

Comprehensive Elevator Preventative Maintenance Scope of Work

OWNER: Crosby Housing and Redevelopment Authority

CONTRACTOR: [LEGAL NAME OF ELEVATOR CONTRACTOR]

PROJECT: Crosby HRA - Elevator Maintenance Services for Dellwood and Edgewood Apartments located at 300 and 400 3rd Ave. in Crosby, MN.

CONTRACT SECTIONS:

- Agreement and General Conditions
- Equipment Schedule
- Scope and Frequency
- Pricing

1. Contract/Scope Documents and Order of Precedence

1.1 The Contract consists of this scope document, all exhibits, written addenda issued before award, Contractor's accepted pricing form, all HUD contract documents and written amendments signed by authorized representatives of both parties.

1.2 If documents conflict, the order of precedence is: signed amendment; this scope document; addenda in reverse chronological order; exhibits; accepted pricing form and all HUD contract documents/Prime Agreement requirements. Contractor quotations, proposals, click-through terms, service tickets, or invoices do not modify the Contract unless expressly incorporated by signed amendment.

2. Term, Renewal, and Mobilization

2.1 Initial Term. The paid Initial Term begins only after expiration of the modernization Contractor's included twelve-month Warranty Maintenance period for the applicable elevator, unless the Owner issues a written earlier commencement notice. Interim Maintenance and Warranty Maintenance required by Section 142400 remain included in the modernization Contract Sum and shall not be billed under this Agreement. Owner may exercise four (4) successive one-year renewal options by written notice at least 60 days before expiration.

2.2 Commencement: Contractor shall survey both elevators, verify equipment data, establish required records, place the Maintenance Control Program (MCP) and wiring diagrams at the required on-site location, identify deficiencies, and submit a baseline condition report. Conditions not identified in the baseline report will not later be treated as pre-existing to avoid Contract coverage, except concealed conditions Contractor could not reasonably discover.

2.3 No automatic renewal applies. Continued service after expiration does not create a new term unless Owner signs a written amendment.

3. Compensation

3.1 Owner shall pay the fixed monthly amount in pricing section for complete performance. The price includes labor, supervision, regular and overtime callback labor as stated herein, travel, tools, lubricants, cleaning materials, routine consumables, covered replacement parts, disposal, reporting, testing labor and support, and all other costs necessary for full-maintenance service except items expressly excluded.

3.2 No extra work is payable without Owner's written authorization issued before the work. Contractor shall provide a written scope, labor hours/rates, materials, markup, schedule impact, and explanation of why the work is outside coverage.

3.3 Price Adjustment. Adjustment of the fees payable under this Agreement is governed exclusively by §2.29 of the Prime Agreement and Exhibit E thereto. No other index, formula, schedule, or mechanism of adjustment applies. Any provision of a Contractor quotation, proposal, or standard agreement providing for adjustment by reference to

the Consumer Price Index, a fixed annual percentage, a published labor index other than the applicable Maintenance Wage Rate Determination, a material or fuel surcharge, or any automatic adjustment, is void and of no effect.

A request for escalation shall be submitted on the Price Escalation Form at Exhibit E, shall be received by the Executive Director not less than ninety (90) days prior to the end of the then-current contract period, and shall be accompanied by documentation sufficient to establish the movement in the applicable Maintenance Wage Rate Determination between the baseline date and the request date. The baseline date is the date of contract execution for the first request, and the end-date of the immediately preceding contract period for each subsequent request.

No escalation shall take effect until approved in writing by the Executive Director. Escalation shall occur no more than once in any twelve-month period absent the express written consent of the Executive Director. Fees shall not be adjusted retroactively, and no escalation shall apply to work performed before the effective date of an approved adjustment. No adjustment applies during included Warranty Maintenance, and any renewal price change requires the Owner's written exercise of the renewal option.

4. Standard of Performance

Contractor shall maintain safe, code-compliant, reliable operation; use competent, licensed personnel; follow manufacturer instructions and accepted elevator-industry practice; comply with the adopted Minnesota elevator code and authority having jurisdiction (AHJ) requirements; and perform work so as to preserve equipment life, ride quality, leveling accuracy, and door performance.

4.1 Hours and Scheduling of Work

All work required under this agreement will be provided during regular working hours of regular working days of the elevator trade. Regular working hours, overtime, double-time, etc. are defined as outlined in the IUEC Standard Agreement (Labor Agreement).

GENERAL CONDITIONS

5. Definitions

- **Callback:** Unscheduled response to an elevator malfunction, shutdown, entrapment, alarm, or service complaint.
- **Comprehensive / Full Maintenance:** Preventive maintenance plus repair or replacement of covered parts and labor necessary to maintain the equipment, without separate charge except stated exclusions.
- **Emergency:** Passenger entrapment, unsafe conditions, smoke/fire service issue, loss of both elevators, or other conditions designated by Owner.
- **Regular Hours:** 6:00 a.m.- 6:00 p.m., Monday-Friday, excluding Contractor-observed holidays disclosed in this document.
- **Shutdown:** Equipment unavailable for normal passenger service, excluding Owner-authorized planned outage.
- **Work Order:** Contractor's electronic or written record of inspection, maintenance, testing, callback, repair, or recommendation.

6. Contractor Qualifications and Licensing

6.1 Contractor shall maintain all Minnesota elevator contractor licenses, registrations, bonds, and insurance required for the Work. Elevator work shall be performed or directly supervised by properly licensed elevator personnel. Contractor shall notify Owner within two business days of any lapse, suspension, investigation materially affecting performance, or change in responsible, licensed individual.

6.2 Contractor shall assign a primary route mechanic and qualified backup familiar with the equipment. Owner may request replacement of personnel for documented safety, conduct, security, or performance concerns.

7. Staffing, Access, and Conduct

7.1 Contractor personnel shall sign in as required, coordinate shutdowns with Owner, protect residents and property, maintain secure control of keys, and follow site safety and resident-contact rules. No elevator may be removed from service for planned work without prior Owner approval, except to correct an imminent hazard.

7.2 Personnel shall be identifiable, professionally attired, and trained for work in occupied residential buildings. Contractor shall not disclose resident information or photograph residents or dwelling interiors except when necessary to document work and approved by Owner.

8. Safety and Protection

Contractor is solely responsible for means, methods, procedures, lockout/tagout, barricades, fall protection, and safety of its personnel and subcontractors. Contractor shall immediately secure unsafe equipment, notify Owner, document the condition, and coordinate with the AHJ when required.

9. Permits, Inspections, and Code Changes

9.1 Contractor shall identify when maintenance becomes repair or alteration requiring a permit or inspection and shall not proceed without Owner authorization. Permit and AHJ fees are to be billed at cost as indicated in this agreement.

9.2 Work required solely by a new code mandate or AHJ order that changes the installation beyond its existing approved configuration is excluded unless caused by Contractor's failure to maintain covered equipment. Contractor shall promptly give Owner the written citation, condition, proposed correction, and price.

10. Records, Ownership, and Turnover

All maintenance records, callback histories, test records, diagnostic findings, settings, software backups created for Owner, and current equipment data shall be available to Owner throughout the term and delivered in usable electronic form at termination. Contractor may retain its proprietary tools and generic software, but shall not withhold site-specific access codes, adjustable parameters, backups, or documentation needed for a qualified successor to maintain the equipment, to the extent legally transferable.

SCOPE OF FULL-MAINTENANCE SERVICE

11. Preventive Maintenance

11.1 Elevator contractor will have a program in place to examine, clean, lubricate, adjust, and, when conditions warrant, repair or replace parts, devices, and components, including but not limited to, the list of maintenance services required. This is intended to comply with all the requirements under Section 8.7 of ASME 17.1.

11.2 Provide not less than one (1) mechanic-hour of scheduled preventive maintenance per elevator per month, exclusive of travel, callbacks, repairs, testing, inspection assistance, and administrative time. Unused hours do not carry forward without Owner approval.

11.3 Contractor shall inspect, clean, lubricate, adjust, test, and repair equipment in accordance with the MCP, code, manufacturer requirements, equipment condition, usage, and the minimum tasks as outlined in the MCP. Contractor shall furnish lubricants and routine consumables of the proper type and keep machine rooms, pits, car tops, and accessible elevator equipment clean and free of Contractor-generated debris. Contractor will clean and paint machine-room and pit elevator equipment surfaces as needed to prevent corrosion; label and orderly store parts; remove obsolete or leaking materials; and maintain required clearances and housekeeping.

11.4 Contractor shall maintain leveling accuracy, door operation, ride quality, stopping, signals, emergency devices, and hydraulic performance within code and manufacturer tolerances. Chronic adjustments are not a substitute for correcting a covered worn or failed component.

12. Covered Equipment and Parts

12.1 Except for the express exclusions in Section 17, coverage includes all maintainable elevator equipment within the equipment envelope, whether specifically named or not, including the following hydraulic-elevator components:

- Controllers, microprocessor boards, relays, contactors, starters, transformers, power supplies, drives or soft starters, wiring within elevator equipment, fuses, batteries, encoders, selectors, position devices, and diagnostic components.
- Hydraulic power units, pumps, motors, valves, mufflers, reservoirs, heaters, coolers, oil, filters, gauges, shutoff/check/relief valves, seals, O-rings, packing, cylinders, plungers, and exposed hydraulic piping and fittings that are part of the elevator installation.
- Door operators, motors, belts/chains, hangers, rollers, tracks, gibs, clutch assemblies, interlocks, contacts, restrictors, reopening devices, door detectors/light curtains, nudging devices, and related car and hoistway door equipment.
- Car operating panels, hall stations, position indicators, lanterns, chimes, key switches, buttons, lamps/LEDs, displays, fixtures, and associated elevator wiring.
- Safeties, governors where present, buffers, guide shoes/rollers, rails requiring lubrication, terminal stopping devices, switches, traveling cables, compensation devices where present, and pit/car-top equipment.
- Emergency alarm/bell, emergency lighting battery and charger, two-way communication equipment furnished as part of the elevator system, and elevator-side fire service/emergency power interfaces. Telephone, cellular, network, or monitoring service charges are included.

12.2 Covered components shall be repaired or replaced when worn, unreliable, unsafe, obsolete but commercially replaceable, or unable to maintain required performance. Replacement parts shall be new or manufacturer-authorized remanufactured parts of equal or better quality. Used parts require Owner's prior written approval.

12.3 Proprietary Equipment. Contractor shall include all ordinary diagnostic access, tools, software, and technical support necessary to maintain equipment it accepted. Any known proprietary restriction, unavailable part, required third-party agreement, or unsupported component must be specifically disclosed before award; otherwise it is deemed included.

12.4 Obsolescence: Contractor will review equipment comprehensively annually for obsolete components. For any components identified as "obsolete", contractor will notify the Owner in writing. Obsolete is defined as no longer being available from the original equipment manufacturer or any industry parts supplier and replaceable only by refabrication. Contractor must furnish documentation from original equipment manufacturer stating that the component is obsolete globally. Superseding part numbers does not constitute obsolesce. Any parts confirmed as obsolete, contractor will provide, at no additional cost to Owner, replacement parts and/or components of like design and functional characteristics, at a reasonable market price. Owner will only be financially responsible for incremental material cost and labor necessary to correctly retro-fit replacement parts.

12.5 Mark-up: Contractor may include up to 20% mark-up on their cost for rented equipment, approved sub-contractor costs, parts and materials.

13. Callbacks and Emergency Response

- **Passenger entrapment:** Telephone acknowledgment within 15 minutes; qualified mechanic on site within 60 minutes.
- **Unsafe condition / both elevators out:** On site within 90 minutes.
- **Elevator Out of Service/Shut down:** On site within 2 hours during Regular Hours; calls after hours by next business day. Coverage: regular-hours labor included; after-hours coverage as selected in this document.
- **Non-shutdown service request:** Respond within one business day; schedule within 2 business days. Coverage: included.

13.1 Contractor shall maintain a 24-hour dispatch number staffed to receive calls. Entrapment response means arrival of a qualified elevator mechanic, not merely a phone call or third-party responder.

13.2 Repeated callbacks for the same symptom require root-cause analysis. After the third related callback within 30 days, Contractor shall provide a written corrective-action plan within two business days and complete covered corrective work promptly.

14. Testing and Inspections

14.1 Contractor shall schedule and perform or support all periodic inspections and tests required for the elevators during the term, including applicable annual tests and hydraulic five-year tests, in accordance with the adopted code and AHJ requirements. Included scope comprises licensed labor, test instruments, test documentation, coordination, and correction of Contractor-caused or covered deficiencies.

14.2 Contractor shall notify Owner at least 30 days before a test becomes due, furnish completed test records within five business days, and correct covered deficiencies without additional charge. Contractor shall not allow a test or operating permit to expire due to its failure to schedule.

14.3 Code Required Testing: Contractor will conduct all tests for compliance with ASME A 17.1, A 17.2, and ASME B20 and/or local prevailing code requirements. This includes all safety, Fire Fighters and Emergency Power testing required by code. Contractor will document the test results and forward a copy to Owner for review and as needed to meet the governing authority's filing procedures. This includes any permits and associated charges. The documentation will be forwarded to all respective parties within 10 working days of the test completion. One copy will be left on site in the machine room. Contractor will pay any fines incurred for failure to complete required testing or filing irregularities.

14.4 Fire Service Phase I and II: The Contractor shall conduct and document all tests and inspections for compliance with ASME A17.1 and A17.2 and/or local prevailing code requirements. This includes all fire fighters and emergency power testing required by code. The Contractor shall document the test results on a test form left in the machine room and forward a copy to the Owner for review and as needed to meet the AHJ's documentation requirements.

14.5 Static testing: If a hydraulic cylinder is suspected of leaking, enhanced oil monitoring shall be performed on a weekly basis. In addition, a static test shall be performed where using fairly cold oil, raise the car at least 5 feet off the bottom floor, mark the location on the entrance jamb, shut the oil line shutoff, measure the oil depth in the tank, and wait for 4 hours before measuring and marking the entrance jamb again, and returning the car to service if appropriate. Provide photo documentation of test to the Owner.

14.6 Annual Hydraulic Elevator Relief Valve: Contractor will perform an Annual no load test on the relief valve and entire system Pressure Test conforming to the requirements outlined in ASME A17.1 or prevailing code. Annual inspection and testing requirements on all hydraulic units are covered under this agreement. If the AHJ requires the test to be witnessed, coordination with either the AHJ or authorized third party inspector will be included, provided and performed.

14.7 Annual No Load Test for Traction and Hydraulic Elevators: Contractor will perform the no load Safety Test conforming to the requirements contained in ASME A17.1 or prevailing code. Annual and three year inspection and testing requirements on all elevators are covered under this agreement. If the AHJ requires the test to be witnessed, coordination with either the AHJ or authorized third party inspector will be included, provided and performed.

14.8 Five-Year Full Load Test for Traction and Hydraulic Elevators: Contractor will perform all Five-Year Load Tests conforming to the requirements contained in ASME A17.1 or prevailing code. Five-year inspection and test requirements on all traction units are covered under this agreement. If the AHJ requires the test to be witnessed, coordination with either the AHJ or authorized third party inspector will be included, provided and performed.

15. Maintenance Control Program and Technical Documentation

Contractor shall establish, maintain, and make available an MCP meeting adopted code requirements, tailored to each unit. The MCP shall identify tasks, intervals, procedures, special tools, examinations, tests, and records. Generic checklists that do not address installed equipment are unacceptable. Current wiring diagrams, written procedures for unique equipment, code-required records, and oil logs shall remain at the designated on-site location.

16. Repairs and Planned Shutdowns

Covered repairs shall be commenced promptly and pursued continuously, subject to parts availability and safe access. Contractor shall give advance notice of planned shutdowns, estimated duration, parts status, and restoration plan. Contractor shall provide weekly written status for any shutdown exceeding five calendar days and expedite parts when reasonably available. Owner may require a temporary risk-control plan for extended outages.

17. Limited Exclusions

17.1 Only the following are excluded, and exclusions shall be construed narrowly:

- Damage directly caused by proven vandalism, misuse, casualty, water intrusion from a non-elevator source, fire, building settlement, or utility power conditions outside elevator-equipment tolerance, except to the extent Contractor failed to protect, report, or mitigate a known condition.
- Alterations required solely by a newly adopted code provision, Owner-requested modernization, aesthetic upgrades, or changes to capacity, speed, stops, controls, or use.
- Building items outside the elevator equipment envelope, including incoming power ahead of the elevator disconnect, general building HVAC, fire alarm system beyond the elevator interface, phone/network service beyond the elevator interface, hoistway structure, waterproofing, and architectural finishes, unless damaged by Contractor.
- Underground hydraulic cylinder, buried piping, and environmental remediation are excluded, however routine packing, above-ground piping, oil loss diagnosis, and required reporting remain included.
- Car enclosure wall/ceiling panels, flooring, removable cab finishes, hoistway door panels/frames, and painting, except operational door equipment, gibs, tracks, hangers, interlocks, and damage caused by Contractor remain included.

17.2 The following are not valid exclusions: ordinary wear; age; obsolescence alone; lack of Contractor inventory; proprietary diagnostics Contractor knew or should have known about; repeated failure; or damage resulting from deferred preventive maintenance.

18. Owner Responsibilities

Owner shall provide reasonable access; maintain building power, fire alarm, HVAC, phone/network services, machine-room access, and environmental conditions serving the elevators; promptly report known problems; prevent unauthorized access; and authorize non-covered work when appropriate. Owner's observation, inspection, or payment does not relieve Contractor of responsibility.

PERFORMANCE MANAGEMENT

19. Required Reports

Contractor shall submit service tickets electronically within 3 business days of Owner submitted request and a monthly portfolio report by the 10th calendar day of the following month. Reports shall identify each visit date, mechanic, arrival/departure times, labor hours, tasks completed, callbacks, shutdown hours, parts pending, tests due/completed, deficiencies, recommendations, and unit availability. Generic descriptions are unacceptable.

20. Performance Requirements and Service Credits

Metric	Target	Remedy / Credit
Scheduled maintenance completion	100% of required monthly visits	10% of monthly unit fee per missed visit, plus make-up visit.
Entrapment response	On-site within 60 minutes	10% of monthly unit fee per late response, capped as stated below.
Monthly report	Complete and timely.	Owner may withhold invoice approval until received.
Repeat callbacks	No more than three (3) related callbacks in 30 days without corrective plan.	Corrective plan and covered repair; chronic failure may constitute default.

Service credits are price adjustments reflecting reduced service value, not penalties, and do not limit Owner's other remedies. Aggregate credits may be capped at 25% of the monthly fee, except the cap does not apply to missed-service refunds, fraud, willful misconduct, or costs recoverable after default.

21. Audits and Meetings

Owner may audit service records, MCP entries, dispatch data, and invoices on reasonable notice. Contractor shall attend quarterly performance meetings if requested and provide a corrective-action plan for material performance deficiencies.

22. Parts, Inventory, and Obsolescence Planning

Contractor shall maintain or have prompt access to routine critical parts. Within 60 days after commencement and annually thereafter, Contractor shall identify single-source, discontinued, unsupported, or long-lead components and recommend risk mitigation. Such disclosure does not remove Contract coverage unless Owner expressly accepts an exclusion by signed amendment.

COMMERCIAL AND LEGAL TERMS

23. Invoicing and Payment

Contractor shall invoice monthly in arrears and separately identify each elevator, base fee, approved extra work, credits, taxes, and purchase order. Owner may withhold disputed amounts while paying undisputed amounts. Payment does not constitute acceptance, waive defects, or release Contractor obligations. Payment timing shall comply with applicable Minnesota law and Owner policy.

24. Taxes

Contractor is responsible for taxes, fees, and assessments imposed on its business, labor, or purchases. Owner will provide available tax-exemption documentation. Contractor shall not charge sales tax when exemption applies.

25. Changes

Only Owner's authorized contracting representative may approve a change. Field direction, service tickets, emails from building staff, or Contractor performance without written authorization do not entitle Contractor to additional compensation. Emergency work necessary to protect life or property may proceed after immediate verbal notice, followed by written documentation within one business day.

26. Insurance

Before work and throughout the term, Contractor shall maintain the insurance required by Owner and associated documents with insurers authorized to do business in Minnesota. Certificates and required endorsements shall be provided before mobilization. Coverage shall not limit Contractor liability. Owner and its officials, employees, and agents shall be additional insureds where commercially appropriate for ongoing and completed operations.

27. Indemnification

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless Owner and its commissioners, officers, employees, and agents from claims, damages, losses, fines, penalties, and expenses, including reasonable attorneys' fees, but only to the extent caused by Contractor's negligent acts or omissions, breach, willful misconduct, or violation of law, including acts of its subcontractors. This clause does not require indemnification for Owner's sole negligence.

28. Subcontractors and Assignment

Contractor shall not assign the Contract or subcontract material obligations without Owner's prior written consent. Approved subcontracting does not relieve Contractor. Contractor shall bind subcontractors to applicable Contract requirements and remains responsible for licensing, safety, payment, and performance.

29. Warranty

Contractor warrants that services will be professional and code compliant and that installed parts will be free from defects for the longer of one year after installation, the manufacturer warranty, or the remaining Contract term. Warranty survives expiration or termination. Warranty work shall be performed without charge.

30. Confidentiality, Data, and Cybersecurity

Contractor shall protect nonpublic Owner, building, resident, access-control, and equipment-network information; use it only for performance; restrict access to personnel with a need to know; and notify Owner promptly of suspected unauthorized access. Internet-connected elevator devices may not be installed or remotely enabled without Owner approval, documented security controls, credential management, support terms, and a disconnection/turnover plan.

31. Nondiscrimination and Compliance with Law

Contractor shall comply with applicable federal, state, and local laws, licensing, employment, nondiscrimination, accessibility, environmental, and public-contract requirements. Required funding clauses identified in Owner's documents are incorporated when checked and completed.

32. Records Retention and Public Data

Contractor shall retain Contract records for at least [six] years after final payment or longer if required by funding terms. Contractor acknowledges Owner may be subject to Minnesota public-data and records laws. Owner will determine disclosure obligations; Contractor shall clearly identify claimed protected information but may not require Owner to withhold public data contrary to law.

33. Default and Cure

Material default includes unsafe work, unlicensed work, chronic missed maintenance, repeated SLA failure, failure to respond, lapse of insurance, abandonment, insolvency, material misrepresentation, or failure to cure a breach. Except for immediate safety, licensing, insurance, abandonment, or confidentiality issues, Owner shall give written notice and 10 days to cure. Owner may extend the cure period when Contractor begins and diligently pursues cure.

34. Owner Remedies and Emergency Takeover

If Contractor fails to respond to an emergency or protect equipment, Owner may engage others to secure or restore service after reasonable notice. Contractor is responsible for reasonable costs to the extent the work was covered or necessitated by Contractor default. Owner may deduct undisputed or finally determined amounts from sums due.

35. Termination

35.1 Modernization of Units under service agreement: Incumbent service contractor is required to coordinate with the awarded modernization Contractor at both the beginning and end of service, including joint equipment condition review, transfer of MCP records, callback history, software/settings backups, keys, passwords, and open deficiency lists.

35.2 Termination. Termination of this Agreement, whether for cause under §3.4 of the Prime Agreement or for the convenience of the HRA under §3.7, is governed exclusively by the Prime Agreement. Any liquidated-damages provision, early-cancellation charge, unamortized-cost recovery, minimum-revenue guarantee, or termination fee is void and of no effect.

Upon termination for the convenience of the HRA, the Contractor shall be entitled to payment for services actually performed through the effective date of termination, prorated on a monthly basis, together with documented costs reasonably incurred by reason of the termination. The Contractor shall not be entitled to anticipated profit on services not performed.

Upon any termination or expiration, the Contractor shall promptly deliver to the HRA all service records, maintenance control program documentation, code-required test records, current controller parameters and software backups, passwords and access credentials, diagnostic procedures, keys, special tools, and Owner-owned spare parts and attic stock. Final payment is conditioned on delivery and acceptance of these items in accordance with §3.3 of the Prime Agreement.

36. Force Majeure

Neither party is liable for delay caused by events beyond its reasonable control that could not be avoided through reasonable planning. Labor shortages, normal supply delays, lack of parts inventory, subcontractor default, and financial hardship are not force majeure unless directly caused by a qualifying event. The affected party shall promptly notify the other, mitigate impacts, and resume performance.

37. Disputes and Governing Law

The parties shall first attempt good-faith resolution through authorized representatives. The Contract is governed by Minnesota law, without regard to conflicts principles. Venue lies in the state or federal courts serving Crow Wing County, Minnesota, unless Owner counsel directs otherwise. Contractor shall continue undisputed performance during a dispute.

38. Notices

Party	Notice Contact
Owner	Crosby HRA Attn: John Schommer 300 3 rd Ave. Crosby, MN 56441
Contractor	

39. Miscellaneous

Waiver on one occasion is not continuing. Invalid provisions are severed to the minimum extent necessary. Headings aid reference only. Electronic signatures and counterparts are effective. Contract obligations that by nature should survive—including warranty, indemnity, records, confidentiality, transition, and payment adjustments—survive expiration or termination.

EQUIPMENT SCHEDULE

	Elevator 1 – Dellwood Apartments	Elevator 1 – Edgewood Apartments
Owner Unit ID	1	1
Building / Address	300 3 rd Ave. NE	400 3 rd Ave. NE
State / AHJ ID	ELV-05345	ELV-06350
Manufacturer	TBD	TBD
Controller / Year	2027	2027
Type	Hydraulic Passenger	Hydraulic Passenger

Pre-Bid Verification

Bidder shall inspect accessible equipment, verify the schedule, review available records, and identify discrepancies, proprietary restrictions, exclusions, or immediate repair needs with its bid. Failure to inspect does not relieve Contractor of reasonably discoverable conditions.

Baseline Condition Allocation

Owner may correct listed pre-existing deficiencies before start, authorize Contractor to correct them by change, or expressly accept them as exclusions. Once corrected or accepted into coverage, the affected equipment becomes fully covered.

PRICING

Contractor shall provide comprehensive full-maintenance pricing for each covered elevator listed below. The monthly fee must include all labor, supervision, regular preventive maintenance, covered repairs and replacement parts, routine consumables, lubricants, tools, travel, dispatch, documentation, and reporting necessary to perform the Contract, except for items expressly excluded or separately elected in this section.

Monthly full-maintenance pricing:

- Elevator 1 – Dellwood Apartments monthly full-maintenance fee: \$_____
- Elevator 1 – Edgewood Apartments monthly full-maintenance fee: \$_____
- Total monthly fee: \$_____

Any item not expressly priced as an exclusion, alternate, allowance, or reimbursable cost is deemed included in the monthly full-maintenance fee. Contractor shall not invoice additional charges for covered work unless Owner gives written authorization before the work is performed.

Contractor's Hourly Rates Table:

• Labor Classification / Service	• Regular-Time Rate (\$/hr)	• Overtime Rate (\$/hr)	• Double-Time Rate (\$/hr)	• Sunday / Holiday / Other Premium Rate (\$/hr)
• Mechanic	• \$_____	• \$_____	• \$_____	• \$_____
• Assistant Mechanic	• \$_____	• \$_____	• \$_____	• \$_____
• Apprentice	• \$_____	• \$_____	• \$_____	• \$_____
• Adjuster	• \$_____	• \$_____	• \$_____	• \$_____
• Crew	• \$_____	• \$_____	• \$_____	• \$_____

Rate requirements: Enter fully burdened hourly billing rates applicable to Owner-authorized work outside the comprehensive maintenance coverage. Rates shall include wages, fringe benefits, payroll costs, supervision, overhead, profit, small tools, and all other labor-related costs, except separately approved reimbursable expenses. Contractor shall apply the labor classification and premium-time provisions of its applicable IUEC collective bargaining agreement and identify any rate category that does not apply.