



11/02/21

REQUEST FOR PROPOSAL

Contact: Director of Maintenance and Operations
646 261 0801
2021MaintenanceRFP@hopeci.org
174 E 104th St, New York, NY 10029

Hope Community Inc (“Hope”) is seeking a contractor to provide maintenance, repairs, and emergency services at the attached addresses throughout the five boroughs.

Detailed submission guidelines and requirements are outlined in the RFP, specifications, and cost breakdown.

Hope plans to select several requirements contractors on the basis of factors stated in the RFP which include, but are not limited to: the quality of the proposal, experience of key staff identified in the proposal, experience and quality of the proposed project team proposed, demonstrated successful experience in performing services similar to those encompassed in the RFP, and the proposed fee.

Respondents may submit questions and/or request clarifications no later than 11/12/21. Questions regarding the subject matter of this RFP should be directed to 2021MaintenanceRFP@hopeci.org. Answers to all questions will be send via email by 2021MaintenanceRFP@hopeci.org.. Questions regarding the subject matter of this RFP will not be accepted after 5:00 P.M. on 11/17/21.

All proposals must be emailed to 2021MaintenanceRFP@hopeci.org. The proposal must be prepared in the following format:

1. Cover Page reflecting the company name, date of the proposal, name of the authorized person submitting the proposal and their direct phone number and email address.
2. Sample Certificate of Insurance
3. Initialed Terms and Conditions - each page must be initialed
4. Initialed Specifications - each page must be initialed
5. Completed Cost Sheet
6. Identified Key Staff with Resumes and any applicable Certifications and Licenses
7. Demonstration of Similar Services Performed
8. Qualifications Sheet and Attachments

RESPONSES ARE DUE NO LATER THAN 11:59 P.M. on 11/22/21. Modification of Bids already submitted will be accepted if received prior to the deadline for submission of Bids. No bids will be accepted after such deadline.

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1. Insurance
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1. INSURANCE

a. The Contractor is required to carry insurance as required by the attached Exhibit "X" or Hope Community Inc.'s online system. If the current policy of the Contractor does not meet Hope Community Inc's insurance requirements for the Work to be performed, the Contractor agrees to add the additional coverage as required at its own expense.

b. The Contractor shall submit its insurance credentials through Vendor Shield. Therefore, if contracted, the Contractor must sign up for Vendor Shield. There are costs associated with signing up with Vendor Shield. Any and all costs associated with using Vendor Shield by the Contractor shall be borne by the Contractor, and is assumed included in the unit costs provided by the Contractor.

c. Please refer to Letter for Vendors using VendorShield.



Commercial General Liability				Umbrella OR Excess		Automobile				Workers Comp	Employer Liability Limits				Professional Liability		Pollution/ Environmental Liability
Each Occurrence	Personal Injury / Advertising Injury	GL Aggregate	Products & Completed Operations Aggregate	Each Occurrence	Aggregate	CSL	Split Limits (Commercial/Personal)			Per Statute	Each Accident	Disease-Each Employee	Disease-Policy Limit	Crime/Employee Dishonesty Insurance	Per Claim/Each occurrence	Aggregate	Limit
						Combined Single Limit (Each Accident)	Bodily Injury (per person)	Bodily Injury (per accident)	Property Damage (Per accident)								
\$ 1,000,000	N/A	\$ 2,000,000	\$ 2,000,000	\$ 4,000,000	\$ 4,000,000	\$ 1,000,000	\$ 250,000	\$ 500,000	\$ 250,000	Per Statute must be marked	\$ 500,000	\$ 500,000	\$ 500,000	N/A	N/A	N/A	\$ 1,000,000.00

2. TERMS AND CONDITIONS

a. Scope Overview

The Contractor agrees that it was provided with ample time to visit the buildings listed in section 5 to assess and determine its unit price.

b. Agreement

The Contractor understands that Hope Community Inc. is the managing agent. The Contractor will enter into an agreement with an individual and independent housing company. Generally, a housing company has 39 buildings in its portfolio. Hope Community Inc. currently works with ten housing companies.

c. Independent Contractor

In no event shall this be considered an agreement of employment, partnership, or agency. The Contractor shall be solely responsible for all wages and benefits owed to its employees, and Hope Community Inc. and Housing Company shall have no obligation with respect thereto.

d. General

The following description of systems and services intends to convey a general understanding of the work required. Notwithstanding the descriptions contained herein, the intent of the Contract is to provide for all necessary services to be supplied such that a full routine maintenance, breakdown attendance and emergency repair service is guaranteed.

e. Compliance

Contractors shall comply with all federal, state, and local laws, codes, rules, regulations, orders, ordinances, and applicable governmental authorizations, whether or not such laws and requirements were in effect on the date the Contract or became effective after the date of the Contract, and whether or not reflected in the Specifications. The most stringent law shall apply regardless of agency hierarchy. The Contractor shall reimburse Hope Community Inc. for any fines and costs incurred by Hope Community Inc. due to noncompliance by the Contractor. Hope Community Inc shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Project, since these are solely Contractor's responsibility. Hope Community Inc shall not have control over, charge of or responsibility or liability for any acts, errors, omissions or other conduct of the Contractor, any sub-contractors or any consultants, including without limitation, any architect, engineer or other design professional, or their agents or employees, or any person performing any of the Work or providing any services in connection with the Project not directly employed by Hope Community Inc..

f. Responsibility

The Contractor is responsible to ensure compliance with safety, health, environmental rules and regulations. The Contractor shall ensure that all worker certifications, license requirements, permits are identified and obtained before performing regulated work. The Contractor guarantees competence in the execution of services required by the magnitude of the contract. The Contractor shall ensure all work conforms to latest recognized industrial standards and specifications.

The Contractor is required to provide all personal protective equipment (PPE) such as harnesses, hardhats, safety glasses, and breathing protection as applicable for the Work to be performed by the service personnel. The Contractor hereby certifies that such service personnel are trained and qualified in the use of the PPE provided. The Contractor further certifies that it holds regular safety meetings with its service personnel.

g. Standard of Care

Contractor shall perform and deliver the Services with care, skill, and diligence, in accordance with the standard of care exercised by companies that perform similar services and functions. The Contractor shall comply and cause the construction of the Project to comply with, the standards and customary practices of construction in the City of New York.

h. Staffing

The Contractor shall maintain adequate professional expertise, qualified staff and management to ensure work is completed as required. Only qualified workers shall perform the work. The work force shall demonstrate competence in all assigned tasks.

i. HOPE Vendor Cafe

The Contractor must become a Vendor with Hope Community Inc. using Contractor credentials and Tax ID numbers within three (3) business days of award. Hope Community Inc. will send an invitation to the Contractor to join Vendor Café. The Contractor must promptly, within two (2) business days of receiving the invitation, sign up for Vendor Café. There are costs associated with signing up for Vendor Café. Any and all costs associated with using Vendor Café by the Contractor shall be borne by the Contractor and not charged to Hope Community Inc. or the housing company. There are training services available through Vendor Café should the Contractor need.

j. Point of Contact

The Contractor shall assign personnel to serve as a single Point of Contact for the work orders, scheduling, issues, and invoicing. The Point of Contact shall be responsible for all Contractor activities under this contract and for the enforcement of all contract requirements. The Point of Contact shall be empowered to make day to day decisions related to all on-site performance of this contract. The person shall serve as the focal point for all work and shall be responsible for the coordination of all on site activities. The Point of Contact may delegate a member of the on-site staff as the Foreman to assume authority.

If the assigned Point of Contact no longer works for the Contractor, Hope Community Inc. must be informed immediately, and a new Point of Contact must be assigned and communicated to Hope Community Inc. within 24 hours.

k. Response Time

Time is of the essence in this Contract and the immediate actions shall be to provide routine maintenance and emergency call-out, as well as repair and replacement service, such that the downtime experienced by Hope Community Inc. is avoided or, where unavoidable, kept to a minimum.

The Contractor shall be available on-call at all times, i.e. 24 hours a day, seven days a week, 365 days a year including weekends and holidays.

Routine Calls:

All Routine Calls shall be completed within 72 hours of receipt except for situations that adversely affect the living or working environment, which shall be completed within eight (8) hours.

Emergency Calls:

For Emergency Calls, the Contractor shall be on the job site and working within two (2) hours after receipt of the call during work hours and shall be on the job site working within four (4) hours during weekends or holidays or after 5 P.M. The Contractor shall work continuously to correct the problem so that emergency is repaired.

If the Contractor fails to respond to an emergency call within the herein agreed-on time, Hope Community Inc. may call another firm to handle the problem. If this occurs, the Contractor agrees to pay Hope Community Inc. \$250.00 plus the difference between the agreed upon unit cost and the cost it cost Hope Community Inc. to correct the problem.

Unless otherwise specified, the Contractor shall perform services between 9:00 A.M. and 5:00 P.M., five days per week, Monday through Friday.

I. Work Order Initiation

The Contractor does not have the right to refuse to perform any Work that is included within this Proposal.

Hope Community Inc. will notify the Point of Contact of a potential Work Order and schedule a conference call or a site meeting within the time frames specified in the Response Time section above. Meeting shall result in addressing the desired Scope of Work, presenting alternatives for performing the Work and value engineering, access to the Site and protocol for admission, hours of operation, staging area, requirements for equipment or materials for which the Contractor may be required to submit a cut sheet, technical data, shop drawings, or material samples for review/approval, construction duration, the presence of hazardous materials.

Contractor shall submit its signed proposal based on the agreed upon costs through Vendor Cafe within 24 hours, or as accepted by Hope Community Inc. in writing, of request for all Routine Calls. No other method of submitting proposals will be acceptable.

Modifications or change orders must be submitted through Vendor Cafe in a timely manner, within three days of Hope Community Inc's request or the Contractor discovering the change. Contractor shall submit all Request for Information regarding the issued Work Order through Vendor Cafe.

m. Access

For apartment renovations, the Point of Contact shall arrange for key pickup from Hope Community Inc. and shall submit a signed receipt for key pickup. The Point of Contact shall arrange to return all keys obtained by Contractor personnel for the performance of the apartment renovation and shall submit a signed receipt for their return. If the Contractor is given a grand master key, the Contractor agrees to rekey the building at its own expense if the master key is lost.

For all other work, Hope Community Inc. will meet the Contractor on site and provide access. The service technician must sign a sign-in log when entering and leaving the facility with the site superintendent. If this log is unavailable, the technician must email 2021MaintenanceRFP@hopeci.org.

n. Hazardous Material

If Contractor did not have receive a complete Hazardous Materials Report prior to starting Work, Contractor shall inform and request such report from Hope Community Inc.. In the event that, after the commencement of the Work, Contractor discovers materials or substances at the Site believed to be Hazardous which have not been removed or rendered harmless, the Contractor shall immediately stop Work in the affected area and promptly report the condition to Hope Community Inc. via email. The Work in the area reported as affected shall not thereafter be resumed until the Hazardous Materials Expert has certified that such Hazardous Material has been removed or rendered harmless and the Hope Community Inc. have determined and directed that the Work may be resumed.

o. Supplies and Materials

Unless otherwise specified, Contractor supplies, and materials shall be of industrial quality and most suitable type or grade for the respective work. The Contractor shall provide submittals to 2021MaintenanceRFP@hopeci.org.

In unoccupied units, the Contractor may leave its materials inside the apartment given that the Contractor stores supplies and materials in accordance with the manufacturer's recommendations, in a neat and organized fashion, takes full responsibility for any lost or stolen

supplies and materials that were left in the apartment and any damage caused by storing the material in the apartment.

In occupied units, no storage of supply or material is allowed even if the tenant communicates approval for the Contractor to leave its materials.

In common areas, storage of supply or material is not allowed if the Contractor is not on duty. When on duty, the Contractor must take all precautions to ensure safety.

p. Maintenance Requirements

All inspections, tests, maintenance services and repairs shall be carried out generally in accordance with the manufacturers' recommended instructions and to the satisfaction of the Hope Community Inc. and the housing company.

q. Documentation, Tracking, and Reporting

Maintenance Log: Unless agreed by Hope Community Inc. and the Contractor in writing as inapplicable, the Contractor must completely infill Maintenance Logs at each piece of equipment to provide technicians and in-house staff a quick understanding of the service status for each piece of equipment. The Contractor is responsible for ensuring all logs are completely and legibly filled. A picture of the updated Maintenance Log must be emailed to 2021MaintenanceRFP@hopeci.org within 6 hours of completion of service. A sample is attached.

Technician Report: The Contractor shall provide to 2021MaintenanceRFP@hopeci.org a complete task sheet in excel sheet listing the equipment serviced and its measurements, results and report of test analysis performed, if applicable whether equipment was calibrated, explanation of exactly what was done for every scheduled service call, recommendations for improvements, repairs, and replacements, and any safety hazards or possible environmental quality problems within 24 hours of completion of service. Any electronically acquired data regarding the service call must be attached with the Technician Report and emailed to 2021MaintenanceRFP@hopeci.org.

r. Protection of Tenant and Hope Community Inc. Property

The Contractor shall take special care to protect tenant and Hope Community Inc. property from damage or disfigurement. This includes but is not limited to furniture, hallways, walls, ceilings, floors, baseboards, and other surfaces. The Contractor shall return areas damaged because of work under this contract to their original condition, including but not limited to painting, refinishing, or replacement, if necessary.

s. Work Site Clean Up

The Contractor shall keep all supplies, equipment, tools, and machines out of traffic lanes or other areas where they might create a hazard. At the end of each work period, the Contractor shall secure all supplies, equipment machines, and tools in closets or other areas provided for this purpose. Unless the contractor receives written approval from Hope Community Inc., any chemicals brought on site shall be removed by the Contractor, along with any waste associated with them, and hazardous chemicals shall not be put into the buildings waste stream.

t. Work Deficiencies

If the Contractor defaults or neglects to carry out the Work in accordance with the Work Order, Terms and Conditions, and Specifications and fails within seven (7) day period after receipt of written notice from Hope Community Inc. to commence and continue correction of such default or neglect to provide a plan to Hope Community Inc. setting forth a reasonable timeframe, within two weeks, that Work will be commenced, unless otherwise agreed to by the Contractor and Hope Community Inc., Hope Community Inc. may after such seven (7) day period give the Contractor a second written notice to correct such deficiencies within a three (3) day period. If the Contractor within such three (3) day period after receipt of such second notice fails to

commence and continue to correct any deficiencies, Hope Community Inc. without prejudice to other remedies it may have, correct such deficiencies. In such case, an appropriate Change Order shall be issued deducting from payments then or thereafter due to Contractor for the reasonable cost of correcting such deficiencies. If payments then or thereafter due to the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to Hope Community Inc..

u. Warranty/Guarantee

The Contractor agrees that materials and equipment furnished under this agreement will be new and of good quality, and that the material and equipment will be free from defects. The Contractor agrees that the Work will conform to the requirements of the Specifications, in a good and workmanlike manner. The Contractor is required to cure any defect discovered by Hope Community Inc. during the one-year period, or more per the specifications.

v. Payments

The Contractor shall invoice Hope Community Inc. via Vendor Café after services are rendered and accepted. The invoices submitted must include the purchase order, hours worked, technician report, services performed, and if applicable, invoices for materials purchased. Invoices must be received within 90 days of service, after which they will not be paid. The Contractor shall not email to inquire about the status of payment. The Contractor must check Vendor Café for status of invoice(s), where the latest status updates are available. If the Work is accepted and all necessary paperwork is received, a payment is generally issued within sixty (60) days.

w. Lien Waivers

The Contractor shall pay for all labor and materials furnished to the Project and cause all mechanics liens, materialmens liens, or similar liens filed with respect to the Project to be promptly discharged in accordance herewith.

x. Data

All correspondence, reports, plans, processes, and contract related data shall be in electronic format. All data and documents generated by the Contractor under this contract is Hope Community Inc.'s property.

y. Successors and Assigns

Contractor shall not be permitted to assign this Agreement or to subcontract any of its obligations hereunder without the prior written consent of Hope Community Inc., which may be withheld for any or no reason. If Hope Community Inc., consents to any subcontracting by Contractor, each subcontractor shall be required to maintain the same kinds of insurance, with the same minimum coverages, as are required of Contractor hereunder and each subcontract shall impose on the subcontractor the same obligations with respect to the indemnification and defense of the Indemnitees as are set forth in this Agreement.

z. Indemnification

To the fullest extent permitted by law, Client shall defend, indemnify, and hold Hope Community Inc. and its members, principals, officers, employees, agents, representatives, consultants, successors, and assigns harmless from and against any and all claims, damages, liabilities, judgments, awards, costs and expenses (including, without limitation, reimbursement of attorney's fees, expert witness fees, and court costs) incurred either as a defendant or witness arising out of all claims in connection with this Agreement, the Project or the Services.

aa. Termination

Hope Community Inc. may terminate this Agreement at any time, with or without cause, on not less than five (5) days written notice to the Contractor. Upon termination of this Agreement, or upon Hope Community Inc.'s earlier request, Contractor will immediately deliver to Hope

Community Inc., and will not keep in Contractor's possession, recreate, or deliver to anyone else, any and all Hope Community Inc. property, including, but not limited to, Confidential Information, all devices and equipment belonging to Hope Community Inc., all electronically-stored information and passwords to access such property, and any reproductions of any of the foregoing items that Contract may have in Contractor's possession or control.

The Contractor may elect to withdraw from the Agreement. In the event the Contractor elects to withdraw from the Agreement, it must provide Hope Community Inc. with sixty (60 days) written notice of its intent to withdraw. The Contractor is obligated to perform until the date of the termination.

In the event, this Agreement is terminated by either party, neither party shall have any further liability nor obligation to the other as of the date of termination set forth in the termination notice.

bb. Notice

All notices related to this Agreement shall be in writing and sent to the Director of Maintenance and Operations, 174 East 104th Street, New York, NY 10029. The Contractor agrees that written notices sent to the Point of Contact is proper notice.

cc. Survival

The provisions of this Agreement, except for Hope Community Inc.'s scope, shall survive the expiration or termination of this Agreement.

dd. Severability

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

ee. Waiver

No action or failure to act by a party hereto, including any failure to insist upon strict performance of any provisions contained in this Agreement, shall constitute a waiver of any rights, privileges or remedies afforded said party under this Agreement or at law or in equity, nor shall any action or failure to act by a party constitute an approval of or acquiescence in any default by a party hereto, unless otherwise provided in this Agreement. No waiver of any provisions of or default under this Agreement shall affect the right of any party thereafter to enforce provisions or to exercise any right or remedy in the event of any other default, whether similar.

ff. Rules of Interpretation

The headings set forth herein are for the convenience of the parties only and shall not be used to interpret the meaning of the Agreement. Each party agrees that it has been represented by counsel and has participated in the negotiation of this Agreement. This Agreement shall not be construed against either party on the theory that such party drafted this Agreement. In the event any provision of this Agreement shall be invalid, illegal, or unenforceable, the validity, legality or enforceability of the remaining provisions shall not in any way be affected thereby.

gg. Amendments

This Agreement may not be modified, amended, or revised, except by written instrument signed by each of the parties hereto.

hh. Complete Agreement

This Agreement including the Exhibits attached hereto, which are incorporated herein by this reference, supersedes all prior agreements between the parties with respect to its subject matter and constitutes a complete and exclusive statement of the terms of the agreement between the parties with respect to its subject matter. If there is a conflict between the Insurance, Terms and Conditions, Specifications, and Cost Trade Breakdown the most stringent shall govern.

3. SPECIFICATIONS



14 - Elevator Specifications

A. Term

- a. Standard five-year preventative maintenance agreement designed to extend equipment life, starting on the date of the initial maintenance.

B. Work Included

- a. Elevator Work includes all labor, materials, equipment, and services necessary to complete the elevator installation, repair, or maintenance as specified herein.

C. Response Time

- a. When a passenger is trapped in an elevator, a quicker response time is required. A technician must be at the site within one hour of contact from Hope Community Inc. where this emergency service is required. This service is required 24 hours a day, seven days a week, weekends and holidays included.

D. Submittals

- a. Product data including capacities, sizes, performances, operations, safety features, finishes, and similar information. Include product data for car enclosures, hoistway entrances, and operation, control, and signal systems.
- b. Shop Drawings: If applicable:
 - i. Include plans, elevations, sections, and large-scale details indicating service at each landing, machine room layout, coordination with building structure, relationships with other construction, and locations of equipment.
 - ii. Include large-scale layout of car-control station and standby power operation control panel.
 - iii. Indicate maximum dynamic and static loads imposed on building structure at points of support, and maximum and average power demands.
- c. Samples for Verification: For exposed car, hoistway door and frame, and signal equipment finishes; 3" square samples of sheet materials, and 4" lengths of running trim members.
- d. Operations and Maintenance Data: Provide the following.
 - i. Complete information on care, maintenance, and adjustment data on repair and replacement parts, and information on preservation of finishes.
 - ii. Include diagnostic and repair information available to manufacturers and installers maintenance personnel.
 - iii. Catalog pages for each product.
 - iv. Name, address, and phone number of local representatives for each manufacturer.
 - v. As installed wiring diagrams.

- vi. Copy of warranties including appropriate reference numbers for manufacturers to identify project.
- e. Provide 3 business days for review and approval of submittals. Contractor warrants by submitting a submittal that the submitted item is compatible with the existing system. Any prior approval of an alternate system does not exempt the supplier from meeting the intent of these specifications. If the alternate system fails to provide all the requirements specified in this document, the Contractor shall be responsible for all costs associated with the removal and replacement of said equipment.
- f. All submittals shall be provided to 2021MaintenanceRFP@hopeci.org..
- g. Contractor shall maintain and provide Technician Report noting all examinations, callbacks, and repairs.

E. Quality Assurance

- a. Contractor must consider equipment type, component life, equipment usage, and building environment to plan maintenance activities in advance.
- b. Single Source: Equipment furnished under the terms of this specification shall be the standard product of a single manufacturer.
- c. Coordination of Work: Ensure compatibility of total systems.
- d. Contractor: A firm with not less than 5 years of successful experience in elevator installation or maintenance.
- e. Service Personnel: Qualified, skilled, and experienced tradesmen in elevator service and repair with record of successful in-service performance for installing elevator similar in quantity, type, quality to that indicated for this Project. All crews dispatched to locations under this contract must maintain at minimum one journeyman mechanic who possess a current license with the State of New York, and who is qualified and experienced with the elevators and control systems to be serviced.
- f. Seismic Qualification Certificates shall be provided for elevator equipment, accessories, and components, from manufacturer.
 - i. Basis for Certification: Indicate whether withstand certification is based on actual test of assembled components or on calculation.
 - ii. Dimensioned Outline Drawings of Equipment Unit: Identify center of gravity and locate and describe mounting and anchorage provisions.
 - iii. Detailed description of equipment anchorage devices on which the certification is based and their installation requirements.
- g. Manufacturer Certificates: Signed by elevator manufacturer certifying that hoistway, pit, and control closet layout and dimensions, as shown on Drawings, and electrical service as shown and specified, are adequate for elevator systems being provided.
- h. Warranty: Manufacturer warranty for a replaced part for the duration of its life expectancy and Labor warranty for the replaced part for a period of at least one year. The Contractor's warranty covers defective material and workmanship.
- i. Leveling Tolerance: 1/8 inch, up or down, regardless of load and travel direction.

F. Job Conditions

- a. Contractor shall perform all the work, which may be required to remove violations or to comply with recommendations of public administrative agencies or departments and casualty companies resulting from normal wear. It is understood that the Contractor had ample time to check the Department of Buildings and the Elevator Division for existing violations, and that this cost is included within the yearly maintenance service.

G. Delivery and Storage

- a. Deliver, store, and handle materials, components, and equipment in original, new, and unopened packages and containers bearing manufacturer's name and label.
- b. Store materials, components, and equipment off ground, under cover, and in a dry location.
- c. Promptly replace products damaged during shipping.
- d. Maintain manufacturer recommended environmental conditions throughout storage and installation periods.
- e. Provide secure lock-up for products delivered to Project, but not yet installed. Control handling and installation of items so that completion of Work will not be delayed by losing material both before and after installation.
- f. Handle materials in manner to avoid damage, marring, or scratching. Correct, replace, or repair products damaged during Work.

H. Materials

- a. Subject to approval, Contractor may provide products by the following manufacturers:
 - i. Motion Control Eng. (MCE)
 - ii. Schindler Elevator Corp
 - iii. ThyssenKrupp Elevator
 - iv. OTIS Elevator Corp
 - v. KONE Inc
 - vi. Fujitec America Inc.
- b. Maintain a supply of frequently used replacement parts, lubricants, contacts, coils, leads, generator brushes, wiping materials and other minor parts required for routine maintenance and restoration of service following a minor shutdown.
- c. Maintain or have an immediate access to a supply of major spare lending parts (non-proprietary) available, such as motors, generators, armatures, for temporary use in an emergency. Major lending parts shall be at a location from which the Contractor can secure them as quickly as possible but not to exceed overnight shipping.
- d. Replacement parts furnished under this Agreement shall be original equipment manufactured or if unavailable specifically selected to ensure compatibility with the existing elevator parts, components, and equipment. All replacement parts shall be new.

I. Safety

- a. Furnish and install using safety methods and equipment to comply with the applicable Federal, State, and local laws and regulations.
- b. Contractor is responsible to ensure potential impact of electrical work on the installers and on others involved in and adjacent to the work zone.
- c. Contractor to conform to the most stringent guidance of the applicable manufacturer's Material Safety Data Sheets or local regulations.
- d. Take necessary precautions to protect personnel and property from hazards due to fails, injuries, toxic fumes, fire, explosion, or other harm.
- e. Contractor must follow 29 C.F.R 1910.147, which also requires that a service provide inform customer of their respective lock out/tag out procedures.

J. Inspection

- a. Examine areas and conditions of work and notify HOPE Community Inc. in writing of conditions detrimental to proper installation and maintenance. Proceed with work after unsatisfactory conditions have been corrected.
- b. Starting of elevator maintenance work will be construed as Contractor's acceptance of surfaces and conditions within any area.
- c. Periodic Inspections: The Contractor certifies that it is competent, licensed, and approved elevator inspector to perform annual elevator tests under New York law. In accordance with NYC Rules and Regulations, The Contractor agrees to perform the following:
 - i. CAT1 – Each year perform no load safety test
 - ii. CAT 3 – Every three years from the date of installation perform test on water hydraulic elevators
 - iii. CAT 5 – Perform with rated load and speed every five years from the date of installation Under New York law.

Hope Community Inc. is responsible to pay for a third-party witness. The Contractor shall request the third-party witness at least 3 weeks prior to performing the above noted tests.

K. Permits

- a. The Contractor shall obtain and pay for necessary Municipal or State Inspection or Permit as required by the elevator inspection authority, and make such tests as are called for by the regulations or such authorities. These tests shall be made in the presence of such authorities or their authorized representatives, as applicable. Permit fees and any applicable third-party reports is the responsibility of the Contractor.

L. Preparation

- a. The Contractor is wholly responsible for the finished appearance and satisfactory use of the elevator.
- b. Perform preparation in accordance with elevator manufacturer's instructions and as herein specified.
- c. Advise Hope Community Inc., and authorities having jurisdiction in advance of dates and times that tests are to be performed on elevators.

M. Maintenance

- a. Regulatory Requirements: Comply with the New York City Building Code and ASME A17.1-2004 with A17.1a-2005 Addenda and A17.1s supplement.
- b. Accessibility Requirements: Comply with Section 407 in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines and with ICC A117.1.
- c. Seismic Performance: Elevator systems shall withstand the effects of earthquake motions determined per ASCE/SEI 7 and shall comply with elevator safety requirements for seismic risk in ASME A17.1/CSA B44. The term "withstand" means "the system will remain in place without separation of any parts when subjected to the seismic forces specified and the system will be fully operational after the seismic event
- d. Complete system shall be installed in strict compliance with manufacturers recommendations.
- e. If applicable, lubricate operating parts of systems, including ropes, as recommended by manufacturers.

- f. If applicable, set sills flush with finished floor surface at landing. Fill space under sill solidly with nonshrink, nonmetallic grout.
- g. Always maintain the standard efficiency, safety, capacity, and speeds of elevators as designed and installed by the manufacturer, including acceleration and retardation, speed in feet per minute, with or without full load, floor to floor time and door openings and closings. The leveling of all elevators shall adhere to the standards identified by the ANSI Code.
- h. Elevators starting, acceleration, stopping and leveling will be smooth and free from jars or bumps. Full speed riding shall be without swaying or vibration. Contractor to 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.

N. Protection, Clean-Up, and Inspection

- a. Protection: Protect all adjacent work and materials including tenants' belongings, if applicable, against damage by suitable covering or other method prior to and during progress of work. Correction of work and damages, INCLUDING HOLES CREATED BY THE CONTRACTOR, is Contractor's sole cost and responsibility. If tenant belonging is on the way of work, do not remove, relocate, or touch any tenant belongings, instead inform Hope Community Inc. for arrangements.
- b. Clean-Up: During progress of work, remove from site discarded materials at the end of each workday.
- c. Upon completion of work, the Contractor shall provide Hope Community Inc. with a signed statement that the system has been wired, tested, and functions properly according to the specifications.
- d. Nothing herein contained shall be construed to relieve the Contractor from furnishing a complete and acceptable electrical wiring system in all its categories.
- e. Hope Community Inc. will reject any materials or labor, which are or may become detrimental to the accomplishment of the intentions of these specifications.

4. COST BREAKDOWN



Building Address:

Elevator Manufacturer:

ELEVATOR SCOPE COST SHEET			
Description	Specification	Unit	Quantity
Labor			
Elevator Technician		HR	1
Overtime Elevator Technician		HR	1
HVAC		HR	1
Overtime HVAC Technician		HR	1
Helper		HR	1
Overtime Helper			
Electrician		HR	1
Overtime Electrician		HR	1
Preventative Maintenance including but not limited to the following:		Montly	1
Check and update circuit charts			
Function test of system			
Lubricate bearing of drums, pulleys, pallets rollersand other moving parts			
Furnish and install lubricating oil for the lubricating pump			
Clean motor gearbox			
Test intercom and alarm control.			
Inspection of electrical controls			
<p>maintain at all times the standard efficiency, safety, capacity, and speeds of elevators as designed and installed by the manufacturer, including acceleration and retardation, speed in feet per minute, with or without full load, floor to floor time and door openings and closings. The leveling of all elevators shall adhere to the standards identified by the ANSI Code.</p> <p>Elevators starting, acceleration, stopping and leveling will be smooth and free from jars or bumps. Full speed riding shall be without swaying or vibration. Contractor to 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.</p> <p>All repairs necessary due to normal wear and tear</p>			
Periodic Inspections & Tests			
Annual elevator mainline disconnect service		EA	1
Periodic 1 year Inspection & CAT1 Test		EA	1
Periodic 3 year Inspection & CAT3 Test		EA	1
Periodic 5 year Inspection & CAT5 Test		EA	1
Firefighters Servie Test		EA	1

Inspection		EA	1						
Testing		EA	1						
Certification		EA	1						
				Check Box if Included in the Periodic Inspections			Check Box If Included Under Preventative Maintenance	Unit Cost if Not Covered Under Preventative Maintenance	
				1 Year	3 Year	5 Year		Replace	Repair
Machine									
Worm		EA	1						
Gear		EA	1						
Thrust bearings		EA	1						
Sheave shaft bearings		EA	1						
Drive Sheaves		EA	1						
Brake pulleys		EA	1						
Brake coil		EA	1						
Brake linings		EA	1						
Brake Contacts		EA	1						
Components		EA	1						
Dashpots		EA	1						
Rail Imbeds		EA	1						
Motor									
Windings		EA	1						
Bearings		EA	1						
Rotating element		EA	1						
Commutators		EA	1						
Brushes		EA	1						
Brush holders		EA	1						
Hydraulic Jack Unit		EA	1						
Motor Generator									
Windings		EA	1						
Bearings		EA	1						
Rotating element		EA	1						
Commutators		EA	1						
Brushes		EA	1						
Brush holders		EA	1						
Controller									
Control Board		EA	1						
Dispatching and power equipment		EA	1						
Selectors		EA	1						
All relays		EA	1						
Solid state components		EA	1						
Computer components		EA	1						
Dispatching Equipment									
All relays		EA	1						
Resistors		EA	1						
Contacts		EA	1						
Coils		EA	1						

Leads		EA	1						
Fuses		EA	1						
Transformer		EA	1						
Transducer		EA	1						
Timing devices		EA	1						
Solid state components		EA	1						
Selector									
All electrical or mechanical drive components		EA	1						
Cams		EA	1						
Contacts		EA	1						
Relays		EA	1						
Resistors		EA	1						
Leads		EA	1						
Transformers		EA	1						
Solid state components		EA	1						
Governor									
Sheave		EA	1						
Bearings		EA	1						
Shafts		EA	1						
Contacts		EA	1						
Governor jaws		EA	1						
Deflector or secondary sheaves		EA	1						
Car and counterweight buffers		EA	1						
Car and counterweight guide rails		EA	1						
Car and counterweight sheave assemblies		EA	1						
Top and bottom limit switches		EA	1						
Governor tension sheave assemblies		EA	1						
Compensating sheave assemblies		EA	1						
Pumps									
Pump motors		EA	1						
Operating valves		EA	1						
Valve motors		EA	1						
Leveling valves		EA	1						
Plunger packings		EA	1						
Exposed piping		EA	1						
Above ground plungers and cylinders		EA	1						
Hydraulic fluid tanks		EA	1						
Hoistway Equipment									
Buffers		EA	1						
Compensating sheave assemblies		EA	1						
Compensating cable or chains		EA	1						
Counterweight safeties		EA	1						
Guide shoes		EA	1						
Selector Heads		EA	1						
Hoistway enclosure		EA	1						
Hoistway door panel		EA	1						
Hoistway door frames		EA	1						

Elevator car enclosures		EA	1						
Removable Panels	SST Panels	LF	1						
Car Gates		EA	1						
Plenum chambers		EA	1						
Hung ceiling	SST Panels	LF	1						
Handrails		EA	1						
Guardrails									
Mirrors		EA	1						
Light diffusers		EA	1						
Fixtures and bulbs		EA	1						
4' Flourescent Lights in Shaft		EA	1						
Recessed 6" Lights		EA	1						
Emergency lighting including battery		EA	1						
Car Sill		LF	1						
Aluminum sill		LF	1						
Car Flooring and Platform		EA	1						
Flooring Finish - 12x12 VCT		SF	1						
Flooring Finish - 3'3' Industrial Tile		SF	1						
Obsolete Components		EA	1						
Operating Station Cover Plate		EA	1						
Operating Station Plastic Insert		EA	1						
Braille and Tactile Plates		EA	1						
Emergency hatch		EA	1						
Furnish									
Lubricants		EA	1						
Lubricate Sheaves		LS	1						
Lubricate Rails		LS	1						
Lubricate Belts		LS	1						
Lubricate Ropes		LS	1						
Lubricate Car		LS	1						
Lubricate CWT Guides		LS	1						
Safety Devices									
Examination		EA	1						
Cleaning									
Base machinery of the elevator located in the motor room		EA	1						
Door operating mechanism on the top of the car		EA	1						
Miscellaneous									
Replace ropes		LF	1						
New car seal		LF	1						
Instruction or warning signs in connection with the use of the equipment by passengers.		LS	1						
Elevator									
Hydraulic elevator	Schindler - open front and back	LS	1						
	Schindler Elevator Corp	LS	1						
	Motion Control Eng (MCE)	LS	1						
	ThyssenKrupp Elevator	LS	1						
	OTIS Elevator Corp	LS	1						
	KONE Inc	LS	1						
	Fujitec America Inc.	LS	1						

5. ADDRESSES

- 8 East 110th St, New York, NY
- 8 West 118th St, New York, NY
- 129 East 123rd St, New York, NY
- 159 East 103rd St, New York, NY
- 160 East 100th St, New York, NY
- 164 East 122nd St, New York, NY
- 171 East 109th St, New York, NY
- 311 East 111th St, New York, NY
- 335 East 105th St, New York, NY
- 426 East 115th St, New York, NY



QUALIFICATIONS SHEET

General:	Yes/No	Please note if there is an attachment
Will you do a thorough assessment of the building before signing the contract?		
Will you modify the basic contract to fit the requirements of the building?		
Do you have supporting documentation showing how various tasks are performed? Is there a policy/procedures manual defining each O&M task, describing the methods used for accomplishing the task. If so, please attach the manual.		
Will you provide a detailed service plan as part of the contract, stating what services will be performed, at what frequency, and the time it takes to complete the service? If yes, please attach.		
Will you provide an itemized list of hourly rates for labor by skill level and cost of parts for each service performed?		
Do you have a maximum response time for emergencies (in hours)?		
Will you provide references from a one year customer, a three year customer, and two customers of five or more years? If yes, please attach.		
Do you have several customers who have contracted with you for five or more years?		
Company Information:	Response	
What percentage of your business is maintenance service?		
How long has the Company been in business?		
How many company cars do you have?		
If applicable, is your test instrument calibrated at least annually?		
If applicable, is your calibration methods in accordance with the Bureau of National Standards?		
Service Personnel:	Response	Please note if there is an attachment
Will you commit the same two or three service personnel continuously to the maintenance of the building?		
What is the level of skill of service personnel who will perform the work for the building?		
Will you have capable service personnel available 24 hours a day, 365 days per year?		
Will you provide resumes for the primary service personnel assigned to the building?		
What is the employee turnover rate?		
If applicable, does the service personnel have all certifications and licenses required to perform the work?		
What qualifications and training are the service personnel required to have?		
Is the service personnel factory trained on the buildings brand of equipment and control system? If not, what training do they have?		
Does the service personnel have the access and the ability to use applicable tools to perform work?		
Is the service personnel required to wear clean company uniforms with name tags?		

