SPECIFICATIONS FOR ELEVATOR FULL SERVICE OPERATION AND PREVENTIVE MAINTENANCE

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PART ONE - SCOPE OF WORK

1.1 GENERAL

1. Contractor shall perform Full Operation and Maintenance Services (hereinafter referred to as the "Services" and/or the "Work") on the Elevator (the "equipment") specified herein which shall include preventive maintenance services. All equipment under this Contract shall be maintained in first-class operating condition. Contractor shall furnish all materials and labor, and comply with all requirements of current elevator Codes. Contractor shall place into operation a continuing system of Full Preventive Maintenance to provide necessary systematic services and preventive maintenance for the Elevator equipment described herein.

2. The Contractor shall be responsible for providing safe and reliable operating elevators in the performance of this contract. The Contractor shall not be excused from elevator shut downs allegedly caused by "FAULTY or DIRTY" building incoming electrical power unless the contractor provides competent data from the electrical power company or other credible independent source to confirm the building electrical power supply caused the elevator shut down/problem. The data shall be submitted, in writing, to the Hawaii Public Housing Authority ("HPHA") not later than 14 calendar days following the electrical occurrence, allowing the HPHA to submit timely cost reimbursement claims to HECO. Contractor invoices for electrical power related elevator shut downs/problems shall be invalid in the event the required electrical data is received by the HPHA past the allowable date limit prescribed above.

3. All elevator service, repair and maintenance shall be conducted in a manner consistent with the HPHA's intent to provide uninterrupted elevator service. The specified elevators must provide reliable and safe transportation for HPHA, residents, staff and visitors on a continuous basis, 24 hours a day, 7 days a week, 365 days per year.

4. Contractor agrees to accept full responsibility for the equipment, as it exists on the effective date of this Contract, and to leave it in a condition acceptable to the HPHA at the termination date.

5. The HPHA may at any time employ the services of an Elevator Consultant to mediate any disputes between the HPHA and the Elevator Contractor. The cost of such disputes shall be borne equally by the HPHA and the Contractor.

6. The HPHA reserves the right to contract separately with the Contractor, or any other firm of the HPHA's choice, for elevator modernization or upgrade of elevator equipment. A 30-day notice shall be sent to the Contractor if the HPHA elects to select an alternate contractor for elevator modernization or upgrade of elevator equipment. There shall be no monetary payment to the Contractor for early termination of this Contract. Any upgrades or component changes to the elevator system shall be warranted by the Contractor modernizing or upgrading the elevator equipment, for a period of one (1) year, commencing when the modernization or upgrade has been accepted by HPHA, State of Hawaii Elevator Inspector and Elevator Consultant, which also includes the Contractor's completion

of all Punch List items required by the Elevator Inspector and Elevator Consultant. At the end of the one (1) year warranty period the upgrades or component changes shall be included in the Scope of Work and covered by the terms, of this maintenance agreement, at no additional cost.

7. Neither the HPHA nor Contractor may assign this Contract without the written consent of the other party.

8. No covenant or condition of the Contract may be waived, except by the written consent of the other party. Forbearance or indulgence by either party in any regard whatsoever shall not constitute a waiver of a covenant or condition to be performed by the other party.

9. Any written notification required to be provided pursuant to the terms of this Contract shall be by means of hand delivery, overnight US Mail or private carrier, or by prepaid postage, certified mail, with a return receipt required. The notice shall be effective upon the date of transmission by the sending party.

10. Any amendment to this Contract shall be in writing and signed by each duly authorized representative(s) for each respective organization executing this Contract.

1.2 PROTOCOL COMPLIANCE

1. Contractor shall insure that any and all protocols regarding the provision of Contract services established by the HPHA shall be specifically followed. Contractor shall work with the HPHA and any authorized agent contracted to the HPHA, to insure proper compliance with said protocols.

1.3 SERVICE QUALITY VALIDATION

1. Insofar as the services provided by the Contractor fails to comply with required standards or has not been provided as per the HPHA's established protocols, the HPHA shall not be obligated to compensate Contractor for any such service until such deficiencies have been corrected by the Elevator Contractor and a successful re-inspection by the HPHA or Consultant is completed.

1.4 CONTRACT ADMINISTRATION

1. Notwithstanding any other provisions of this Contract, or any document referenced herein, the HPHA, shall be the only entity authorized to make changes in or redirect the work required by this Contract. Where the HPHA' s approval is required under the terms of this Contract, it shall be construed to mean the approval of the HPHA. In the event Contractor effects any change at the direction of any other individual, the change shall be considered as having been made without authority and an adjustment shall not be made to the Contract price or performance requirements as a result thereof.

1.5 INTENT AND ACCEPTANCE

1. Contractor acknowledges that the HPHA has provided free access to and sufficient time for adequate examination of the equipment and review of service records. Contractor further acknowledges that the specified elevators

listed have been inspected by Contractor and that Contractor has determined that it is in serviceable operating condition. Contractor accepts full and complete responsibility for Full Service Maintenance and Repair of the specified elevators listed, as is condition, in accordance with this Contract.

1.6 DEFINITIONS

1. Preventive Maintenance: Those services required by Contractor is to provide Preventive Maintenance as defined in this Contract, to prevent malfunctions or shutdowns due to normal wear and tear, to provide for safe operating elevators and to prolong the life of all elevator equipment.

2. Cleanliness: The Contractor is required to maintain the entire elevator system in a clean manner at all times. This includes without limitation: removal of oily rags, removal of dirt, grease, and lint-maintaining the exterior of all equipment free of lint, dirt, oil, grease-clean all machine room equipment including, floors, controller/selector, car top, hoist way door track, hanger, interlock, header, strut, hoist way side of sills, underside of car platform, car guides, car door operator, track, hangers, inside area of header, crosshead, guide rail/bracket, fascia, dust cover, pit and inside car station/hall station/lantern/lobby panel. The cleaning must be to a minimum of Elevator Industry Standards which is stated above, and shall be to the full satisfaction of the HPHA. If the HPHA or its authorized representative decides the cleaning level is below the HPHA's standards, the HPHA has the option of bringing in another Elevator Contractor to perform the cleaning (with notice provided per Section 1.15.1 below. All costs of the cleaning by another Elevator Contractor plus the cost of supervision by the HPHA shall be paid by the Elevator Contractor that is performing the Preventive Maintenance under this Contract.

3. Obsolescence: Obsolescence is defined as a replacement part not being available for purchase by the Contractor. Contractor shall provide written documentation the replacement part is not available and that the Contractor has exhausted all research in obtaining such replacement parts. Such research would be the review of all firms as listed in the latest edition of Elevator World-"The Source". All local supply firms must also be researched for availability of replacement parts. If the replacement part is not available, the HPHA shall pay the cost for such replacement part. Contractor shall provide all documentation of the replacement costs. All labor to install the new replacement part is included in the Contract at no additional cost to the HPHA. The new replacement part, after being installed, shall be included in this Contract and future replacement is included in this Contract at no extra cost to the HPHA. If Contractor installs a replacement part different than the original equipment, the new replacement shall not be of the "proprietary" type and the Contractor shall provide, in writing, the manufacture, type and model of the proposed replacement part.

1.7 GENERAL REQUIREMENTS

1. All maintenance performed by Contractor shall be based upon the performance specifications of individual equipment as published by the equipment manufacturer or as otherwise indicated herein.

2. Contractor shall comply with approved Elevator Equipment Industry Safety Standards. Contractor shall provide a copy of their Safety Program to Consultant and the HPHA within five (5) calendar days after award of contract.

3. In performance of this Contract, Contractor agrees to carry out all Work in strict compliance with all laws, Codes, rules and regulations set forth with regard to the equipment by Municipal, State and Federal authorities having jurisdiction in effect on the Preventive Maintenance commencement date over the Work or any part thereof.

4. Contractor shall provide the HPHA, within five (5) calendar days from the start of Preventive Maintenance and prior to commencement of work, Material Safety Data Sheets ("MSDS") for products Contractor intends to employ under this Contract. It shall remain the responsibility of Contractor to inform and train Contractor's employees on the use of the MSDS requirements. All MSDS documents shall be sent to the HPHA. Failure to furnish all such documentation, within the time schedule, shall be construed as terms by which to immediately terminate this Contract.

5. Contractor shall protect all building equipment, surfaces, etc. from damage and shall perform repairs/replacement of any damaged items to "as existing" condition at their own expense and to the entire satisfaction of the HPHA. Contractor agrees to accept responsibility for all damage to equipment due to neglect of their personnel in the maintenance of equipment identified in this Contract.

6. Contractor agrees that all labor furnished by Contractor shall be trained journeyman level mechanics and Apprentices, thoroughly skilled in elevator Preventive Maintenance and directly employed and supervised by Contractor. They will use all reasonable care to maintain the equipment in a proper and safe operating condition at all times. Contractor shall enforce strict discipline and order among their employees while on the HPHA's premises, and shall be subject to the rules and regulations established by the HPHA. The HPHA reserves the right to request Contractor to replace any or all employees assigned to its facilities if it deems they are not performing in a satisfactory manner, or who refuse to comply with the HPHA's policies and guidelines. The building consists of the residences of its occupants. Therefore, Contractor, in cooperation with the HPHA's designated representatives, will make every effort to eliminate damage or disruption of unit occupants, employees, and visitors while performing the work.

7. Contractor's field personnel shall wear clean, neat, well-maintained uniforms identifying them as employees of Contractor for ease of identification by the HPHA.

8. Contractor shall provide the HPHA with the names of Service Technicians that will be assigned to the project within five (5) business days after award of contract. List shall be upgraded and brought current each time Service Technicians change routes or assignments. If there is a change in the service technician assigned

to HPHA, Contractor's supervisory staff must notify the HPHA prior to the replacement Technician's first visit to the premises.

9. Contractor shall provide a back-up personnel list within five (5) business days after award of Contract for each of their employees assigned to the HPHA's account in the event of their illness, disability, vacation, leave, or absence for any reason. Said back-up personnel are expected to cover all duties and responsibilities of Contractor's regular personnel with no disruption in service. The HPHA and Consultant shall be informed prior to back-up personnel being used.

10. Contractor shall be required to provide a member of their supervisory personnel, regularly engaged in inspection and supervision, to visit the elevators at least quarterly to observe the quality of maintenance and to make certain that the quality of maintenance meets the specified and intended standards. The Supervisor shall schedule each visit with the HPHA. As deemed necessary by the HPHA, the HPHA shall provide a member of their staff to accompany the Contractor during the on-site inspection of the elevator machine rooms and elevator cabs. Inspections by the Contractor shall be at no cost to the HPHA. The Contractor shall provide a written report of the results of this inspection to the HPHA within 14 calendar days of the onsite inspection.

11. Contact shall be made with the HPHA's Officer-In-Charge (Asset Management Project Manager) Management upon Contractor's arrival and upon completion of service or any time Contractor's personnel leave the site. Contractor shall maintain a key to machine room and a parts storage area secured in a lock box in an area designated by the HPHA. This key may not be removed from the premises. The HPHA will not check any keys out to Contractor's personnel.

Contractor shall be solely responsible for:

12. a) All means, methods, techniques, sequences, and procedures of the Work at no extra cost to the HPHA.

b) Keeping all "Work Areas" clean and using all available means to recycle or reclaim materials.

13. Contractor shall provide a written procedure of their "Lock Out-Tag Out" to the HPHA within five (5) days of Contract award and before starting work under this Contract.

14. Contractor shall schedule any repairs so that one out of the two elevators in a building remains in Normal Operation, 24 hours a day, seven (7) days a week.

1.8 MAINTENANCE CONTROL PROGRAM (MCP)

1. Provide a Maintenance Control Program (MCP) for the elevator equipment. The MCP shall include, but is not limited to the following:

a) Examinations, maintenance, and tests of equipment at scheduled intervals in order to ensure that the installation conforms to the requirements of ASME Al 7.1/CSA B44 Section 8.6. The maintenance procedures and intervals shall be based on:

i. equipment age, condition, and accumulated wear
ii. design and inherent quality of the equipment
iii. usage
iv. environmental conditions
v. improved technology
vi. the manufacturer's recommendations for any SIL rated devices or circuits

b) Cleaning, lubricating, and adjusting applicable components at regular intervals and repairing or replacing all worn or defective components where necessary to maintain the installation in compliance with the requirements of ASME Al 7.1/CSA B44 Section 8.6.

c) The instructions for locating the Maintenance Control Program shall be provided in or on the controller along with instructions on how to report any corrective action that might be necessary to the HPHA.

d) The maintenance records required shall be kept at a central location agreeable and accessible to the HPHA and the Contractor's elevator personnel.

e) The Maintenance Control Program shall be accessible to the elevator personnel and shall document compliance with ASME Al 7.1/CSA B44 Section 8.6.

i. Procedures for tests, periodic inspections, maintenance, replacements, adjustments, and repairs for all SIL rated E/E/PES electrical protective devices and circuits shall be incorporated into and made part of the Maintenance Control Program.

ii. Where unique or product-specific procedures or methods are required to inspect or test equipment, such procedures or methods shall be included in the Maintenance Control Program.

1.9 SERVICE REQUIREMENTS

1. Complete Maintenance: Contractor agrees to regularly and systematically examine, clean, lubricate, adjust and provide unlimited callback service and repair and replace all components of the elevators included under these specifications in accordance with industry standards in a proper Workmanlike manner to the entire satisfaction of the HPHA.

2. Contractor shall repair loose cab handrails and maintain fastening bolt tightness, repair and maintain communication equipment installed by Elevator Contractor and communication equipment cabinetry doors and door hinges.

3. Contractor shall include the following elements in the Preventive Maintenance Procedures for all elevators:

a) Provide once a month operational checks of all elevator car door safety edges/detectors. Contractor shall provide documentation of such checking in their machine room check charts.

b) Provide once a month check of directional lights, call registered lights and all other elevator lighting fixtures. Furnish and replace all burned out bulbs.

c) Maintain pit lighting, car top lighting and hoistway lighting.

4. Contractor shall notify the HPHA before an elevator is removed from service. Contractor shall notify the HPHA when such elevator is placed back in normal service. The schedule for provision of service by Contractor shall vary according to the frequency as stated in this Contract. Contractor is expected to work closely with the HPHA and/or any firm authorized by the HPHA to arrange specific service times that are most beneficial to the HPHA.

5. Contractor shall maintain hoistway, pit, machinery, elevator machine room, and any assigned Contractor's Work space in a clean, orderly condition, free of dirt, dust, oil and grease spills, trash and debris, at all times.

6. Contractor shall be sensitive to the HPHA's needs during their Work activity and create no excessive noise. Work that will generate excessive noise requires noise permit from the State Dept of Health and shall be scheduled with the HPHA.

7. Contractor shall maintain three (3) complete sets of wiring diagrams showing "as built" conditions with any changes or modifications to circuits resulting from control modifications, parts replacement or equipment up-grade. One set shall remain in the machine room, one set shall be maintained in the Contractor's office and the third set shall be maintained in the HPHA's offices. When any modifications are made to diagrams, three copies of the modified drawings must be made. One (1) copy shall be furnished to the HPHA to update their copy of the appropriate drawing. A copy shall be used to update the Contractor's office drawings and the original changes shall be maintained in the equipment machine room. The HPHA retains sole possession of these wiring diagrams. Wiring diagrams shall be kept in a neat and orderly fashion in the machine room.

8. Contractor shall be responsible for maintaining exterior of the machinery, and other parts of the elevator equipment, including but not limited to the top of the cab, the car crosshead, door sensors and car sling, hoistway door headers and strut angles and the non-running surfaces of door tracks properly painted, identified, and presentable at all times.

9. Contractor shall provide, at each building, a lockable metal parts cabinet of sufficient size to contain the required spare parts in elevator machine room. Contractor shall coordinate installation with the HPHA.

10. Contractor shall conduct monthly evaluations of equipment performance, including car speed, door operations including door sensors, riding quality and car leveling. Following such evaluations, the Contractor shall perform adjustment, repairs and replacements required to maintain manufacturer's operating performance. A copy

of evaluations will be provided to the HPHA and Consultant and reviewed with them on request.

11. Contractor shall provide a qualified management representative to serve as Project Manager. Project Manager shall meet with the HPHA at such times as may be requested to discuss job details and concerns and/or any other matters concerning this Contract, or the Work to be performed herein, to assure amicable and successful execution of this Contract. The Project Manager shall be authorized to render any reasonable decisions to the HPHA without unnecessary delay.

12. Contractor shall maintain at all times the original elevator Contract speed in feet per minute. Perform all adjustments required to maintain the proper door opening and closing time, within limits of applicable codes. Check the operating system for each unit to ensure that unit is kept operating continuously and make necessary tests and corrections to ensure all circuits are correct and time settings are properly adjusted.

13. Contractor shall maintain the following minimum elevator criteria and performance requirements.

    a) Speed:

        1) +/- 1% in both directions under all loading conditions for Geared equipment, 10% for hydraulic equipment.

    b) Performance Times:

        1) 10.5 seconds-from start of car/hoistway door closing till the elevator is floor level at the next floor (either up or down direction) and the car/hoistway doors are ¾ open.

    c) Door closing time:

        1) Measured from start of door closing until the hoistway doors are fully closed, will be the minimum permitted by Code.

    d) Door dwell time:

        1) As permitted by The Americans with Disability Act, as now or hereafter amended.

    e) Floor leveling accuracy:

        1) +/- 1/16".

14. In accomplishing the above requirements, Contractor shall maintain a comfortable elevator ride with smooth acceleration, retardation and a soft stop. Door operation shall be quiet and positive with smooth checking at the extremes of travel.

15. Any additional work required to be performed pursuant to Federal, State or Local Code amendments subsequent to the date of this Contract, or tests required to be performed which are not currently within the scope of this Contract, will be performed by Contractor only upon receipt of a written change order from the HPHA.

16. Contractor shall provide to the HPHA, appropriate service manuals, adjusting manuals and technical manuals for all elevator equipment.

17. All records and documents pertaining to the elevators equipment provided to Contractor by the HPHA shall be kept current and in good condition and shall be returned to the HPHA upon demand or upon termination of this Contract.

1.10 TESTING

1. Contractor shall conduct the following tests, and any other tests required by the State of Hawaii, Federal and any other Governing or Code Agency that is in effect at the date of signing this Contract. Services shall include, but not be limited to:

   a) Contractor shall provide inspections and testing of the Firefighter's Service-Phase I and Phase II and standby power operation, if installed as required by the AHJ. Any additional cost to complete the above inspections and testing on overtime shall be the responsibility of Elevator Contractor. Elevator Contractor shall maintain an up-to-date log of Firefighter's Service testing in the machine room and submit the results to the HPHA authorized representative on a quarterly basis. Firefighter's Service testing shall be entered and recorded on a form supplied by Elevator Contractor and/or as required by the State of Hawaii, or both.

   b) Provide all testing as required by the State of Hawaii Elevator Inspector and required by the latest edition of ASME A17.1 Safety Code for Elevators and Escalators during the normal working hours of the elevator industry.

2. Contractor shall annually check the dispatching systems and make necessary tests and adjustments to insure that all circuits and time settings are properly adjusted, and all systems are performing as designed and installed. Contractor shall submit an annual written report of these results to the HPHA.

3. Contractor shall audit the elevator equipment once per year. An annual report from the audit will be provided to the HPHA by the last business day of the first year under contract. The report will include recommendations for improvements and estimates of cost for labor and materials to complete the suggested improvements. The HPHA's equipment will be audited for:

   a) Code Compliance. Evaluate current Code compliance of all equipment. Monitor industry and Code developments and provide the HPHA with warning of anticipated Code changes to take effect during the fiscal year following the audit report. Recommend corrections, which should be made in the fiscal year following the audit report.

   b) Equipment Performance. Audit performance of all equipment against its original parameters or specifications. Recommend corrections, which should be made in the fiscal year following the audit report.

   c) Equipment Aesthetics. Audit the physical condition and appearance of the equipment visible to users and recommend upgrades, which should be

considered to keep the equipment appealing to users and current with Site standards for colors and decoration schemes.

4. Written reports of said tests shall be submitted to the HPHA within five (5) calendar days after receipt from the State of Hawaii Elevator Inspection Department.

5. The HPHA shall receive seven (7) days prior written notification of all tests so that a Representative of the HPHA may witness said tests. Safety precautions are understood to be of highest priority. Care will be taken to safeguard all surrounding building property during the testing. If during the testing, the actual testing fails the prescribed testing procedures in the latest edition of ASME Al 7.1 and re-testing is required, the Elevator Contractor shall pay all costs of the HPHA's Representative to witness such testing.

1.11 CHARTS-LOGS-INSPECTIONS

1. Contractor shall post the Contractor's standard Preventive Maintenance Schedule/Chart and a Work Log in the elevator machine room and designated area. The Work Log shall include all entries for routine and non-routine maintenance and repairs, including supervisor's surveys. Entries shall include time/date work started and time/date when work is complete, mechanic or supervisor's name, brief description of Work completed and the actual time required to complete the Work. The Work Log and Preventive Maintenance Schedule/Chart shall be maintained for the HPHA's inspection at any time. The HPHA may copy the Work Log and Preventive Maintenance Schedule/Chart at any time.

2. Contractor shall provide the HPHA with a schedule, in either written or electronic form, (as preferred by the HPHA) of when elevator will be taken out of service for Preventive Maintenance. The HPHA must approve any changes to this schedule in writing.

3. Contractor shall offer inspections of hoistway, pit equipment, car top, machine room and interiors to the HPHA upon completing scheduled Preventive Maintenance at no expense to the HPHA.

1.12 DISPOSAL OF OILS/MATERIALS, ETC

1. Contractor shall be fully responsible for removal and disposal of all oils, greases, solvents and soiled cleaning cloths/rags that are used in the repair, service and adjusting of all elevator equipment. All material will be disposed of in accordance with all present or future City, State and Federal Laws and Regulations, which may be applicable.

2. When work is performed, the Contractor shall insure that all areas are clean and salvaged materials or scraps are removed before leaving jobsite. If Contractor fails to do so, the HPHA may perform necessary clean up actions and shall invoice the Contractor for all costs.

1.13 EXTENT OF COVERAGE

1. Contractor shall prepare and submit to the HPHA a detailed preventive maintenance schedule for all elevator equipment to be serviced within five (5) calendar days after execution of the Contract. As a minimum, the elevator shall be examined and maintained in accordance with the following frequency:

Minimum Service Frequency

Refer to Section Two, "Equipment to be Maintained" for maintenance frequency.

2. Extent of Coverage - Geared: Contractor shall:

a) Regularly and systematically examine, clean, lubricate, adjust, and, when conditions warrant, repair or replace the following items including all other items or components pertaining to the operation, maintenance, adjusting, repair, testing and cleaning of the total elevator equipment, as applicable:

- Gearless hoist machine – including brake, armature, fields, all bearings, hoist motor sheave, and deflector sheaves.
- Geared hoist machine including brake, armature, fields, brushes, brush rigging, gear case, gears, all bearings hoist motor, and deflector sheaves.
- Hoist and governor ropes.
- Governor.
- Governor pit sheave.
- Controllers, Selector, Starters, Dispatcher and Relay Panels.
- All Bearings.
- All Rotating Elements.
- Contacts, Relays and Timers.
- Resistors and Transformers.
- Solid-State Devices.
- In-Car Emergency Lighting.
- Traveling Cables.
- Firefighter's Service equipment.
- Automatic Power Door Operators, Landing and Car Door Hangers, Landing and Car Door Contacts, Door Protective Devices, Hoistway Door Interlocks, Bottom Door Guides.
- Interlocks and Door Closures.
- Car Buffers.
- Car Exhaust Fan.
- Car-Top Inspection Station.
- Limit and Slowdown Switches.
- Door Protective Devices and Alarm Bells.
- Car and Corridor Operating Pushbuttons.
- Load Weighing equipment.

- All Hall Lanterns, Car Position and Hall Position Indicators, Lobby Control Panels, Car Operating Panels, and all other signal and Accessory Facilities furnished and installed as a part of the whole equipment.
- Car and counterweight roller guides.

b) Furnish lubricants and all cleaning supplies.

3. Extent of Coverage-Hydraulic Elevators: Contractor shall:

a) Regularly and systematically examine, clean, lubricate, adjust, and, when conditions warrant, repair or replace the following items including all other items or components pertaining to the operation/maintenance/adjusting/ repair/testing/cleaning of the total elevator equipment:

- Hydraulic pumps and associated plumbing.
- Hydraulic cylinder (part that is not in the ground), plunger, packing and packing head.
- Hydraulic fluid and piping, unless the piping is underground.
- Seismic Valve and pit shut off valve.
- Hydraulic oil line couplings.
- All exposed hydraulic oil lines, brackets and stands.
- Controllers, Starters, Selector and Relay Panels.
- Pump Motors.
- All Bearings.
- All Rotating Elements.
- Contacts, Relays and Timers.
- Resistors and Transformers.
- Solid-State Devices.
- In-Car Emergency Lighting.
- Firefighter's Service Equipment.
- Automatic Power Door Operators, Landing and Car Door Hangers, Landing and Car Door Contacts, Door Protective Devices, Hoistway Door Interlocks, Bottom Door Guides, Door Closures.
- Interlocks.
- Car Buffers.
- Limit and Slowdown Switches.
- Door Protective Devices and Alarm Bells.
- Car and Corridor Operating Pushbuttons.
- Load Weighing Equipment.
- All Hall Lanterns, Car Position and Hall Position Indicators, Lobby

- Control Panels, Car Operating Panels, and all other signal and Accessory Facilities furnished and installed as a part of the whole equipment.
- Electrical Traveling Cables.

b) Furnish lubricants and all cleaning supplies.

1.14 EXCLUSIONS

The following items of equipment, hoistway and machine room enclosure are not included in Preventive Maintenance unless damaged by the Contractor.

1. Contractor shall not be responsible for the following items and shall receive compensation for repairing such items. Rates as specified in the Contract:
   a) Door knocked off the tracks/broken gibs.
   b) Elevators left on independent, fire, attendant or emergency service.
   c) Elevator call buttons broken, burned or jammed.
   d) Car door detector out of adjustment from doors being hit.
   e) Elevator turned off inside the car and the door pulled shut, unless there is an actual elevator problem that is included in their Contract.
2. Contractor shall not be responsible for repairs and replacement pertaining to the car enclosure, including removable panels, door panels, car doors, suspended ceilings, handrails, car finish and flooring coverings, hoistway enclosures, hoistway entrance frames, sills and emergency telephone instruments, signal fixture faceplates, smoke detectors, machine room HVAC units, building electrical emergency power units, electrical power feeders and fuses to machine room electrical disconnects, underground hydraulic piping and the underground part of the hydraulic cylinder and cleaning of car interiors. At all times the cab handrails shall be kept tight and correctly fastened. This is part of the Contractor's responsibility under this contract. The above stated excluded items shall be repaired /replaced by the contractor if damaged by the contractor's personnel. The contractor shall notify the HPHA of any malfunctions noted of the excluded items.
3. Contractor shall not be responsible for replacement of mainline and auxiliary disconnect switches, fuses and feeders to control panels. All above- ground elevator related electrical conduit and wiring are included in the Contract.
4. Contractor shall not be responsible for repairs required because of acts of God or negligence or misuse of the equipment by anyone other than Contractor, its employees and subcontractors.
5. The HPHA agrees to maintain the elevator pit(s) and machine room(s) free from water and from unauthorized use.
6. Contractor shall not be obligated to make other safety tests or install new attachments, whether or not recommended or directed by insurance companies, or by federal, state, municipal, or other governmental or non-governmental authorities unless requested to do so by the HPHA. In that event, Contractor shall proceed to

7. perform the tests or work, and shall be reimbursed at the rates as stated in 1.18-4. Contractor shall advise the HPHA, however, whenever such tests or attachments are recommended or required. Contractor shall not be required to make renewals or repairs necessitated by the negligence, misuse or obsolescence of the equipment or any other cause beyond its control except ordinary wear and tear unless such renewals or repairs are caused by Contractor's negligence or misuse in performing or failure to perform pursuant to this Agreement.

1.15 INSPECTION OF EQUIPMENT AND FEES

1. The HPHA reserves the right to make such inspections and tests whenever necessary, at the Contractor's expense, or at the expense of the Contractor if any provisions of this Contract have not been adhered to by Contractor, when deemed necessary to ascertain that the requirements of these specifications are being fulfilled. The HPHA will promptly notify Contractor in writing of the deficiencies identified. Contractor shall resolve all deficiencies at Contractor's total expense within 10 calendar days of written notification.

2. The State of Hawaii Elevator Inspection fees shall be paid by the HPHA. The HPHA shall notify Contractor, in writing, of items required to be completed, which are the responsibility of Contractor. Contractor shall correct all deficiencies immediately. Fees for re-inspection due to failure to eliminate deficiencies included in this Contract and the responsibility of Contractor shall be paid by Contractor. Contractor shall submit, in writing, a Work schedule of items to be completed by Contractor within seven (7) calendar days of notification of the HPHA. Contractor shall notify the HPHA, in writing of all items corrected. The HPHA shall notify the State of Hawaii Elevator Inspector, in writing, of items completed with copy of report to Contractor.

1.16 REQUESTS FOR SERVICE

1. Contractor shall provide 24-hour/7-days a week answering service. Contractor shall provide a list of Contractor's Branch Manager, Service and Repair Superintendent's home and cellular phone numbers for emergency contact in the event the answering service is ineffective. Management list shall be submitted to the HPHA within five (5) working days of the Preventive Maintenance start date.

2. Contractor shall respond to all phone messages from the HPHA within 15 minutes of receipt.

3. Emphasis shall be placed on keeping the elevator operating during the day. Removal of equipment from service for scheduled maintenance shall be scheduled with the HPHA.

4. No repair shall be performed outside the scope of this Contract without prior written approval from the HPHA.

5. Overtime work required or when requested shall be scheduled with the HPHA beforehand. The hourly rates for this HPHA authorized overtime work shall be the difference between the normal and overtime hourly rates stipulate in section 1.20 Hours of Work.

6. If any equipment is shut down for more than 24 continuous hours after notification of a failure (except for pre-scheduled or major equipment repairs) the monthly unit billing shall be suspended until the individual elevator equipment is restored to service.

7. In the event an elevator fails to operate properly, the HPHA will notify Contractor by telephone and request immediate repair. For this purpose, Contractor shall maintain, at all times, office facilities, 24-hour telephone service and personnel to promptly dispatch competent mechanics to repair any reported elevator failure.

8. If a safety or potential safety problem exists, Contractor shall immediately correct the problem. Written notification of corrective measures undertaken shall be provided to the HPHA, in writing, within one (1) business day.

9. In case of an elevator accident, Contractor shall be notified immediately by the HPHA. The elevator shall not be placed in operation until an investigation is performed by the HPHA's representative and the State of Hawaii Elevator Inspector. Contractor shall provide a written report to the HPHA stating the condition of the elevator before the Contractor leaves the HPHA's facility. The elevator shall not be placed in operation until an investigation is performed by the HPHA's representative and/or the State of Hawaii Elevator Inspector if the following conditions occur:

   a) A person has been injured and requires first aid treatment.

   b) The elevator is not safe to place in normal operating service because of obvious mechanical and/or electrical condition.

   c) There is a concern by the Contractor or the HPHA as to the possible continued elevator malfunction.if placed in service.

10. When corrective action is found to be the responsibility of the Contractor, the Contractor shall proceed immediately to make replacements, repairs, and corrections. If Contractor fails to perform the Work required by the terms of the Contract in a diligent and satisfactory manner, the HPHA may, after five (5) calendar days written notice to Contractor, perform or cause to be performed all or part of the Work required thereunder. Contractor shall reimburse the HPHA for any expense incurred therefore or the HPHA, at its election, may deduct the amount from any sum owed or to be owed Contractor. When such Work is determined not to be the Contractor's responsibility, a written report, including a cost estimate to remedy the deficiency, signed by the Contractor, shall be delivered to the HPHA by 3:00 p.m., HST, the next business day for further action by the HPHA. If the HPHA elects to have the Contractor perform these services, they will issue a separate Purchase Order Request beforehand. If a safety problem is noted, which is not within the

Contractor's area of responsibility or expertise, written notice of such problem shall immediately be furnished to the HPHA by Contractor.

11. No allowances shall be made to Contractor for extra costs as a result of difficulties encountered during any Work. All materials incorporated in the Work shall become the property of the HPHA upon material/parts installation.

12. Contractor will, upon request, assist the HPHA with written recommendations to improve service and reduce call backs. Contractor shall provide the "Callback Log Form" to the HPHA within seven (7) calendar days after the end of the previous month. Preventive Maintenance tickets will be separated for Work completed. The intent of this summary is to minimize callbacks by keeping the Contractor and the HPHA aware of callback trends. Contractor shall review Preventive Maintenance duties and Callback Trends with the HPHA on a monthly basis. Contractor shall provide the HPHA, on a monthly basis, copies of all time tickets for "all!! work performed during the preceding month.

13. Downtime notification is required according to the following schedule:

    a) Emergency Shut Down. The HPHA is to be notified immediately by phone, cell phone, pager or radio of emergency repairs or safety issues at time of detection. At minimum, a voice-mail message is required.

    b) Short Shut Down. The HPHA is to be informed in writing (e-mail acceptable) three (3) days in advance when an elevator will be taken down for two (2) hours to eight (8) hours for non-emergency service/repair/upgrade.

    c) Major Shut Down. The HPHA is to be informed in writing (fax or e-mail acceptable) one (1) week in advance when an elevator will be taken down for more than one (1) day for non-emergency service/repair/upgrade.

14. Contractor shall immediately shut down and remove the elevator equipment from service when it appears to Elevator Contractor to be unsafe or operating in a manner which might cause injury to anyone using said elevator equipment. Contractor shall provide the HPHA written notice of such action i1runediately, stating the reason the elevator was placed out of service and corrective measures required to place the elevator in service. Written notice shall be provided by Contractor before Contractor's personnel leave the jobsite.

15. "Emergency Service Requests" Response Time is counted from the end of the phone call requesting repair to when the technician arrives at the premises. Contractor shall respond to all "Emergency Service Requests" in accordance with the following standards:

    a) Weekdays between 7:30 am to 4:30 pm, HST: = 60 minutes.

    b) All other days/hours: = 90 minutes.

    c) "Emergency Service Requests" shall be resolved as quickly and effectively as possible and in such a manner that the disruption of equipment service and inconvenience to users is absolutely minimized.

d) Contractor shall mobilize all necessary resources, including labor, equipment, tools, parts and materials as required to complete work required under these requirements.

16. Contractor shall provide unlimited "Routine Service Request" for elevator at no additional cost to the HPHA. "Routine Service Requests" Response Time is counted from the end of the phone call requesting repair to when the technician arrives on HPHA's premises. A "Routine Service Request" is any request not deemed by the HPHA to require immediate response and resolution by Contractor. "Routine Service Requests" shall include the following:

a) Weekdays between 7:30 am to 4:30 pm, HST: = 60 minutes.

b) All other days/hours: = 90 minutes.

c) "Routine Service Requests" shall be resolved as quickly and effectively as possible and in such a manner that the disruption of equipment service and inconvenience to users is absolutely minimized.

d) Contractor shall mobilize all necessary resources, including labor, equipment, tools, parts and materials as required to complete the work required under these requirements.

17. Remote Monitoring: Any and all remote monitoring equipment and on-going monthly service shall be at the Contractor's total expense.

18. Contractor shall assign an elevator mechanic to assist with generator tests, at the premises, at no additional cost to the HPHA.

1.17 WORK TICKETS

1. After each service/trouble call and regularly scheduled maintenance, a legible Work ticket will be completed indicating the date of work, work performed, parts replaced, total hours on the job and the Service Technician performing the Work. In the case of an elevator shut down or repair, the Work ticket will describe the cause of the elevator failure and the action taken to correct the failure and provide photographic evidence of foreign objects that caused the failure. Each month, Contractor shall provide a written callback report showing cause and correction of each month's callback(s).

2. Each month a Report shall be sent to the HPHA and/or their representative, a copy of all Time Tickets, Callback Logs, Extra Billing, Test Reports, and Repairs required, that includes all items as described in 1.18.1. Reports shall be received no later than the first Tuesday following the end of the month.

3. All Work Tickets shall be left with the HPHA after all visits. Preventive Maintenance tickets shall be separated for work completed. Copies of Work Tickets shall be included in any invoice other than the monthly Preventive Maintenance Contract Amount Invoice.

4. Contractor shall provide, quarterly, by the 10th day of the month following the quarter, copies of the three previous monthly "Check Charts". Report shall contain, but shall not be limited to, the following information:

   a) Dates and times of inspection and/or service.

   b) Names of persons performing inspection and/or service.

   c) Location and description of equipment being inspected and/or service.

   d) Condition of equipment.

   e) Inspection/service performed.

1.18 HOURS OF WORK

1. All Work to be performed that is not included in this Contract, will be authorized by the HPHA by written notification to Contractor prior to commencement of the Work. All vandalism work required shall not be completed/provided by the normal Contractor's Service person(s) on-site for performing Preventive Maintenance unless authorized by the HPHA. Contractor may be required to provide additional Mechanics and Apprentices for extra work required.

2. All normal Work under the Contract is to be performed during regular working days of the elevator trade (8:00 a.m. to 4:00 p.m., HST) Monday thru Friday.

3. 24 hours a day, seven (7) days a week callbacks are included in the Elevator Preventive Maintenance Period, at no additional cost to the HPHA.

4. All Work to be performed that is not included in this Contract, will be authorized by the HPHA by written notification to Contractor prior to commencement of the Work. The maximum material markup from cost will be 15%.

5. Maximum travel cost, for work not included in this contract, shall not exceed one (1) Mechanic hour rate.

6. Preventive Maintenance Hours:

   a) Refer to Section Two - "Equipment to be Maintained" for monthly minimum of required hours and frequency of preventive maintenance.

   b) The above-stated hours shall be the minimum actual "On Site" hours performing the Preventive Maintenance duties. These minimum hours do not include Callbacks, Repairs, Travel Time, Adjustments or Testing. Documentation of Preventive Maintenance hours is required for monthly payment due Contractor. For any hours less than the stated not spent, per month, on site, on Preventive Maintenance, the dollar value (per hour) will be deducted from that month's invoice. The hourly dollar value for the Preventive Maintenance Work is $300.00. The hourly rate will be increased or decreased by the same percentage as the Contract amount price adjustment for labor.

7. Contractor shall pay for all costs, including travel time and mileage, of any regular time and overtime callback if the following conditions occur:

   a) If the elevator is running on arrival (ROA) when Contractor arrives on-site, and it was verified by the HPHA that the elevator was either not in operation

or in a state of not operating correctly when the trouble call was placed to the Contractor.

1.19 CONFIDENTIAL INFORMATION

1. Neither Contractor, nor Contractor's agents, employees, or subcontractors, shall disclose to any person or entity any of the HPHA's confidential information, whether written or oral, which Contractor or Contractor's agents, employees, or subcontractors may obtain from the HPHA, or otherwise discover in the performance of this Contract. The term "Confidential Information" shall include, without limitation;

   a) All information or data concerning or related to the HPHA, including the improvement, development or general business operations.

   b) Contractor shall not copy, disperse, or in any way disclose, any of the HPHA's information to any person(s) or company, unless such information has been given, either verbal or written to such person by the HPHA and the HPHA does not consider such information as confidential.

   c) All printed information that is the property of the HPHA.

   d) All the HPHA's property.

2. Contractor shall maintain all confidential information in strict confidence. Contractor shall take all reasonable steps to ensure that no unauthorized person or entity has access to confidential information, and that all authorized persons having access to confidential information refrain from any unauthorized disclosure. Without limiting or otherwise affecting the relationship of the Parties to this Contract, the HPHA may require each of Contractor's employees performing Work to sign a Nondisclosure Agreement.

3. The provision of this shall not apply to any information that:

   a) Is rightfully known to Contractor prior to disclosure by the HPHA.

   b) Is rightfully obtained by Contractor from any third party.

   c) Is made available by the HPHA to the public without restriction.

   d) Is disclosed by Contractor with the prior written permission of the HPHA.

   e) Is independently developed by Contractor without the use or benefit of the confidential information provided by the HPHA.

1.20 EXAMINATION OF RECORDS

1. The HPHA shall have the right to examine or audit any directly pertinent books, documents, papers and records of Contractor involving transactions related to Preventive Maintenance for one year after expiration of this Contract.

1.21 ELEVATOR CONTRACTORS EMPLOYEES' SAFETY AND ACCIDENT PREVENTION PROGRAM

1. Contractor shall submit, for review, to the HPHA, the Contractor's Employees' Safety and Accident Prevention Program. Document shall be up-dated when any changes in the Program are adopted by Contractor.

2. Contractor shall verify, in writing, that all Contractors personnel that perform any work under this Contract have completed the Contractors required training under this Safety and Accident Prevention Program and that the Employee shall receive additional on-going and future training under the Elevator Contractor's Safety and Accident Prevention Program.

PART TWO - EQUIPMENT TO BE MAINTAINED

2.1. 16 Existing Elevators

Building	Make	Type of Conveyance	Minimum Monthly PM Hours	Frequency
Kalakaua Homes	MCEMod	Geared	1.5	Once monthly
Kalakaua Homes	MCEMod	Geared	1.5	Once monthly
Makua Alli	MCEMod	Geared	2.0	Once monthly
MakuaAlii	MCEMod	Geared	2.0	Once monthly
Paoakalani	MCEMod	Geared	1.5	Once monthly
Paoakalani	MCEMod	Geared	1.5	Once monthly
Kalanihuia	MCEMod	Geared	1.5	Once monthly
Kalanihuia	MCEMod	Geared	1.5	Once monthly
Punchbowl Homes	MCEMod	Geared	1.0	Once monthly
Punchbowl Homes	MCEMod	Geared	1.0	Once monthly
Pumehana	MCEMod	Geared	2.0	Once monthly
Pumehana	MCEMod	Geared	2.0	Once monthly
Makamae	MCEMod	Hydraulic	1.0	Once monthly
Makamae	MCEMod	Hydraulic	1.0	Once monthly

Cont'd

Building	Make	Type of Conveyance	Minimum Monthly PM Hours	Frequency
Salt Lake Apartments	MCEMod	Geared	1.5	Once Monthly
Salt Lake Apartments	Thyssen	MRL	1.5	Once Monthly
Ka Hale O Kamehaikana Community Resource Center	Otis	Geared	1.0	Once Monthly
Ka Hale O Kamehaikana Community Resource Center	Otis	Hydraulic	1.0	Once Monthly
Total Required Hours Per Month			**26**	

PART THREE - REPLACEMENT PARTS INVENTORY

3.1. MATERIALS

1. Contractor, at Contractor's expense, shall maintain an inventory level of spare elevator parts at their local/Hawaii Branch Office which will permit prompt repair or replacement of components that fail or become worn. The elevator shall not be left shut down more than four (4) hours because of spare (replacement) parts not available from their local/Hawaii Branch Office.

2. Contractor shall mark and identify all lubricating oils and cleaning solvents that are stored on-site. All storage cans shall be Code approved. All unmarked cans shall be removed from the HPHA's premises. Elevator machine room shall not be used for storage of materials or items that do not pertain to the elevator maintenance of the HPHA's elevators.

3. In performing the Work indicated in these specifications, Contractor agrees to provide only manufacturer approved parts used by the manufacturers of the equipment for replacement or repair, and to use only those lubricants obtained from and/or recommended by the manufacturer of the equipment. If Contractor wishes to provide replacement parts or lubricants other than recommended by the Elevator Manufacturer, Contractor shall, in writing, state the type proposed and the lubrication specifications to the HPHA for review and written approval. These replacement parts shall not be considered an upgrade of elevator equipment and shall be provided by Contractor at no additional cost to the HPHA.

4. Contractor shall procure replacements parts in the most expeditious manner available at no additional cost to HPHA. This includes "next day air", if required.

5. Parts requiring repair shall be rebuilt to an "as new" condition, at no additional cost to HPHA.

6. Contractor, at Contractor's expense, shall maintain at their Local/Hawaii Branch Office, at all times, a sufficient amount of replacement parts, by the original manufacturer, to maintain the equipment in first-class and safe operating condition, at all times. The minimum inventory shall include, without limitation, the following:

   The Minimum "Total" Inventory shall be:

   6.1. One (1) Door Operator, Motor and Belts

   6.2. One (1) Car Door Detector

   6.3. Four (4) Car Door Rollers

   6.4. Four (4) Hoistway Door Hanger Rollers

   6.5. Two (2) Hoistway Door Closures

   6.6. One (1) Car and Counterweight Roller Guides

   6.7. One (1) Electrical Mechanical Hoistway Door Interlocks

   6.8. Four (4) Hoistway and Car Door Gibs

   6.9. Four (4) Hall and Car Push Button Replacement Parts

   6.10. Two (2 Hoistway Limit Switches

   6.11. Two (2) Hoistway Slowdown Switches

   6.12. One (1) of Each Type of Electrical Relays

   6.13. Ample Supply of Lubricants and Cleaning Material.

1.22 MICROPROCESSORS:

1. Contractor, at Contractor's expense, shall maintain in stock, at their Local/Hawaii Branch Office, available for immediate usage, an inventory of replacement parts for any microprocessor/solid state equipment used for each elevator system. This includes all solid-state boards located in the machine room, fixture stations, car tops or any other location.

2. Contractor's service technicians shall carry diagnostic equipment designed to analyze programming and microprocessor functions and malfunctions on all elevator equipment.

3. Contractor shall pay for all costs if the original elevator manufacturer must be brought on-site to re-program the elevator system or be required to place the elevator in service.

END OF SECTION