 114.81	\$ 1377.72
13.	DURHAM BULLS ATHLETIC PARK 409 Blackwell Street: Three (3) Passenger - Otis	\$ 345.32	\$ 4143.84
14.	DURHAM BULLS ATHLETIC PARK 409 Blackwell Street: One (1) special accessibility elevator Concord	\$ 69.42	\$ 833.04
15.	POLICE HEADQUARTERS 505 W. Chapel Hill Street: Two (2) Passenger Schindler	\$ 368.46	\$ 4421.52
16.	I. R. HOLMES RECREATION CENTER 2000 S. Alston Avenue One (1) Passenger DOVER	\$ 114.81	\$ 1377.72
17.	GENERAL SERVICES 2011 Fay Street: One (1) Passenger Schindler	\$ 114.81	\$ 1377.72
18.	SOLID WASTE FACILITY 1833 Camden Avenue: One (1) - Dover	\$ 114.81	\$ 1377.72

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ITEM NO.	ELEVATOR LOCATION/ MODEL	YEAR ONE MONTHLY PRICE	YEAR ONE EXTENDED TOTAL (monthly price x 12)
19.	NORTH DURHAM WRF 1900 E. Club Blvd.: Two (2) Passenger/Service DOVER	\$ 230.51	\$ 2766.12
20.	SOUTH DURHAM WRF 6605 Farrington Road, Chapel Hill, NC: One (1) Passenger/Service - DOVER	\$ 184.23	\$ 2210.76
21.	SOUTH DURHAM WRF 6605 Farrington Road, Chapel Hill, NC: One (1) Passenger/Service - SEDWICK	\$ 114.81	\$ 1377.72
22.	WILLIAMS WATER TREATMENT PLANT 1405 Hillandale Road: One (1) Freight - MONARCH	\$ 114.81	\$ 1377.72
23.	LAKE MICHIE DAM * One (1) Passenger/Service - McFatt Machinery Co.	\$ 114.81	\$ 1377.72
*This elevator was installed in 1925			\$ 45,475.44

YEAR TWO PRICING

ITEM NO.	ELEVATOR LOCATION/ MODEL	YEAR TWO MONTHLY PRICE	YEAR TWO EXTENDED TOTAL (monthly price x 12)
1.	CITY HALL 101 City Hall Plaza: Three (3) Passenger - DOVER	\$ 566.51	\$ 6798.12
2.	CITY HALL 101 City Hall Plaza: One (1) Service - DOVER	\$ 188.84	\$ 2266.08
3.	CITY HALL ANNEX 101 City Hall Plaza One (1) Passenger - OTIS	\$ 118.83	\$ 1425.96
4.	CITY HALL ANNEX 101 City Hall Plaza Accessible Lift (outside)	\$ 118.83	\$ 1425.96
5.	PARKS & RECREATION 400 Cleveland Street One (1) Passenger - Dover	\$ 118.83	\$ 1425.96
6.	DURHAM ARMORY Accessible Lift	\$ 77.06	\$ 924.72
7.	WALLTOWN RECREATION CENTER 1300 W. Club Blvd. One (1) Passenger Schindler	\$ 118.83	\$ 1425.96
8.	DURHAM ARTS COUNCIL 120 Morris Street One (1) Passenger - SOUTHERN	\$ 118.83	\$ 1425.96
9.	DURHAM ARTS COUNCIL 120 Morris Street: One (1) Freight - SOUTHERN	\$ 118.83	\$ 1425.96

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ITEM NO.	ELEVATOR LOCATION/ MODEL	YEAR TWO MONTHLY PRICE	YEAR TWO EXTENDED TOTAL (monthly price x 12)
10.	CAROLINA THEATER 309 Morgan Street Two (2) Passenger/Service Dover	\$ 238.58	\$ 2862.96
11.	CAROLINA THEATER 309 Morgan Street: One (1) Utility Spiral	\$ 77.06	\$ 924.72
12.	DURHAM STATION 515 W. Pettigrew Street: One (1) Passenger Schindler	\$ 118.83	\$ 1425.96
13.	DURHAM BULLS ATHLETIC PARK 409 Blackwell Street: Three (3) Passenger - Otis	\$ 357.41	\$ 4288.92
14.	DURHAM BULLS ATHLETIC PARK 409 Blackwell Street: One (1) special accessibility elevator Concord	\$ 77.06	\$ 924.72
15.	POLICE HEADQUARTERS 505 W. Chapel Hill Street: Two (2) Passenger Schindler	\$ 381.36	\$ 4576.32
16.	I. R. HOLMES RECREATION CENTER 2000 S. Alston Avenue One (1) Passenger DOVER	\$ 118.83	\$ 1425.96
17.	GENERAL SERVICES 2011 Fay Street: One (1) Passenger Schindler	\$ 118.83	\$ 1425.96
18.	SOLID WASTE FACILITY 1833 Camden Avenue: One (1) - Dover	\$ 118.83	\$ 1425.96

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ITEM NO.	ELEVATOR LOCATION/ MODEL	YEAR TWO MONTHLY PRICE	YEAR TWO EXTENDED TOTAL (monthly price x 12)
19.	NORTH DURHAM WRF 1900 E. Club Blvd.: Two (2) Passenger/Service DOVER	\$ 238.58	\$ 2862.96
20.	SOUTH DURHAM WRF 6605 Farrington Road, Chapel Hill, NC: One (1) Passenger/Service - DOVER	\$ 190.68	\$ 2288.16
21.	SOUTH DURHAM WRF 6605 Farrington Road, Chapel Hill, NC: One (1) Passenger/Service - SEDWICK	\$ 118.83	\$ 1425.96
22.	WILLIAMS WATER TREATMENT PLANT 1405 Hillandale Road: One (1) Freight - MONARCH	\$ 118.83	\$ 1425.96
23.	LAKE MICHIE DAM * One (1) Passenger/Service - McFatt Machinery Co. *This elevator was installed in 1925	\$ 118.83	\$ 1425.96
			\$ 47,255.16