



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

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## ADDENDUM # 1: Inspection, Testing, Maintenance and Repair of Elevator, Escalator & Platform Lift Systems

Date of Addendum: 6/28/24

### NOTICE TO ALL BIDDERS AND PLANHOLDERS

The Bid Documents for the above-referenced Project are modified as set forth in this Addendum. The original Bid Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Bid Documents. Vendors will take this Addendum into consideration when preparing and submitting a bid, and will acknowledge receipt of this Addendum in the space provided in the Bid Documents.

### BID SUBMITTAL DEADLINE

The bid submittal time has not been changed.

### 1.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the Bid Documents.

Item	Questions and Answers
1.1	Important Information – Replaces completion dates in BID document <ol style="list-style-type: none"> <li>1. <b>Escalators:</b> 11/01/2024 thru 4/01/2025</li> <li>2. <b>Large Freight Elevator:</b> 11/03/2024 thru 2/08/2025</li> <li>3. <b>Small Freight Elevator:</b> Fall/ winter of FY26</li> <li>4. <b>North Passenger Elevator:</b> 2/05/2025 thru 3/31/2025</li> <li>5. <b>South Passenger Elevator:</b> Fall/ winter of FY26</li> </ol>
1.2	Should there be any ambiguity in the contract language, prospective bidders are hereby notified that the intent of the contract is for the Vendor to provide all inspection, maintenance, testing and repair services required to ensure reliable, safe and code complaint operation of the Town’s elevator, escalator and platform lift systems. Furthermore, except for those items identified under the exclusions in paragraph 7 of the Scope of Work, all inspection, testing, maintenance and repairs will be the sole financial responsibility of the Vendor.

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City Hall – (410) 289-8221 • FAX – (410) 289-8703

1.3	<p>Per item 10.1 of Scope of Work, the Town reserves the right to add, terminate or defer services on any system. Four facilities are currently under construction. Contract services will not be initiated until their construction is complete and any construction or maintenance warranty has expired. Anticipated construction completion dates are as indicated below. Schedule is subject to change.</p> <ul style="list-style-type: none"> <li>a. Fire Station #3: October 2024</li> <li>b. Life Saving Museum: June 2025</li> <li>c. OCPD Downtown Substation: July 2025</li> <li>d. Skate Park Admin Bldg: June 2025</li> </ul>
1.4	<p>Four Convention Center systems are slated for modernization. Maintenance on these systems will be deferred during modernization and contract services will not be initiated until their modernization is complete and any maintenance warranty has expired. Anticipated dates are as indicated below. Schedule subject to change.</p> <ul style="list-style-type: none"> <li>a. Escalators: 11/01/2024 thru 4/01/2025</li> <li>b. Large Freight Elevator: 11/03/2024 thru 2/08/2025</li> <li>c. Small Freight Elevator: Fall/ winter of 2025</li> <li>d. North Passenger Elevator: 2/05/2025 thru 3/31/2025</li> <li>e. South Passenger Elevator: Fall/ winter of 2025</li> </ul>
1.5	<p>Convention Center Escalators are currently sealed-out. They will not be back online until modernization is complete. Their registration numbers are subject to change upon completion of modernization.</p>
1.6	<p>Any ancillary elevator subsystem system including any items a pit or machine room are the contractor's responsibility. If it is identified deficient by either 3rd party QEI or the State and is part of or serves the elevator, escalator or platform lift system, it will be the sole responsibility of the Vendor to address/resolve deficiency.</p>
1.7	<p>PDF copies of competed maintenance checklists for each system shall accompany monthly maintenance invoices. Invoice payment shall be withheld until all maintenance documentation is provided by Vendor.</p> <ul style="list-style-type: none"> <li>a. See item 13.1.1 in Scope of Work for details pertaining to format of maintenance invoices.</li> <li>b. With respect to paragraph 3.2 of Scope of Work, PDF forms of maintenance checklists will be emailed to prospective bidders prior to bid date. Example hardcopies handed out during pre-bid meeting.</li> </ul>
1.8	<p>Per item 3.4 in Scope of Work, Vendor shall provide 24/7 elevator phone monitoring with two-way communication capability per ASME A17. Vendor shall reprogram all elevator phone dialers accordingly within one week of contract commencement.</p>
1.9	<p>Should services be required to address issues identified as Exclusions per paragraph 7 of Scope of Work, travel time is explicitly excluded per item 10.6 of Scope of Work.</p>

**END OF ADDENDUM**

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# ELEVATOR, ESCALATOR & WHEELCHAIR LIFT MAINTENANCE FORM

## SITE INFORMATION

Site Name, Site Address and Primary Site Contact

## INSPECTION & MAINTENANCE PERFORMED BY

Vendor Name	Vendor Street Address	Vendor City, State and Zip Code
_____	_____	_____
Vendor Phone #	Inspection Date & Time	Job #
_____	_____	_____
Elevator Mechanic Name	Elevator Mechanic License #	Periodic Maintenance Category
_____	_____	_____

## ELEVATOR/ ESCALATOR/ PLATFORM LIFT SYSTEM INFORMATION

Unit Name and/or Registration #	Type	Capacity (lbs.)
_____	_____	_____

## SUMMARY OF OVERALL SYSTEM CONDITION

Is The System Deficient? \_\_\_\_\_ Deficiency Priority: \_\_\_\_\_

**Comments, Observations, Recommendations, or Description of Deficiencies:**

Elevator Mechanic Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ESCALATOR PM TASKS

CONTROLLER	FREQUENCY
Inspect condition and function of Controller PCB Rechargeable Battery	MONTHLY
INCINE SECTION	FREQUENCY
Inspect fastening, adjustment and function of Broken Step & Chain Wheel Control Contact	MONTHLY
Inspect Brush Guard for wear	MONTHLY
While running, observe escalator exterior for unusual noise or running qualities	MONTHLY
Check tension, wear, noise and vibration of Handrail Drive Chain. Adjust per manufacturer requirements as needed.	MONTHLY
Check/ adjust Handrails per manufacturer requirements as needed	MONTHLY
Check Handrails for wear, noise, vibration and temperature	MONTHLY
Inspect condition and function of Skirt Panel Lighting. Clean as needed.	MONTHLY
Check condition and elongation of Step Chain. Adjust per manufacturer requirements as needed.	MONTHLY
Check Step Chain Roller for wear, noise, vibration and free rotation	MONTHLY
Inspect fastening, adjustment and function of Step Chain Roller Monitoring Switch	MONTHLY
Check step clearances, elongation, noise and vibration of Step Roller	MONTHLY
Check Steps for wear, noise, vibration and free rotation	MONTHLY
LOWER LANDING INSIDE	FREQUENCY
Inspect condition and function of Circuit Breaker (Plug/Switch)	MONTHLY
Inspect fastening, adjustment and function of Floor Plate Control Switch. Adjust per manufacturer requirements as needed.	MONTHLY
Inspect condition and function of Inspection Device	MONTHLY
Clean and remove debris and water from Lower Landing if present	MONTHLY
Inspect fastening, adjustment and function of Tension Carriage (Spring)	MONTHLY
Inspect condition and function of Tension Carriage Shaft	MONTHLY
LOWER LANDING OUTSIDE	FREQUENCY
Inspect condition and function of Combplate Safety Device	MONTHLY
Check Comb screws, replace Combs if more than two teeth are broken	MONTHLY
Inspect condition and function of Control Panel	MONTHLY
Inspect Floorplate & Frame visually for wear (tripping hazard)	MONTHLY
Inspect Handrail Entry Device condition and function	MONTHLY
Inspect Handrail Guidance Curve visually for wear	MONTHLY
Inspect Key Operated Start Switch condition and function	MONTHLY
Inspect Newel Bow condition, check for noise and wear of bearings	MONTHLY
Clean Newel Bow	MONTHLY
Inspect Stop Button condition and function	MONTHLY
Inspect Traffic Light/ Direction Indicator condition and function	MONTHLY
MACHINE	FREQUENCY
Inspect Brake condition and adjustment	MONTHLY
inspect Brake Lever for movement & adjustment	MONTHLY
Inspect Brake Lifting Device condition and function	MONTHLY
Inspect Brake Lifting Wear Contact condition and function	MONTHLY
Visual inspection of Brake Lining, wear and braking distance requirements	MONTHLY
Check Gearbox Machine oil level, sealing and unusual noise	MONTHLY
Check Transmission Gear oil level, sealing and unusual noise	MONTHLY
MACHINE ROOM	FREQUENCY
Inspect Automatic Oil Lubrication (Proximity Switch, Nozzles, Brushes, Relays) for oil leakage, adjustment and function	MONTHLY
Inspect Floorplate Control Switch fastening, adjustment and function	MONTHLY
Inspect Inspection Device condition and function	MONTHLY
Clean Machine Room	MONTHLY
Inspect Main Drive Chain condition and function	MONTHLY
Inspect Main Drive Chain Control Contact fastening, adjustment and function	MONTHLY
Inspect Main Switch, Circuit Breaker, Plug/Switch condition and function	MONTHLY
UPPER LANDING OUTSIDE	FREQUENCY
Inspect Combplate Safety Device condition and function	MONTHLY
Check Comb screws, replace Combs if more than two teeth are broken	MONTHLY
Inspect Control Panel condition and function	MONTHLY
Inspect Floorplate & Frame visually for wear (tripping hazard)	MONTHLY

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### KEY

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## ESCALATOR PM TASKS

UPPER LANDING OUTSIDE <i>(continued)</i>	FREQUENCY
Inspect Handrail Entry Device condition and function	MONTHLY
Inspect Key Operated Start Switch condition and function	MONTHLY
Inspect Newel Bow condition, check for noise and wear of bearings	MONTHLY
Clean Newel Bow	MONTHLY
Inspect Stop Button condition and function	MONTHLY
Inspect Traffic Light/ Direction Indicator condition and function	MONTHLY
Inspect condition of Warning Signs & Symbols	MONTHLY
INCLINE SECTION	FREQUENCY
Inspect condition and adjustment of Handrail Drive System	QUARTERLY
Check Handrail Drive Tensioning Sprocket/ Bearings for wear, noise and vibration	QUARTERLY
Check Handrail Guide Rollers for wear, noise and vibration	QUARTERLY
Inspect condition of Handrail Length Compensation and adjust per manufacturer's requirements as needed	QUARTERLY
Inspect condition of Turnaround Track	QUARTERLY
Check Unloading Track for wear, noise and vibration	QUARTERLY
LOWER LANDING INSIDE	FREQUENCY
Inspect condition, fastening and adjustment of Broken Step Chain Device. Adjust per manufacturer requirements as needed.	QUARTERLY
INCLINE SECTION	FREQUENCY
Inspect condition and function of Broken Handrail Contact	SEMI-ANNUALLY
Inspect condition and function of Handrail Lifting Control Device	SEMI-ANNUALLY
Inspect condition and function of Handrail Speed Monitoring Device	SEMI-ANNUALLY
Inspect condition and function of Heating	SEMI-ANNUALLY
Inspect condition and function of IPS/ ARS	SEMI-ANNUALLY
Inspect condition and function of Missing Step Device	SEMI-ANNUALLY
Check Sensor ANSS signal	SEMI-ANNUALLY
Visually inspect Skirt Panel for noise, vibration and skirt gap clearance. Adjust per manufacturer requirements as needed.	SEMI-ANNUALLY
Inspect condition and function of Step Trailer Wheel Contact	SEMI-ANNUALLY
LOWER LANDING INSIDE	FREQUENCY
Inspect condition and function of Heating	SEMI-ANNUALLY
Check condition of Oil Separator (Old Oil). Clean and fill as needed	SEMI-ANNUALLY
LOWER LANDING OUTSIDE	FREQUENCY
Inspect Comb Lighting visually for function	SEMI-ANNUALLY
Inspect function of Intermittent Operation Switch	SEMI-ANNUALLY
Inspect condition and function of Under Step Lighting	SEMI-ANNUALLY
MACHINE	FREQUENCY
Inspect Coupling for noise, wear and vibration	SEMI-ANNUALLY
Clean Machine as required	SEMI-ANNUALLY
Check Motor Bearings noise, vibration and temperature	SEMI-ANNUALLY
Inspect condition and function of Non-Reversal Device	SEMI-ANNUALLY
MACHINE ROOM	FREQUENCY
Check Automatic Oil Lubrication (Proximity Switch, Nozzles, Brushes, Relays) oil level	SEMI-ANNUALLY
Inspect Emergency Brake Switch fastening, adjustment and function	SEMI-ANNUALLY
Inspect Heating condition and function	SEMI-ANNUALLY
Check Main Drive Bearing condition and noise	SEMI-ANNUALLY
Inspect Main Drive Shaft for noise and vibration	SEMI-ANNUALLY
Check Main Drive Sprocket condition	SEMI-ANNUALLY
Inspect Main Drive Sprocket Dampers for noise, wear and vibration	SEMI-ANNUALLY
UPPER LANDING OUTSIDE	FREQUENCY
Inspect Comb Lighting visually for function	SEMI-ANNUALLY
Inspect function of Intermittent Operation Switch	SEMI-ANNUALLY
Inspect condition and function of Under Step Lighting	SEMI-ANNUALLY
CONTROLLER	FREQUENCY
Check Controller cleanliness, condition and function of contactors, relays, fuses, auxilliary switch, resistor, elec. Board.	ANNUALLY

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## ESCALATOR PM TASKS

INCLINE SECTION	FREQUENCY
Check Step-Step adjust gaps between step risers	ANNUALLY
Clean Track System as required	ANNUALLY
LOWER LANDING INSIDE	FREQUENCY
Check fastening of Snap Pins, Step Bushings Safety Bolt, Retaining Ring and Pin. Lubricate per manufacturer's requirements	ANNUALLY
Lubricate Tension Carriage (Spring) per manufacturer's requirements	ANNUALLY
Inspect condition of Tension Carriage Bearing. Check for noise. Lubricate per manufacturer's requirements	ANNUALLY
LOWER LANDING OUTSIDE	FREQUENCY
Clean Comb lighting	ANNUALLY
Inspect Complate visually for wear (tripping hazard)	ANNUALLY
LUBRICATION PLAN	FREQUENCY
Lubricate Low-Maintenance Step Chain per manufacturer requirements	ANNUALLY
Lubricate Low-Maintenance Step Chain Rollers per manufacturer requirements; Change cartridge batteries	ANNUALLY
Lubricate Step Chain Axle & Bushing per manufacturer requirements	ANNUALLY
Lubricate Wedge Type Auxiliary Brake (Disc) per manufacturer requirements	ANNUALLY
MACHINE	FREQUENCY
Adjust Brake Lever per manufacturer requirements	ANNUALLY
Lubricate Brake Lever per manufacturer requirements	ANNUALLY
Inspect condition and function of Connection Brake Magnet	ANNUALLY
Inspect condition and function of Connection Motor	ANNUALLY
Lubricate Gearbox Machine per manufacturer requirements	ANNUALLY
Check quality of Machine oil	ANNUALLY
Inspect condition and function of Overspeed Switch	ANNUALLY
Lubricate per manufacturer requirements of Transmission Gear	ANNUALLY
MACHINE ROOM	FREQUENCY
Check/ adjust Ecosy Pump per manufacturer requirements	ANNUALLY
Inspect Emergency Brake condition and function	ANNUALLY
Check/ adjust per Emergency Brake Switch manufacturer requirements	ANNUALLY
Clean Main Drive as required	ANNUALLY
Lubricate Main Drive Bearing per manufacturer requirements	ANNUALLY
Adjust Main Drive Chain per manufacturer requirements	ANNUALLY
UPPER LANDING OUTSIDE	FREQUENCY
Clean Comb Lighting	ANNUALLY
Inspect Complate visually for wear (tripping hazard)	ANNUALLY
LUBRICATION PLAN	FREQUENCY
Lubricate Handrail Drive Chain, Main Drive Chain, Step Chain per manufacturer requirements (Refill Oil Quarterly)	EVERY 3 YEARS
Lubricate Main Drive Bearing & Tension Carriage Bearing per manufacturer requirements	EVERY 3 YEARS
MACHINE	FREQUENCY
Change Machine Oil: Initial change after 1,500 hours. Thereafter, frequency varies with oil type (10k or 20k hours) <b>6 years maximum.</b>	6 YEARS MAX
LUBRICATION PLAN	FREQUENCY
Lubricate Transmission Gear per manufacturer requirements	EVERY 7 YEARS

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# ELEVATOR, ESCALATOR & WHEELCHAIR LIFT MAINTENANCE FORM

## SITE INFORMATION

Site Name, Site Address and Primary Site Contact

## INSPECTION & MAINTENANCE PERFORMED BY

Vendor Name	Vendor Street Address	Vendor City, State and Zip Code
_____	_____	_____
Vendor Phone #	Inspection Date & Time	Job #
_____	_____	_____
Elevator Mechanic Name	Elevator Mechanic License #	Periodic Maintenance Category
_____	_____	_____

## ELEVATOR/ ESCALATOR/ PLATFORM LIFT SYSTEM INFORMATION

Unit Name and/or Registration #	Type	Capacity (lbs.)
_____	_____	_____

## SUMMARY OF OVERALL SYSTEM CONDITION

Is The System Deficient? \_\_\_\_\_ Deficiency Priority: \_\_\_\_\_

**Comments, Observations, Recommendations, or Description of Deficiencies:**

Elevator Mechanic Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# HYDRAULIC-DRIVE WHEELCHAIR LIFT PM TASKS

TASK	FREQUENCY
TIGHTEN ALL FASTENING ANCHORS	SEMI-ANNUALLY
INSPECT RAMP FOR PROPER OPERATION	SEMI-ANNUALLY
LUBRICATE RAMP LINKAGE AND HINGES WITH LIGHT WEIGHT OIL	SEMI-ANNUALLY
CHECK GATE HINGES AND ADJUST SPEED OF GATE CLOSER	SEMI-ANNUALLY
INSPECT ALL TRAVEL CHAINS FOR EXCESSIVE WEAR. REPLACE AS NECESSARY.	SEMI-ANNUALLY
CHECK LEVEL OF HYDRAULIC FLUID WITH PLATFORM AT THE LOWER LANDING.	SEMI-ANNUALLY
CHECK HYDRAULIC PLUMBING FOR LEAKS	SEMI-ANNUALLY
INSPECT ALL TRAVEL CABLES FOR EXCESSIVE WEAR. REPLACE AS NECESSARY.	SEMI-ANNUALLY
VERIFY OPERATION OF SLACK CHAIN DEVICE	SEMI-ANNUALLY
EQUALIZE TENSION OF CHAINS	SEMI-ANNUALLY
CLEAN MAST GUIDE CHANNELS	SEMI-ANNUALLY
CHECK ALL BOLTS SECURING MAST RAILS	ANNUALLY
CHECK OIL LEVEL. IF DIRTY INVESTIGATE CAUSE AND REPLACE.	ANNUALLY
CHECK FOR LEAKS ON UNIONS. TIGHTEN IF LOOSE.	ANNUALLY
CHECK ALL BOLTS SECURING MOTOR	ANNUALLY
CHECK FOR LEAKS ON CYLINDER SEAL. REPLACE IF REQUIRED.	ANNUALLY
CHECK 4 CARRIAGE WHEELS ARE SECURE.	ANNUALLY
IS PLATFORM SPONGY? BLEED AIR FROM CYLINDER (SEE BULLETIN).	ANNUALLY
VERIFY THE CHAIN AND SPROCKET IN GOOD CONDITION AND CORRECTLY TENSIONED.	ANNUALLY
VERIFY THE SLACK ROPE DEVICE WORKS AT RATED LOAD.	ANNUALLY
VERIFY THE SLACK CHAIN SWITCH IS ACTIVATED BY THE ACTION OF THE MECHANISM.	ANNUALLY
VERIFY THE SELF LEVELING DEVICE WORKS AT MID & UPPER LANDINGS.	ANNUALLY
CONFIRM MOTOR AMPS & PRESSURE. RECORD VALUES UNDER LOAD AND NO-LOAD.	ANNUALLY
CHECK THE PRESSURE RELIEF VALVE IN ACCORDANCE WITH SERVICE MANUAL.	ANNUALLY
CHECK MAST TIEBACK BRACKET AND FASTENERS	ANNUALLY
CHECK TRACK/ROLLERS FOR DIRT, DAMAGE & CRACKS	ANNUALLY
CHECK THE INTERLOCKS FOR FUNCTION.	ANNUALLY
CHECK THE SERVICE KEY.	ANNUALLY
CHECK THE LIMIT SWITCHES FOR PLATFORM STOPPING POSITION.	ANNUALLY
CHECK THE FINAL LIMIT SWITCHES.	ANNUALLY
CHECK THE ALARM.	ANNUALLY
CLEAN UP ANY MARKS OR FINGER PRINTS ON PANELS.	ANNUALLY
CHECK THE TRAVELING CABLE FOR WEAR	ANNUALLY
CHECK ALL CABLES ARE SECURELY ATTACHED	ANNUALLY
ENSURE THE PLATFORM CANNOT BE ROCKED EXCESSIVELY. SHIM IF NECESSARY.	ANNUALLY
CHECK FOR EVIDENCE OF RUBBING THE SHAFTWAY. PERFORM CORRECTIVE ACTION IF REQUIRED.	ANNUALLY
CHECK ALL THE CONTROL BUTTONS FOR FUNCTION	ANNUALLY
CHECK THE KEY SWITCHES	ANNUALLY
CHECK THE DOOR AND GATE CLOSERS	ANNUALLY
CHECK THE HINGE BUSHINGS FOR WEAR OR DAMAGE	ANNUALLY
CHECK THE DOOR/GATE FOR INTERFERENCE WITH THE FRAME	ANNUALLY
VERIFY THE BATTERY IS CHARGED	ANNUALLY
VERIFY PLATFORM LIGHTS WORK. REPLACE LIGHT BULBS AS NECESSARY	ANNUALLY
REMOVE OIL SPILLED INSIDE MAST	ANNUALLY
CLEAN OUT ANY DIRT AND DUST FROM THE SHAFT BASE AREA	ANNUALLY
CHECK FOR WATER IN THE SHAFTWAY PIT.	ANNUALLY
CLEAN THE PIT DRAIN IF FITTED.	ANNUALLY

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### KEY

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# ELEVATOR, ESCALATOR & WHEELCHAIR LIFT MAINTENANCE FORM

## SITE INFORMATION

Site Name, Site Address and Primary Site Contact

## INSPECTION & MAINTENANCE PERFORMED BY

Vendor Name Vendor Street Address Vendor City, State and Zip Code

Vendor Phone # Inspection Date & Time Job #

Elevator Mechanic Name Elevator Mechanic License # Periodic Maintenance Category

## ELEVATOR/ ESCALATOR/ PLATFORM LIFT SYSTEM INFORMATION

Unit Name and/or Registration # Type Capacity (lbs.)

## SUMMARY OF OVERALL SYSTEM CONDITION

Is The System Deficient? \_\_\_\_\_ Deficiency Priority: \_\_\_\_\_

**Comments, Observations, Recommendations, or Description of Deficiencies:**

Elevator Mechanic Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## SCREW-DRIVE WHEELCHAIR LIFT PM TASKS

TASK	FREQUENCY
TIGHTEN ALL FASTENING ANCHORS	SEMI-ANNUALLY
INSPECT RAMP FOR PROPER OPERATION	SEMI-ANNUALLY
LUBRICATE RAMP LINKAGE AND HINGES WITH LIGHT WEIGHT OIL	SEMI-ANNUALLY
CHECK GATE HINGES AND ADJUST SPEED OF GATE CLOSER	SEMI-ANNUALLY
INSPECT ALL TRAVEL CABLES FOR EXCESSIVE WEAR. REPLACE AS NECESSARY.	SEMI-ANNUALLY
CLEAN ACME SCREW AND CHECK GREASE CANISTER.	SEMI-ANNUALLY
CLEAN MAST GUIDE CHANNELS.	SEMI-ANNUALLY
VERIFY PROPER CONDITION & TENSION OF DRIVE BELT.	SEMI-ANNUALLY
CHECK ALL BOLTS SECURING MAST RAILS	ANNUALLY
CHECK MOTOR BELT TENSION. ADJUST IF NECESSARY.	ANNUALLY
CHECK ALL BOLTS SECURING MOTOR	ANNUALLY
CHECK BOLTS SECURING TOP & BOTTOM BEARING	ANNUALLY
CHECK MAST TIEBACK BRACKET FASTENERS	ANNUALLY
CHECK 4 LOAD WHEELS ARE SECURE.	ANNUALLY
CHECK DRIVE NUT FOR EXCESSIVE PLAY. MAX 1/2 mm DEFLECTION. REPLACE AS REQUIRED.	ANNUALLY
CHECK THE SAFETY NUT.	ANNUALLY
CHECK LUBRICATOR HAS SUFFICIENT GREASE CAPACITY. RECORD APPROX. % REMAINING.	ANNUALLY
CONFIRM MOTOR RUNNING AMPERAGE. RECORD VALUES UNDER LOAD AND NO-LOAD.	ANNUALLY
CHECK TRACK/ROLLERS FOR DIRT, DAMAGE & CRACKS. CLEAN AS NECESSARY.	ANNUALLY
LUBRICATE UPPER AND LOWER BEARINGS.	ANNUALLY
CHECK THE INTERLOCKS FOR FUNCTION.	ANNUALLY
CHECK THE NUT SAFETY SWITCH.	ANNUALLY
CHECK THE SERVICE KEY.	ANNUALLY
CHECK THE LIMIT SWITCHES FOR PLATFORM STOPPING POSITION.	ANNUALLY
CHECK THE FINAL LIMIT SWITCHES.	ANNUALLY
CHECK THE ALARM.	ANNUALLY
REMOVE EXCESS GREASE FROM DRIVE NUT ASSEMBLY AND INSIDE MAST	ANNUALLY
CLEAN OUT ANY DIRT AND DUST FROM THE SHAFT BASE AREA	ANNUALLY
CHECK FOR WATER IN THE SHAFTWAY PIT	ANNUALLY
CLEAR THE PIT DRAIN, IF FITTED	ANNUALLY
CLEAN UP ANY MARKS OR FINGER PRINTS ON PANELS.	ANNUALLY
CHECK ALL CABLES ARE SECURELY ATTACHED	ANNUALLY
ENSURE THE PLATFORM CANNOT BE ROCKED EXCESSIVELY. SHIM IF NECESSARY.	ANNUALLY
CHECK FOR EVIDENCE OF RUBBING THE SHAFTWAY. PERFORM CORRECTIVE ACTION IF REQUIRED.	ANNUALLY
CHECK ALL THE CONTROL BUTTONS FOR FUNCTION	ANNUALLY
CHECK THE KEY SWITCHES	ANNUALLY
CHECK THE DOOR AND GATE CLOSERS	ANNUALLY
CHECK THE HINGE BUSHINGS FOR WEAR OR DAMAGE	ANNUALLY
CHECK THE DOOR/GATE FOR INTERFERENCE WITH THE FRAME	ANNUALLY
VERIFY THE BATTERY IS CHARGED	ANNUALLY
VERIFY PLATFORM LIGHTS WORK. REPLACE LIGHT BULBS AS NECESSARY	ANNUALLY

---end---

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# ELEVATOR, ESCALATOR & WHEELCHAIR LIFT MAINTENANCE FORM

## SITE INFORMATION

Site Name, Site Address and Primary Site Contact

## INSPECTION & MAINTENANCE PERFORMED BY

Vendor Name	Vendor Street Address	Vendor City, State and Zip Code
Vendor Phone #	Inspection Date & Time	Job #
Elevator Mechanic Name	Elevator Mechanic License #	Periodic Maintenance Category

## ELEVATOR/ ESCALATOR/ PLATFORM LIFT SYSTEM INFORMATION

Unit Name and/or Registration #	Type	Capacity (lbs.)
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## SUMMARY OF OVERALL SYSTEM CONDITION

Is The System Deficient? \_\_\_\_\_ Deficiency Priority: \_\_\_\_\_

**Comments, Observations, Recommendations, or Description of Deficiencies:**

Elevator Mechanic Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## HYDRAULIC ELEVATOR PM TASKS

TASK	FREQUENCY
VERIFY AND DOCUMENT FIREFIGHTER'S EMERGENCY OPERATION (PHASE I AND II)	MONTHLY
CHECK CONDITION OF GLASS, PANELS, HANDRAILS, CAR LIGHTING AND FIXTURES.	MONTHLY
CHECK CONDITION OF LINE STARTER CONTACTOR(S), MOUNTINGS AND CONTACTS.	MONTHLY
CHECK RELAY CONTACTS FOR EXCESSIVE BURNING AND PROPER CONTACT WIPE.	MONTHLY
CHECK CABINET COOLING FANS FOR OPERATION.	MONTHLY
CHECK OPERATION OF INSPECTION STATION & LIGHT. VERIFY LIGHT GUARD IS IN PLACE.	MONTHLY
VERIFY EMERGENCY EXIT DOORS ARE SECURE.	MONTHLY
CHECK OPERATION OF ALL SIGNAL LIGHTS, LANTERNS AND GONGS.	MONTHLY
CHECK PIT SWITCH & LIGHT FOR PROPER OPERATION. CHECK THAT PIT LIGHT GUARD IS IN PLACE.	MONTHLY
CHECK HALL CALL BUTTON OPERATION.	MONTHLY
CLEAN PIT.	MONTHLY
CHECK PISTON AND HYDRAULIC PIPE FOR SIGNS OF LEAKAGE AND RUST.	MONTHLY
EXAMINE AND CLEAN PUMP UNIT, MUFFLER, HYDRAULIC PIPE, CONTROLLER AND FLOOR. REMOVE TRASH.	MONTHLY
CHECK JACK PACKING GLAND FOR EXCESS LEAKAGE. EMPTY FLUID CATCH IF NEEDED.	MONTHLY
CHECK FOR OIL LEAKAGE AROUND VALVES AND PUMP.	MONTHLY
CHECK OIL RESERVOIR FOR PROPER FLUID LEVEL. RECORD NEW FLUID ADDED (IN GALLONS).	MONTHLY
CHECK DOOR CLUTCH AND RESTRICTIVE CLUTCH OPERATION, WEAR, CLEARANCE AND ALIGNMENT. LUBRICATE PIVOT POINTS.	QUARTERLY
VERIFY SAFETY EDGE MOUNTINGS ARE SECURE. LUBRICATE PIVOT POINTS. CHECK CONDITION OF NYLON RETRACTING CLIP.	QUARTERLY
DISASSEMBLE & CLEAN DOOR (GATE) CONTACT. CHECK GATE SWITCH ROLLER FOR WEAR. CHECK FOR CONTACT WIPE.	QUARTERLY
CHECK FOR PROPER RUNNING CLEARANCE BETWEEN DOOR PANELS, DOOR JAMBS AND HEADER. CHECK CONDITION OF GIBS & SILLS.	QUARTERLY
CLEAN AND CHECK ALIGNMENT OF ELECTRIC EYE & REFLECTOR/RECEIVER.	QUARTERLY
CHECK PEAK AND SYSTEM CLOCKS FOR CORRECT TIME.	QUARTERLY
CHECK, CLEAN AND LUBRICATE OPERATOR	QUARTERLY
CHECK CAM'S AND MICROSWITCHES	QUARTERLY
CHECK TIGHTNESS OF CAM SET SCREWS, LEVERS AND FASTENINGS	QUARTERLY
CHECK DOOR TORQUE. SETTING SHOULD NOT EXCEED MANUFACTURER SPECIFICATIONS	QUARTERLY
CHECK NUDGING OPERATION	QUARTERLY
CHECK DOOR OPENING AND CLOSING SPEEDS. ALL GROUP CARS SHOULD BE EQUAL.	QUARTERLY
CHECK BELT TENSION & SHAFT BEARINGS FOR WEAR. CONFIRM DOOR OPERATOR COVER IS SECURELY FASTENED.	QUARTERLY
CLEAN CAR TOP.	QUARTERLY
CHECK LEVELING SWITCHES.	QUARTERLY
LUBRICATE AND CLEAN CAR FAN OR BLOWER.	QUARTERLY
CHECK OIL RESERVOIR LEVELS IN RAIL LUBRICATORS.	QUARTERLY
CHECK CAR EMERGENCY LIGHT FOR PROPER OPERATION.	QUARTERLY
CHECK ALL SHEAVE FASTENINGS AND GROOVES. CHECK SHEAVE GROOVES FOR WEAR.	QUARTERLY
CHECK ADJUSTMENT OF CAR SHOES AND/OR ROLLER GUIDES. LUBRICATE GUIDE SHOE STEMS.	QUARTERLY
CLEAN AND APPLY LIGHT FILM OF OIL ON TAPE, CABLE OR CHAINS	QUARTERLY
CHECK V-BELTS FOR WEAR AND CORRECT TENSION	QUARTERLY
CHECK HOSES AND GASKETS FOR DETERIORATION	QUARTERLY
CHECK RETIRING CAM FOR PROPER OPERATION. LUBRICATE PIVOT POINTS	QUARTERLY
CHECK AND CLEAN TRACKS, SHEAVES/SPROCKETS & CHAINS. CHECK RELATING CABLE.	SEMI-ANNUALLY
CHECK ECCENTRICS ROLLERS CLEARANCE. VERIFY CLEARANCE IS WITHIN MANUFACTURER SPECIFICATIONS.	SEMI-ANNUALLY
CLEAN DUST FROM CONTROLLER AND FILTERS.	SEMI-ANNUALLY
CHECK ALL RESISTANCE TUBES, GRIDS AND CONNECTIONS.	SEMI-ANNUALLY
CHECK LIMIT SWITCHES BY HAND FOR PROPER OPERATION.	SEMI-ANNUALLY
CLEAN LIMIT SWITCH CONTACTS, ROLLERS AND CHECK FOR WEAR. CHECK LIMIT SWITCH CAM ALIGNMENT.	SEMI-ANNUALLY
CHECK OIL LEVEL IN BUFFERS AND ALIGNMENT OF BUFFER TO STRIKE PLATE. CONFIRM FASTENINGS ARE SECURE.	SEMI-ANNUALLY
CHECK AND CLEAN SWITCHES, FLOOR BARS CONTACTS, BRUSHES & HOLDERS.	SEMI-ANNUALLY

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### KEY

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## HYDRAULIC ELEVATOR PM TASKS

TASK <i>(continued)</i>	FREQUENCY
CHECK SPRINGS, SHUNTS AND FASTENINGS.	SEMI-ANNUALLY
CHECK CONDITION OF TRAVEL CABLE WIRE. CHECK WIRE CONNECTIONS FOR TIGHTNESS.	SEMI-ANNUALLY
CHECK CONDITION OF SELSYN MOTOR BRUSHES.	SEMI-ANNUALLY
CHECK AND LUBRICATE SELECTOR SHEAVES AND GEARING.	SEMI-ANNUALLY
CHECK CONDITION OF SELECTOR CABLE OR TAPE AND HITCHES. CHECK OPERATION OF SLACK CABLE SWITCH.	SEMI-ANNUALLY
CHECK WIRE CONNECTIONS FOR TIGHTNESS AND RELAY SHUNTS FOR WEAR.	ANNUALLY
CHECK POWER SUPPLY AND CALIBRATION VOLTAGES.	ANNUALLY
CHECK LOW OIL PROTECTION TIMER FOR PROPER OPERATION.	ANNUALLY
CHECK SETTINGS AND OPERATION OF OVERLOADS.	ANNUALLY
REMOVE AND CLEAN FUSE. CLEAN FUSE HOLDERS.	ANNUALLY
CHECK OPERATION AND ADJUSTMENT OF INTERLOCK, HOOK AND PICKUP ROLLER ASSEMBLIES.	ANNUALLY
CHECK CONDITION & ALIGNMENT OF ROLLER & LIFT ROD.	ANNUALLY
CHECK HOOK-TO-BOX CLEARANCE.	ANNUALLY
CHECK TRACKS & SHEAVES/SPROCKETS FOR WEAR & CHAINS FOR STRETCH. CHECK CONDITION OF RELATING CABLE.	ANNUALLY
CHECK DOOR CLOSER (REEL, WEIGHTED OR SPRING-TYPE)	ANNUALLY
CHECK CONDITION OF DOOR GIBS, SILLS AND STRUTS.	ANNUALLY
CHECK FOR PROPER RUNNING CLEARANCE BETWEEN DOOR PANELS, DOOR JAMBS AND HEADER.	ANNUALLY
CHECK ECCENTRICS ROLLERS CLEARANCE. VERIFY CLEARANCE IS WITHIN MANUFACTURER SPECIFICATIONS.	ANNUALLY
CHECK ALL CAR MOUNTED CAMS AND SWITCHES.	ANNUALLY
CHECK CONDITION OF EACH CAB STABILIZER.	ANNUALLY
CHECK SUPPORTS FOR HYDRAULIC PIPE.	ANNUALLY
CHECK TERMINAL SLOWDOWN CAM FASTENINGS.	ANNUALLY
MAKE SURE PISTON AND PLATEN PLATE FASTENINGS ARE SECURE.	ANNUALLY
CLEAN HOISTWAY, RAILS AND CAR SIDES.	ANNUALLY
CHECK TRAVEL CABLE FOR DAMAGE, TWISTING OR CHAFING. MAKE CERTAIN FASTENINGS ARE SECURE.	ANNUALLY
CHECK GUIDE RAIL CLIPS, BRACKETS AND FASTENINGS FOR TIGHTNESS.	ANNUALLY
CHECK STILES FOR CRACKS, BENDS, RUST OR LOOSE BOLTS. CHECK SLANT RODS AND NUTS FOR TIGHTNESS.	ANNUALLY
LUBRICATE PUMP MOTOR PER MANUFACTURER'S INSTRUCTION	ANNUALLY
CHECK VALVE, MUFFLER AND MOUNTING BOLTS FOR TIGHTNESS	ANNUALLY

---end---

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## NOTES & COMMENTS

The following notes and comments were communicated with prospective bidders by Public Works during Pre-Bid meeting:

1. Should there be any ambiguity in the contract language, prospective bidders are hereby notified that the intent of the contract is for the Vendor to provide all inspection, maintenance, testing and repair services required to ensure reliable, safe and code complaint operation of the Town's elevator, escalator and platform lift systems. Furthermore, except for those items identified under the exclusions in paragraph 7 of the Scope of Work, all inspection, testing, maintenance and repairs will be the sole financial responsibility of the Vendor.
2. Per item 10.1 of Scope of Work, the Town reserves the right to add, terminate or defer services on any system. Four facilities are currently under construction. Contract services will not be initiated until their construction is complete and any construction or maintenance warranty has expired. Anticipated construction completion dates are as indicated below. Schedule is subject to change.
  - a. Fire Station #3: October 2024
  - b. Life Saving Museum: June 2025
  - c. OCPD Downtown Substation: July 2025
  - d. Skate Park Admin Bldg: June 2025
3. Four Convention Center systems are slated for modernization. Maintenance on these systems will be deferred during modernization and contract services will not be initiated until their modernization is complete and any maintenance warranty has expired. Anticipated dates are as indicated below. Schedule subject to change.
  - a. Escalators: 11/01/2024 thru 4/01/2025
  - b. Large Freight Elevator: 11/03/2024 thru 2/08/2025
  - c. Small Freight Elevator: Fall/ winter of 2025
  - d. North Passenger Elevator: 2/05/2025 thru 3/31/2025
  - e. South Passenger Elevator: Fall/ winter of 2025
4. Convention Center Escalators are currently sealed-out. They will not be back online until modernization is complete. Their registration numbers are subject to change upon completion of modernization.
5. Any ancillary elevator subsystem system including any items a pit or machine room are the contractor's responsibility. If it is identified deficient by either 3<sup>rd</sup> party QEI or the State and is part of or serves the elevator, escalator or platform lift system, it will be the sole responsibility of the Vendor to address/resolve deficiency.
6. PDF copies of competed maintenance checklists for each system shall accompany monthly maintenance invoices. Invoice payment shall be withheld until all maintenance documentation is provided by Vendor.
  - a. See item 13.1.1 in Scope of Work for details pertaining to format of maintenance invoices.
  - b. With respect to paragraph 3.2 of Scope of Work, PDF forms of maintenance checklists will be emailed to prospective bidders prior to bid date. Example hardcopies handed out during pre-bid meeting.
7. Per item 3.4 in Scope of Work, Vendor shall provide 24/7 elevator phone monitoring with two way communication capability per ASME A17. Vendor shall reprogram all elevator phone dialers accordingly within one week of contract commencement.
8. Should services be required to address issues identified as Exclusions per paragraph 7 of Scope of Work, travel time is explicitly excluded per item 10.6 of Scope of Work.