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**STATE OF NORTH CAROLINA**

**The University of North Carolina at Chapel Hill**

**for its Department of Facilities Services**

**Request for Proposal Number: 3000012423**

**Description of Services: Elevator Services Contract**

**Date of Issue: 07-28-2025**

**Date of Site Visit: 08-06-2025 Starts at 8:00 AM EST**

**Date to Receive Questions: 08-08-2025 NLT 4:00 PM EST**

**Proposal Opening Date: 08-22-2025 NLT 1:00 PM EST**

**Direct all inquiries concerning this RFP to:**

Mark Thomas Sillman

Associate Director Purchasing Services

Email: mark\_sillman@unc.edu



**STATE OF NORTH CAROLINA**

**Request for Proposal Number: 3000012423**

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For internal State agency processing, including tabulation of proposals, provide your company’s eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your proposal.  
Failure to do so may subject your proposal to rejection.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Vendor Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor eVP#

**Note**: For a contract to be awarded to you, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at <https://vendor.ncgov.com/vendor/login>

*The University is only accepting proposals through* *the electronic Vendor Portal (eVP): Electronic responses ONLY will be accepted for this solicitation.*

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| **STATE OF NORTH CAROLINA**  ***The University of North Carolina at Chapel Hill*** | |
| **Refer *ALL* Inquiries regarding this RFP to:**  ***SEE FRONT COVER*** | **Request for Proposal Number: 3000012423** |
| **Proposals will be publicly opened: 08-22-2025 NLT 1:00 PM EST** |
| **Using Agency: UNC-CH** | **Commodity No. and Description: Elevator Services Contract** |
|  |

**EXECUTION**

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

* this proposal is submitted competitively and without collusion (G.S. 143-54),
* none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
* it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor’s knowledge and belief, that:

* it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any University Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the University, or from any person seeking to do business with the University. By execution of this response to the RFP, the undersigned certifies, for Vendor’s entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this proposal, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** andthe **UNIVERSITY** **NORTH** **CAROLINA OF NORTH CAROLINA AT CHAPEL HILL GENERAL TERMS AND CONDITIONS FOR SERVICES incorporated herein.** These documents can be accessed from the ATTACHMENTS page within this document.

**Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.**

|  |  |  |  |
| --- | --- | --- | --- |
| COMPLETE/FORMAL NAME OF VENDOR: | | | |
| STREET ADDRESS: | | P.O. BOX: | ZIP: |
| CITY & STATE & ZIP: | | TELEPHONE NUMBER: | TOLL FREE TEL. NO: |
| PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21): | | | |
| PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR: | | FAX NUMBER: | |
| **VENDOR’S AUTHORIZED SIGNATURE\***: | **DATE:** | EMAIL: | |

**VALIDITY PERIOD**

Offer shall be valid for at least sixty 90 days from date of bid opening, unless otherwise stated here: \_\_\_\_\_\_ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

**ACCEPTANCE OF PROPOSAL**

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties (“Contract”). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

|  |
| --- |
| **FOR STATE USE ONLY:** Offer accepted and Contract awarded this\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, as indicated on  The attached certification, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **(Authorized Representative of The University of North Carolina at Chapel Hill)** |

# PURPOSE AND BACKGROUND

**1.01 PURPOSE:** This Request for Proposal (RFP) is being issued to obtain a contract to provide full maintenance services for elevators, escalators, and lifts for the University of North Carolina at Chapel Hill, Facilities Services. The contract as herein specified shall consist of an all-inclusive service for the elevators, escalators, dumbwaiters and lifts being maintained under this contract.

**1.02 BACKGROUND:** All elevators, escalators, and lifts, as defined herein, under this contract shall be maintained in first quality operating condition and must comply with all requirements of the current American Standard Safety Code for elevators, ANSI-A17-1, and ANSI Inspection Manual, ANSI-A17.2 and all other applicable laws, regulations ordinances, codes, etc. The American National Standards Institute (ANSI) Code shall be used as a guide to establish that the elevators are operating safely. The Contractor shall provide a full maintenance program in accordance with ANSI standards.

Each elevator, escalator, and lift were installed according to the current Code requirements that were applicable in North Carolina at the time of installation. Additions to the ANSI A17.1, relating to new elevator installations, will not be retroactive for existing equipment. If any elevators are modified and brought up to current code, then these elevators must be maintained in accordance with all requirements of the current American Standard Safety Code for Elevators, ANSI-A17.1, and ANSI Inspection Manual, ANSI-A17.2 and all other applicable laws, regulations, ordinances, codes, etc.

**1.03 UNIVERSITY PROVIDED MATERIALS:** The University shall provide the Contractor with all normal utilities, such as electricity, lights and water necessary for performing this contract.

# 1.04 ELEVATOR EQUIPMENT: The following items of elevator equipment are not included in this contract.

1. Underground and/or buried piping and jack casing.
2. Smoke and fire sensors with related control equipment not specifically part of the elevator controls.
3. Refinishing, repairing or replacement of car enclosure, car floor tiles, car doors, hoist way door panels, frames and sills, main line power switches, breakers, and feeders to controller.
4. Approved waste cans in each elevator equipment room.

1.5 CONTRACT TERM: The Contract shall have an initial term of *five (5)* years, beginning on the date of final Contract execution the “Effective Date”. The Vendor shall begin work under the Contract on or about the first of October 2025 to allow for possible cross over time between vendors.

At the end of the Contract’s initial term, the University shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up *to five (5) additional one (1) year terms*. The University will give the Vendor written notice of its intent to exercise each option no later than *ninety (90)* days before the end of the Contract’s then-current term. In addition to any optional renewal terms, and with the Vendor’s concurrence, the University reserves the right to extend the Contract after the last active term.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

# GENERAL INFORMATION

## REQUEST FOR PROPOSAL DOCUMENT

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

## NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions to Vendors, the University of North Carolina at Chapel Hill General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the University determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The University may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the University rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer that shall be held open for the period required herein (“Validity Period” above).

The University may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon through negotiation and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposal as nonresponsive.

## RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The University will make every effort to adhere to this schedule.

|  |  |  |
| --- | --- | --- |
| **Event** | **Responsibility** | **Date and Time** |
| Issue RFP | University | 07-28-2025 |
| Hold Pre-Proposal Meeting/Site Visit | University | 08-06-2025 Starting at 8:00 AM EST Sharp |
| Submit Written Questions | Vendor | 08-08-2025 NLT 4:00 PM EST |
| Provide Response to Questions | University | ASAP |
| Submit Proposals | Vendor | 08-22-2025 NLT 1:00 PM EST |
| Public Bid Opening | University | 08-22-2025 @ 1:00 PM EST |
| Contract Award | University | ASAP |

## SITE VISIT or PRE-PROPOSAL CONFERENCE

**Urged and Cautioned Site Visit / Pre-Proposal Conference**

Date: 08-06-2025

Time: 8:00 AM EST

Location: UNC-CH, Giles Horney Bldg., 103 Airport Dr, Chapel Hill, NC 27599

Magnolia Conference Room 100A

Chapel Hill, NC, 27599

Contact #: [919-201-1826

**Instructions**: Vendor representatives are URGED and CAUTIONED to visit the site and apprise themselves of the conditions and requirements which will affect the performance of the work called for by this RFP. A non-mandatory site visit is scheduled for this RFP. Submission of a proposal shall constitute sufficient evidence of this compliance, and no allowance will be made for unreported conditions which a prudent Vendor would recognize as affecting the performance of the work called for in this RFP.

Vendor is cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this RFP, must be confirmed by written addendum before it shall be considered as a part of this RFP and any resulting contract.

All prospective Contractors are encouraged to take the tour. The tour is not mandatory, but if a Contractor elects not to participate in the tour, change orders to the contract shall not be approved based on lack of knowledge of information that Contractor would have known if it had taken the tour.

## PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the “Submit Written Questions” date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum.

Written questions shall be emailed to *mark\_sillman@unc.edu* by the date and time specified above. Vendors shall enter “RFP – 3000012423 – Company Name - Questions” as the subject line for their email. Question submittals shall be submitted as an MS WORD Document attached to the email and shall include a reference to the applicable RFP section and be submitted in the format shown below:

|  |  |
| --- | --- |
| **Reference** | **Vendor Question** |
| RFP Section, Page Number | Vendor question …? |

Questions received prior to the submission deadline date, the University’s response, and any additional terms deemed necessary by the University will be posted in the form of an addendum to *the electronic Vendor Portal (eVP),* [*https://evp.nc.gov*](https://evp.nc.gov)*,* and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any University personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFP and an addendum to this RFP.

## PROPOSAL SUBMITTAL

**IMPORTANT NOTE:** **This is an absolute requirement.** Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. The vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor’s sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

eVP Submission only is allowed. All proposal responses shall be submitted electronically via the electronic Vendor Portal (eVP). Additional information can be found at the eVP updates for Vendors link: https://eprocurement.nc.gov/news-events/evp-updates-vendors.

If confidential and proprietary information is included in the proposal, also submit one (1) signed, REDACTED copy of the proposal. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the proposal with its proposal submission, the Department may release an unredacted version if a record request is received.

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor’s proposal(s). Vendors are strongly encouraged to allow sufficient time to upload proposals.

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State’s eVPwebsite for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

## PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor’s submission of incomplete items, may result in the University rejecting Vendor’s proposal, in the University’s sole discretion.

Vendor RFP responses shall include the following items and attachments, which shall be arranged in the following order:

1. Cover Letter, which must contain the following:
2. a statement that confirms that the vendor has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP,
3. a statement that the vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein,
4. a statement that the vendor is in full agreement, and shall comply with all instructions, terms and conditions, and attachments,
5. A statement that the vendor has been regularly engaged in the business of providing service and maintenance for elevators, escalators, and lifts of the type and character of equipment of these specifications for a minimum of five (5) years,
6. Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
7. Technical Documentation Requirements: The vendor shall provide the following documentation in the order shown below.
8. **Support**

* The vendor shall describe its maintenance control program, including how routine maintenance is scheduled, tracked, and performed. The description should include any tools or systems used and how the program supports compliance with industry standards and the requirements outlined in this RFP. The Offeror should also explain how its program addresses the needs of aging or high-use equipment.
* The vendor shall provide a written outline of service and warehousing facilities, showing a complete list of parts, equal to or better than original manufacturer’s spare parts, on hand of the same type and specifications as used on the elevators, escalators, and lifts covered in these specifications.
* The vendor shall provide a description of any other factors concerning the vendor’s service and maintenance program, personnel and service facilities that will substantiate its ability to properly maintain the elevators, escalators, and lifts in a safe, dependable manner.

1. **References**

* The vendor shall list a minimum of five (5) references for elevator maintenance and three (3) references for escalator maintenance, including point of contact, email, phone number, address, and a brief description of the scope of work performed. These references must reflect work performed within the past five (5) years. At least two (2) elevator reference and one (1) escalator reference must demonstrate the Offeror’s experience managing a maintenance contract comparable in size, scope, and complexity to that of the University. This includes environments with a large building footprint, diverse equipment types, and a mix of modern and legacy systems across multiple locations.
* The **vendor** shall provide a list of elevators, escalators, wheelchair lift, and material lift maintenance and service contracts and cancellations during the last five (5) years within the State of North Carolina by the Offeror.

1. **Personnel**

* The vendor shall provide a list, including names of personnel directly employed by the vendor, whose responsibility is performing service and maintenance, giving the length of time each has been employed by the vendor and the amount of experience each has had in maintaining elevators, escalators, and lifts of the same type and manufacture as covered by these specifications.
* The vendor shall describe its ongoing training programs for employees, ensuring that personnel remain up to date with the latest technology, safety standards, and manufacturer guidelines.
* The vendor shall provide written verification (training certificates and resumes) that it has personnel experienced in the service and maintenance of elevators, escalators, and lifts as described within this RFP.

1. **Technology**

* The vendor shall describe any innovative technologies or tools used for diagnostics, maintenance tracking, or customer communication.
* The vendor shall provide Information Technology Services (ITS) support for network-connected elevator systems. This includes ensuring proper functionality, troubleshooting, updates, and security as needed. The vendor shall outline its approach to maintaining these systems and the resources available for ITS support.
* The vendor shall furnish a list of any technical information and engineering data in order to prove the technical capability to perform the service and maintenance specified with the proper tools and equipment necessary.

1. Completed and signed versions of all EXECUTION PAGES, along with the body of the RFP.
2. Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
3. Vendor’s Proposal addressing all of the Specifications of this RFP prepared and submitted as a single MS Word document.
4. Completed version of ATTACHMENT A: PRICING
5. Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
6. Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
7. Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
8. Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

## ALTERNATE PROPOSALS

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantages(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: “RFP – 3000012423 – Company Name - Alternate Proposal #\_\_\_”. Each proposal must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of any other proposals offered.

## 2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this RFP are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

# METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

## METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the University shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the University’s best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

*The “best value” methodology is used for evaluations in which all proposals are compared as to each relevant factor and the relative strengths and weaknesses of each proposal are traded off to determine the best one over-all. Use of the best value method requires a written explanation of the strengths and weaknesses of each proposal and why the recommended awardee provides the best value to the University.*

While the intent of this RFP is to award a Contract(s) to a single Vendor, the University reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the University to do so.

The University reserves the right to waive any minor informality or technicality in proposals received.

## CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this RFP is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See Paragraph 29 of the Instructions to Vendors entitled COMMUNICTIONS BY VENDORS.

Each Vendor submitting a proposal to this RFP, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the purchaser named above, any department secretary, agency head, members of the General Assembly and Governor’s office); or private entity, if the communication refers to the content of Vendor’s proposal or qualifications, the content of another Vendor’s proposal, another Vendor’s qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor’s proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or inquiries directed to the purchaser named in this RFP regarding requirements of the RFP (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

## PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

**The University will conduct a One-Step evaluation of Proposals:**

Proposals will be received according to the method stated in the Proposal Submittal Section above.

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the University reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the University.

At the date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum, the proposal from each responding Vendor will be opened publicly and the names of all offers (except those that have been previously withdrawn, or voided bids) will be called out and placed on a tabulation form. The tabulation shall be made public once any and all negotiations have been completed as authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503 and a review by University Counsel has been performed. When negotiation is anticipated, cost and price shall become available for public inspection only at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a vendor’s pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

The University reserves the right to negotiate with one or more vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the University.

## EVALUATION CRITERIA

In addition to the general criteria in G.S. 143-52 which may or may not be relevant to this RFP, all qualified proposals will be evaluated, and award made based on considering the following criteria, to result in an award most advantageous to the University:

**BEST VALUE:** "Best Value" procurement methods are authorized by N.C.G.S. §§143-135.9 and 143B-1350(h).  The award decision is made based on multiple factors, including: total cost of ownership, meaning the cost of acquiring, operating, maintaining, and supporting a product or service over its projected lifetime; the evaluated technical merit of the Vendor's offer; the Vendor's past performance; and the evaluated probability of performing the specifications stated in the solicitation on time, with high quality, and in a manner that accomplishes the stated business objectives and maintains industry standards compliance.  The intent of "Best Value" procurement is to enable Vendors to offer and the Agency to select the most appropriate solution to meet the business objectives defined in the solicitation and to keep all parties focused on the desired outcome of a procurement.

A ranking method of source selection will be utilized in this procurement using evaluation criteria listed in order of importance in the Evaluation Criteria section below to allow the University to award this RFP to the Vendor(s) providing the Best Value and recognizing that Best Value may result in award other than the lowest price or highest technically qualified offer.  By using this method, the overall ranking may be adjusted up or down when considered with, or traded off against, other non-price factors.

**EVALUTION METHOD:** A written narrative shall be prepared showing the complete consensus of the evaluating committee, explaining the strengths and weaknesses of each proposal and why the recommended awardee(s) provides the best value to the University.

All qualified proposals will be evaluated, and the award will be made based on considering the following criteria listed in descending order of importance, to result in an award most advantageous to the University:

1. Vendor Technical Approach and Support Capabilities
2. Vendor References and Qualifications
3. Vendor Personnel and Training
4. Vendor Approach and Ability to Handle Technology
5. Pricing

## PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, the University may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the University:

1. Total cost to the University
2. Level of quality provided by the Vendor
3. Process and performance capability across multiple jurisdictions
4. Protection of the University’s information and intellectual property
5. Availability of pertinent skills
6. Ability to understand the University’s business requirements and internal operational culture
7. Particular risk factors such as the security of the University’s information technology
8. Relations with citizens and employees
9. Contract enforcement jurisdictional issues

## INTERPRETATION OF TERMS AND PHRASES

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the University; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the University will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the University’s needs as described in the RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the University exercising its discretion to reject a proposal in its entirety.

# **REQUIREMENTS**

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the University to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question-and-answer period in accordance with the Proposal Questions Section above.

* 1. **PRICING**

The vendors’ proposal price shall constitute the total cost to the University for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor’s proposal. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

* 1. **INVOICES**

The vendor shall invoice the University’s Facility Services Department monthly. The standard format for invoicing shall be a single monthly invoice showing all charges for the month prior for the services detailed in this RFP. Invoices shall include the Purchase Order Number and sufficient detailed information to allow the University’s Facility Services Department to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

Vendor’s Billing Address, Customer Account Number, University Purchase Order Number, , Item Descriptions (with Manufacturer or Vendor Part Numbers if required), Price, Quantity, and Unit of Measure.

**INVOICES SHALL NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED.**

* 1. **FINANCIAL STABILITY**

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The University is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the University within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor’s financial stability.

* 1. **HUB PARTICIPATION**

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the State’s Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. The vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

* 1. **BACKGROUND CHECKS**

Vendor and its personnel are required to provide or undergo background checks at Vendor’s expense prior to beginning work with the University. As part of Vendor background, the following details must be provided to the University:

1. Any **criminal felony conviction,** or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, by Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project, of which Vendor has knowledge, or provide a statement that Vendor is aware of none.
2. Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge, or provide a statement Vendor is aware of none.
3. Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term “regulatory sanctions” includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings.
4. Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Vendor has knowledge or a statement that there are none.
5. Any **civil litigation**, arbitration, proceedings, or judgments pending against Vendor during the three (3) years preceding submission of its proposal herein or a statement that there are none.

Vendor’s response to these requests shall be considered a continuing representation, and Vendor’s failure to notify the University within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor or its then current officers, directors or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.

**4.5.1 GENERAL INFORMATION**

It is the policy of the University to provide a safe environment for University Government employees to work. Due to the Contract requirements, the University requires criminal background checks of awarded Vendors, including but not limited to owners, employees, agents, representatives, subcontractors, and all personnel of their respective companies. All costs and expenses associated with criminal background checks are the responsibility of the Vendor.

The following requirements must be met:

1. Criminal background checks shall be current and completed within ninety (90) days of the Contract effective date.
2. The criminal background check shall include a social security verification/check, felonies, misdemeanors, and traffic records covering a minimum of the last seven (7) years for all states and countries where the individual has resided. The criminal background check information shall be first thoroughly reviewed by the Vendor and then sent to the Contract Administrator for review and approval. Out-of-state searches shall be required for persons living in the state of NC for fewer than seven (7) years. Fingerprint background checks may be required in some instances depending on the facility requirements.
3. A criminal background check on the awarded Vendor and its employees shall be provided by the Vendor prior to the Contract effective date. Copies of the original criminal background check shall be sent to the Contract Administrator for evaluation. In some cases, badging cannot take place until after the evaluation and approval of the Vendor’s criminal checks.
4. When a new employee or individual is identified to perform Services on this Contract, the Vendor shall provide the Contract Administrator with a criminal background check before the individual can be approved for work.  Persons without approved criminal background checks shall not be allowed to work in the relevant buildings until proper documentation is submitted and approved.
5. **The University** may require the Vendor to exclude the Vendor’s employees, agents, representatives, or subcontractors based on the background check results. Discovery that one or more employees have convictions does not disqualify the Vendor from the award.
6. **Additionally, the University may use** [The North Carolina Department of Public Safety Offender Public Information](https://webapps.doc.state.nc.us/opi/offendersearch.do?method=view) **or similar Services to conduct additional background checks on the Vendor’s proposed employees.**

**4.5.2 BACKGROUND CHECK REQUIREMENTS**

As part of Vendor’s criminal background checks, the details below must be provided to the University:

1. Any **criminal felony conviction,** or conviction of any crime involving moral turpitude, including but not limited to fraud, misappropriation or deception, of Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project of which Vendor has knowledge, or provide a statement that Vendor is aware of none.
2. Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge, or provide a statement Vendor is aware of none.
3. Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term “regulatory sanctions” includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings.
4. Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Vendor has knowledge or provide a statement that there are none.
5. Any **civil litigation**, arbitration, proceedings, or judgments pending against Vendor during the three (3) years preceding submission of its proposal herein or provide a statement that there are none.

**4.5.3 BACKGROUND CHECK LIMITATIONS**

Any individual representing the Vendor, who:

1. In his/her lifetime, has been adjudicated as a habitual felon as defined by GS 14-7.1 or a violent habitual felon as defined by GS 14-7.7, shall not be allowed to work in buildings occupied by university employees.
2. During the last seven (7) years has been convicted of any criminal felony or misdemeanor sexual offense or a crime of violence shall not be allowed to work in buildings occupied by university employees.
3. At any time has an outstanding warrant or a criminal charge for a crime described in (b) above shall not be allowed to work on university property.
4. The Vendor must ensure that all employees understand that they have responsibility to self-report to the Vendor within twenty-four (24) hours any arrest for any disqualifying offense. The Vendor must notify the Contract Administrator within twenty-four (24) hours of all details concerning any reported arrest.
5. Upon the request of the Contract Administrator, the Vendor will re-screen any of its employees, agents, representatives, and subcontractors during the term of the Contract.
6. Vendor’s responses to these background check requests shall be considered a continuing representation, and Vendor’s failure to notify the University within thirty (30) days of any criminal charge, investigation, or proceeding involving Vendor or its then-current officers, directors or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.
7. If there are problems or delays with performance associated with completion and compliance with this background check requirements, any Vendor’s performance bond could be used to complete these Services.

**4.5.4 DOCUMENT REQUIREMENTS**

Required documentation to be submitted prior to date Contract is effective and for performing any Services on University property shall include:

1. A cover letter by the Vendor on company letterhead with a list of the full names matching a required government issued photo ID, addresses, and birth dates of each person representing the contracting company.
2. The vendor shall also provide a photocopy of the required State or Federal government issued picture ID or Driver License.
3. A letter on company letterhead is not acceptable proof in itself but can be used to further clarify information on the criminal background check submitted. All documentation shall be submitted at the same time. Submit documents which are clear and legible.
4. Background checks consisting of:
5. Original unaltered criminal background check from the organization providing the background check.
6. The company name, mailing address, and contact phone numbers for the company who provided the background check.
7. The full name of the individual, which matches the government issued photo ID.
8. The current address of individual being checked.
9. The date that the criminal background check search was conducted.

**4.5.5 VENDOR BACKGROUND CHECK AGREEMENT**

Vendor agrees to conduct a criminal background check per the specifications above in this section on all employees proposed to work under this Contract, at its expense, and provide the required documentation to the University in order to perform Services under this Contract:

YES  NO

* 1. **PERSONNEL**

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractors that may be approved by the University. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. The vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor’s proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The University will approve or disapprove of the requested substitution in a timely manner. The University may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the University may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

* 1. **VENDOR’S REPRESENTATIONS**

If Vendor’s Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the University under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor’s proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecom­munications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

**5.0 DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

The Contractor hereby agrees to work directly with the University, or its designated Contract Administrator, in connection with carrying out and conducting all the following duties and responsibilities during the term of this agreement.

**5.01 Service and Maintenance Obligations**

The Contractor shall, at no additional cost to the University, furnish all parts, materials, and equipment required to perform repairs, replacements, routine maintenance, and necessary upgrades for all vertical transportation equipment. This includes, but is not limited to, all components necessary for maintaining the functionality and safety of these systems, including factory upgrades to software, drives, and controller systems. However, costs related to modernization projects, components deemed obsolete by the University or repairs due to vandalism shall not be included in this agreement and will require separate approval.

The Contractor shall ensure the timely provision of parts to avoid delays in services, with all replacement parts being delivered and available for installation within forty-eight (48) hours of identification of the need for replacement. If a building has only one elevator in operation, parts required for repairs shall be delivered within twenty-four (24) hours to minimize downtime and disruption to building occupants.

**5.02 Elevator, Escalator, Material Lift, and Wheelchair Lift Maintenance**

Service shall include, but not be limited to, regular inspections, examinations, lubrication, testing, cleaning, adjustment, and both major and minor repairs of the equipment. The Contractor is responsible for ensuring that all maintenance activities are performed with due diligence, adhering to industry best practices and applicable safety standards to preserve the equipment's reliability, safety, and longevity. The Contractor shall maintain a detailed record of all maintenance activities and repairs conducted.

**5.03 Workmanship Standards**

The Contractor shall ensure that all workmanship is of the highest quality, consistently meeting or exceeding industry standards recognized as best practices for the respective trades. The work shall comply with the written standards of recognized organizations or institutes pertinent to the specific trade, as well as any applicable local, state, or federal codes. In the event of any discrepancies between these standards and the specifications outlined herein, the more stringent requirements take precedence.

**5.04 Regular Maintenance and Component Replacement**

The Contractor shall regularly and systematically inspect, examine, adjust, clean, lubricate, and provide necessary lubricants for all equipment to ensure continued optimal performance. Maintenance tasks shall be performed in accordance with the manufacturer's recommendations, industry best practices, and applicable codes.

The Contractor shall repair or replace the following parts as necessary to maintain safe, reliable, and code-compliant operation, including but not limited to: hydraulic control valves, machines, motors, generators, controller components such as worm gears, thrust bearings, commutators, rotating elements, coils, contacts, resistors, magnet frames; safety devices such as safety brakes, overload sensors, door interlocks, emergency stop buttons; control systems such as controller boards, PLCs, communication equipment; mechanical parts such as cables, ropes, sheaves, pulleys, counterweights, guide rails; and electrical components such as circuit breakers, fuses, transformers. All repairs and replacements shall be performed with components of equal or better quality, ensuring continued safety, reliability, and compliance with relevant standards.

**5.05 Replacement Parts and Transparency**

The Contractor shall ensure that all replacement parts used are equal to or superior to the original manufacturer’s parts in terms of performance, quality, and compatibility with the equipment. The Contractor shall provide a comprehensive list of all repair parts used, including part numbers, descriptions, and the manufacturer or source, to the Contact Administrator upon completion of each repair.

Additionally, the Contractor shall maintain full transparency regarding its inventory and sourcing of replacement parts and shall make this information readily available upon request. The Contractor shall permit University personnel to inspect its service, warehousing, and storage facilities at any time during normal business hours to ensure compliance with the contract terms and to verify the quality of replacement parts.

**5.06 Monthly Service Requirements**

The following schedule of inspection and maintenance operations shall be adhered to in executing this contract. This schedule represents the minimum required operations. The Contractor acknowledges that additional service may be necessary to meet performance evaluation requirements.

These services are to be performed monthly or more frequently as needed, in accordance with the elevator industry standard maintenance requirements, to ensure proper equipment performance, and to promptly repair or replace any components deemed worn, damaged, or otherwise substandard:

1. Ride each car; inspect the operation of car and hatch doors, acceleration, deceleration, floor stops, and brake action. Make corrections as necessary.
2. Inspect and clean all motors, machines, and generators.
3. Inspect controllers, selectors, selector drives, governors, and hydraulic control valves.
4. Clean and adjust all controller and selector contacts. Replace worn contacts and/or shunts where necessary. Inspect the sequence of operations.
5. Clean all motor, generator, and exciter commutators. Inspect and clean brushes and brush holders. Replace or reset brushes if necessary.
6. Clean and lubricate direction and accelerating switches.
7. Inspect brake operation. Inspect shoe-to-brake pulley clearance and adjust as necessary for proper operation. Clean pulley if necessary.
8. Clean hoist way pits and inspect equipment in them.
9. Inspect the working parts of all governors for free operation.
10. Inspect all door operating equipment, including motor brushes, commutators, belts or chains, contacts, drive vanes, and blocks. Clean, lubricate, adjust, or replace as necessary.
11. Inspect retiring cam operations and make necessary adjustments or corrections.
12. Inspect all wire ropes and fastenings, inspect and adjust rope tensions.
13. Inspect traveling cables for wear and position.
14. Inspect counterweight and compensator ropes. Inspect and adjust the compensatory switch. Clean compensator.
15. Inspect interlocks, car and hatch door operators, car and hatch door hangars, door closers, door monitoring equipment, and safety edge units. Clean, lubricate, adjust, or repair as necessary.
16. Lubricate the selector drive screws and guides. Clean contacts if necessary.
17. Clean and lubricate automatic slow-down and stop switches on top of cars.
18. Clean cars, position indicators, replace bulbs, adjust as necessary.
19. Inspect, clean, and lubricate car guides (unless roller guides are used).
20. Inspect car fan motors for proper operation. The University will furnish a new or replacement fan motor if not repairable.
21. Inspect drive and secondary sheaves, clean if necessary.
22. Inspect bearings for proper operation and wear.
23. Inspect machine gear teeth for cutting or noise.
24. While riding on top of cars, physically inspect condition and operation of door locking equipment.
25. Perform electrical test of door interlock circuits.
26. Inspect door locks and door closer equipment. Clean door channels.
27. Inspect cars and counterweight guide shoes and fastenings.
28. Renew gibs or rollers as necessary. Lubricate sliding guide shoes.
29. Remove car station cover, blow out, clean, or lubricate switches and buttons.
30. Inspect, clean with proper solution, and repair as necessary commutator, brushes, and brush holders of all small control motors and regulators.
31. Thoroughly inspect and clean starter and control panels.
32. Inspect, clean, and adjust the operation of slow-down and limit switches. Inspect all moving parts of the governor and safety for free operation. Clean and adjust governor and safety for proper operation.
33. Inspect and clean the buffers. Oil if necessary. Perform "hand test" of plunger return.
34. Blow out and vacuum controller motors and motor generator sets.
35. Inspect machine gear oil, seal any oil leaks, inspect gear teeth, and refill with fresh oil as necessary. The Contractor shall provide drip pans and clean any surplus oil caused by overflow and/or leaks.
36. Inspect and clean the machine brake. Disassemble and replace worn components, reassemble and readjust as necessary.
37. Clean and lubricate hatch door hanger tracks and door arms.
38. Inspect car and counterweight wire hoist ropes and governor ropes for wear and condition. Re-rope if necessary.
39. Clean rails, hatch walls, car top, pit, overhead sheaves, and beams. Inspect bracket bolts for tightness.
40. Inspect all elevator pit sump pumps for operation. Report any deficiencies to the University.
41. Inspect to ensure car lights and alarm system operate on emergency power (emergency power battery pack) as per ANSI A17.1, Rule 211. Inspect for proper emergency phone operation in car and correct call language to simplify reporting to Campus Police (e.g., eliminate "press (1) to talk, (2) to hang-up"). Report inoperable phone problems to the Contract Administrator.
42. The Contractor shall provide and replace emergency battery packs as required.
43. The Contractor shall be responsible for furnishing and replacing light bulbs in pits and on car tops.
44. Inspect, adjust, and/or tighten handrails as necessary.
45. Inspect hydraulic pump operation. Check for leaks, proper fluid levels, and overall pump performance.
46. Inspect hydraulic fluid levels. Ensure proper fluid levels are maintained and check for any contamination or degradation.
47. Check **hydraulic seals and gaskets.** Verify that all hydraulic seals are intact, free from leaks, and replace as necessary.
48. **Inspect hydraulic hoses and fittings**: Check all hydraulic hoses, fittings, and connections for wear, leaks, or deterioration. Ensure all fittings are properly tightened.

**Additional Monthly Service Requirements for Material and Wheelchair Lifts:**

The Contractor shall ensure the following for the wheelchair lifts, with inspections and servicing to be performed monthly, or more frequently as required:

1. Inspect and maintain lift platforms, including cleanings, lubrication, and repairs to ensure safe operation.
2. Inspect all electrical and mechanical components, including controllers and switches.
3. Check for smooth and safe operation of lift doors, securing devices, and emergency features.
4. Inspect any power supplies and backup systems for proper functioning.
5. Ensure all safety sensors are in good working order and adjust or replace as needed.

**5.07 Escalator Maintenance**

The Contractor agrees to maintain all escalator equipment under the same terms and conditions as the elevators, with the following service requirements included in the scope.

1. The Contractor shall maintain the following mechanical and electrical components: controller, including all relays, contacts, coils, resistance for operating and motor circuits, operating transformers, and operating rectifier.
2. Handrail assembly, including handrail, handrail drive chains, handrail brush guards, handrail guide rollers, and alignment devices.
3. Step assembly, including steps, step treads, step wheels, step chains, and step axle bushings.
4. Comb plates, floor plates, and track systems.
5. Upper drive components, including upper drive, upper drive bearings, tension sprocket bearings, and lower newel bearings.
6. The structural and aesthetic components, such as balustrade fastenings, including all deck and trim fastenings (screws, clips, etc.), skirt panels, and panel finishes.
7. The Contractor shall maintain escalator under-step lighting, balustrade panel lighting, and skirt lighting, as well as the pit and support structures, including upper and lower pit equipment spaces, pit lights, trusses, and inclined truss pans.
8. The Contractor shall inspect and test all normal operating devices and equipment in accordance with ANSI A17.1, Section 1007.
9. Annual inspections and tests of all safety devices, brakes, step-up thrust devices, and governors shall be conducted in accordance with ANSI A17.1, Section 1008.
10. If required, the governor shall be calibrated and sealed to ensure proper tripping speed.
11. Monthly maintenance shall be performed after regular business hours (as defined in Section 3.34).
12. A two (2) technician crew shall complete a total of five (5) hours per technician per building.
13. This maintenance schedule shall apply to Lenoir Dining Hall and Students Stores, with additional service as needed to maintain performance levels.

**5.08 Wire Rope and Conductor Cable Maintenance**

The Contractor shall inspect all wire ropes regularly and renew or replace them as necessary to maintain an adequate factor of safety, ensuring the continued safe operation of the equipment. The renewal or replacement of wire ropes shall be based on industry standards, manufacturer recommendations, and the results of regular inspections.

Similarly, the Contractor shall monitor the condition of conductor cables and repair or replace them as needed to ensure safe, reliable, and efficient operation. The Contractor shall take prompt action to address any wear, damage, or degradation in wire ropes or conductor cables that could compromise the safety or performance of the elevators and escalators.

**5.09 Guide Rail Maintenance and Renewal**

The Contractor shall ensure that all guide rails are properly lubricated, securely fastened, and precisely aligned at all times, except in locations where roller guides are used. The Contractor shall routinely inspect the guide rails for any signs of wear, misalignment, or damage and take corrective action as needed.

When necessary, the Contractor shall renew or replace guide shoe gibs or guide rollers to maintain smooth, quiet, and efficient operation. The Contractor shall ensure that all components meet the manufacturer’s specifications and industry standards for performance and safety. Any renewal or replacement of guide shoes or rollers must be done promptly to avoid degradation of system performance.

**5.10 Hydraulic Oil Changes and Lubrication**

The Contractor shall include all necessary hydraulic oil, fluid changes and lubrication as part of routine maintenance, ensuring the continued proper functioning of elevator machinery. This includes:

1. All hydraulic oil, fluid changes, and lubrication, including the provision of the necessary hydraulic oils, fluids, and lubricants, will be covered under the contract at no additional cost to the **University.**
2. The Contractor shall ensure that hydraulic fluid changes are performed in accordance with the manufacturer's recommendations or as necessary based on operating conditions.
3. The Contractor shall use lubricants that meet or exceed the quality and specifications outlined by the equipment manufacturer to ensure optimal performance and longevity of the equipment.
4. The contractor shall maintain records of hydraulic fluid changes and lubrication activities, which shall be made available to the University by request.

**5.11 Safety Device Inspections and Testing**

The Contractor shall perform all required safety testing and inspections in accordance with ANSI A17.1 and the State of North Carolina regulations. This includes both periodic inspections and scheduled safety tests to ensure all devices and components are functioning properly and meet current safety standards.

The following specific tests shall be performed:

* **Annual No-Load Safety Test**: The Contractor shall conduct an annual no-load safety test on all elevators, as required by ANSI A17.1 and wheelchair lifts as required by ANSI A18.1.
* **Five-Year Full Load Safety Test**: The Contractor shall perform the five-year (5) full load safety test at contract speed, as required by ANSI A17.1. Additional personnel shall be provided by the Contractor as needed to complete this testing.

The Contractor shall also inspect and examine all safety devices and governors, equalize hoist rope tension as necessary, and promptly correct any deficiencies identified during testing or inspections.

The Contractor must provide documentation of all safety inspections and tests, including the date performed, personnel involved, test results, and any corrective actions taken.

**5.12 Performance Levels**

The following are performance levels for the Elevators, which are part of the original design, and which shall be always maintained:

A. Contract speed of all Elevators shall be maintained, and brake-to-brake flight times shall be maintained as originally installed.

B. Leveling accuracy of all Elevators shall be always maintained.

C. Opening and closing times of all hoist way and car doors shall be maintained within limits of ANSI A17.1 code yet assuring minimum standing time at each floor.

D. Door reversals on all Elevators equipped with mechanical safety shoes shall always be initiated within the stroke of the shoe. Light ray and electronic door curtain devices shall always be operable under normal operations.

E. Variable car, and hall door hold open times shall be maintained in accordance with original design. Deviations from this will not be permitted.

F. Elevators operating under Group Supervisory Systems shall always operate in accordance with design specifications as originally installed. The Contractor shall periodically test these systems and submit to the Contract Administrator test data indicating performance levels of systems and proof that variable and fixed features are operating properly, and all circuits and time settings are properly adjusted.

G. Emergency fire service operation shall be tested monthly to ensure they are functioning properly as required by ANSI A17.1 and the North Carolina Building Code.

H. The Contractor shall test firefighters’ service in accordance with all applicable code requirements.

**5.13 On-Site Spare Parts**  
To ensure responsiveness and minimize elevator downtime, the Contractor shall maintain an on-site supply of commonly used spare parts. These shall be stored in metal cabinets provided and secured by the Contractor.

The inventory must be sufficient to support routine maintenance and emergency repairs without delay. The University expects high-usage components—such as door operator parts, relays, and controller components—to be kept readily available.

All parts shall meet or exceed OEM specifications. Used parts or any parts not equal to OEM standards are prohibited unless explicitly approved by the University.

Delivery expectations for off-site parts, including the 48-hour and 24-hour response windows, are defined in Section 3.01.

**5.14 Preventive Maintenance Check Charts**  
The Contractor shall provide check charts for each machine, detailing the preventive maintenance schedule in accordance with UNC template. Each chart shall include space for the mechanic's signature and the date for each task completed, with the appropriate sign-off after each visit. Check charts shall be maintained in the machine room for a minimum of three (3) years and must be readily available for inspection by the University and the North Carolina Department of Labor at any time.

**5.15 Maintenance of Appearance and Surfaces**  
All parts subject to rust shall be painted as required to maintain a presentable appearance. Additionally, all Mechanical and Electrical (M.E.) room floors and pits shall be painted as required to ensure they maintain a presentable appearance.

**5.16 Renewals and Repairs Due to Negligence, Accident, or Misuse**

The Contractor shall not be obligated to make any renewals or repairs except those that are necessary for the normal operation of the machinery. This includes repairs or renewals necessitated by negligence, accident, malicious damage, vandalism, misuse, force majeure, or other causes not attributable to normal wear and tear or manufacturer defects. In such cases, the Contractor must obtain approval from the Contract Administrator before proceeding, providing an estimated cost for the work.

The Contractor shall not charge for diagnostic service calls related to identifying the nature or extent of the damage. The Contractor must notify the University immediately upon discovering such damage and provide written documentation outlining the issue, recommended corrective actions, and any associated repair costs. All repair work must meet the same quality, safety, and performance standards as routine maintenance. Any use of non-OEM parts must be disclosed and approved in writing by the University prior to installation.

However, emergency callbacks, car door separations, or tripped car safety switches shall not be considered acts of negligence, accident, or misuse and will be handled according to the terms of this agreement.

**5.17 Dispute Resolution**

If a disagreement arises between the Contractor and the University regarding the need for repairs, the North Carolina Department of Labor, Elevator Division, shall be contacted. The Department shall serve as the determining authorityto resolve the disagreement regarding the extent of the repairs needed.

**5.18 Emergency Call Back Service**

The Contractor shall provide nine (9) hours per day, 7:00 a.m.-5:00 p.m., five (5) days per week emergency callback service at no additional cost. This service consists of responding (being on-site) within forty-five (45) minutes of a request by the Contract Administrator to restore an elevator to service due to a shutdown or emergency occurring outside of routine maintenance.

Emergency callback service shall also be available twenty-four (24) hours, seven (7) days per week within sixty (60) minutes of breakdown notification. Overtime emergency callback service is included in this contract at no additional cost to the University. Under no circumstances shall travel time, mileage, or expenses be paid by the University under this contract. The Contractor shall have employees stationed within a 60-minute radius of the campus.

**Charges & Service Call Conditions:**

1. If an elevator is fully operational upon arrival, the University shall not be charged for the service call.
2. If the issue is caused by vandalism, the Contractor shall document the incident and notify the University. The University shall not be billed for the service call but shall be responsible for paying for any necessary repairs beyond the initial service call.
3. If the service call is due to uncontrollable circumstances (e.g., acts of God, power failures, severe weather, civil unrest, or other unforeseen events), the University shall not be responsible for after-hours charges related to these occurrences.Any elevator shall be tagged out, and the University contact and building contact shall be notified if maintenance or repairs require the elevator to be out of service for more than one (1) hour during regular hours. For any emergency callback service outside of regular hours, the mechanic shall notify campus police when the service request is received and inform them of the elevator’s status upon departure. The responding mechanic shall notify the University on-call personnel when departing their base location, upon arrival at the work site, and when departing the work site. The University personnel will update the elevator outage dashboard with status alerts 24/7, ensuring that all relevant parties are informed of the elevator status.

When a passenger or passengers are trapped on an elevator during normal working hours (Monday through Friday, 7:00 a.m. – 5:00 p.m.), the Contractor shall arrive on site within fifteen (15) minutes after receipt of the request for the immediate campus area; for outlying areas such as CLLC in Pittsboro, arrival should be as quickly as possible.

Additionally, the Contractor shall make personnel available to respond to entrapments and perform passenger release for elevators maintained by other contractors on campus, but only during regular business hours (Monday through Friday, 7 a.m. to 5 p.m.).

The Contractor shall be responsible for retrieving keys or other items that are accidentally dropped into elevator pits.

During periods when the University is operating under Condition 2 or Condition 3, status-typically due to adverse weather or emergency conditions, the Contractor shall have at a minimum, one (1) elevator mechanic available for emergency call backs from 8:00 a.m. to 5:00 p.m., Monday through Friday, to respond to elevator service calls and passenger entrapments during regular business hours. This requirement is in addition to the 24/7 emergency callback service obligations described above.

**5.19 Digital Tracking System for Service Logs, Requests, and Maintenance**

The Contractor shall provide daily updates to the University on maintenance activities, service requests, emergency repairs performed, and the status of parts, including pending orders and estimated delivery times.  
These updates shall be submitted electronically through a designated platform or email as determined by the University.

The Contractor shall provide and maintain a digital tracking system that allows for real-time documentation and retrieval of:

* Service logs and requests.
* Maintenance requests
* Inspection reports
* Callbacks and emergency responses
* Annual no-load and five-year full load safety testing

The system must be accessible to authorized University personnel through a secure online portal or mobile app.

**5.20 Updated Wiring Diagrams**

The Contractor shall provide to the University at the end of each contract year a set of reproducible, non-fading wiring diagrams covering all changes, modifications, etc., which took place during the previous year of the contract.

**5.21 Scheduled Major Services and Downtime Notification**

The Contractor shall provide the Contract Administrator with a written schedule of when major services resulting in downtime will be performed, including but not limited to pressure tests and ANSI A17.1 five-year safety tests. This schedule must be submitted at least thirty (30) days prior to the planned service, except in cases of emergency repairs.

**5.22 Inspections and State Elevator Inspector Coordination**  
The Contractor shall be available to inspect the work with the University at any time. The University reserves the right, under the contract, to determine whether services are satisfactory. The Contractor shall provide personnel to accompany the State Elevator Inspector as required and at no cost to the University. These personnel shall be mechanics familiar with the equipment on campus. If needed, the Contractor shall furnish a substitute mechanic to assume the duties of the mechanic accompanying the State Elevator Inspector or their authorized representative.

**5.23 Compliance with North Carolina Department of Labor Requirements**  
The Contractor shall be responsible for completing all requirements outlined during the contract period by the North Carolina Department of Labor, Elevator Division. These requirements must be completed on or before the completion date specified in the State’s inspection report.

**5.24 Minor Repairs or Changes to Equipment**  
The Contractor may make minor repairs or changes to equipment not covered under the contract, but only for an additional charge and after receiving written authorization from the Contract Administrator.

**5.25 Code-Compliant Two-Way Emergency Audio and Video Monitoring**  
The Contractor shall be responsible for the maintenance, testing, and functionality of all existing two-way emergency communication systems, including both audio and video monitoring where installed, and monitoring when applicable. Any future installations of two-way emergency audio and video monitoring systems shall also be maintained, serviced, and monitored by the Contractor under this agreement, at no additional charge to the University. Each system shall be tested monthly.

**5.26 Obsolescence Determination and Management**  
The Contractor shall assist in identifying elevator components, systems, or entire units that are obsolete or approaching obsolescence.

1. The Contractor shall provide annual reports identifying obsolete equipment, along with recommendations for replacement, upgrades, or modernization.
2. The Contractor shall continue to service and maintain obsolete components as long as they remain operational, unless directed otherwise by the University.
3. The Contractor shall notify the University immediately upon becoming aware of any new known obsolescence, whether for individual components, systems, or entire units.

**5.27 Modernization and Strategic Upgrade Assistance**  
The Contractor shall provide advisory assistance to the University for modernizing aging elevator, escalator, material lift, and wheelchair lift systems. The Contractor shall submit recommendations in the annual obsolescence report, including equipment condition assessments, upgrade prioritization, and modern technology options.

**5.28 Software Updates and Upgrades**  
The Contractor shall provide all software updates and necessary upgrades for elevator control systems, monitoring platforms, and diagnostic tools at no additional cost to the University. This includes:

1. Routine software updates to maintain compliance with safety codes and manufacturer recommendations.
2. Performance-enhancing upgrades that improve reliability, efficiency, and functionality.
3. Security patches and firmware updates for network-connected elevator monitoring and diagnostic systems.
4. Technical support and training for university personnel on new software functionalities if required.

**5.29 ITS Support**   
The Contractor shall provide Information Technology Services (ITS) support for all network-connected elevator systems, including but not limited to software-based monitoring, diagnostics, communication systems, and security compliance. This support shall ensure proper functionality, troubleshooting assistance, necessary updates, and protection against cybersecurity threats as needed.

**5.30 Dedicated Inventory of Weights**  
The Contractor shall maintain a dedicated inventory of weights specifically allocated for the University’s use. These weights shall be available and reserved solely for the University’s elevators and shall not be used for any other client or purpose. The Contractor shall ensure that enough of these dedicated weights are readily available for immediate use to support the timely completion of required repairs, maintenance, and emergency services as outlined in this agreement.

**5.31 University Provided Workplace**

The University may provide the Contractor with approximately five hundred (500) square feet of workspace to be used solely for official University business in the performance of this contract. The Contractor and its employees shall not use University property for any personal advantage, personal business, or other non-contract-related activities. The space must be always kept clean and orderly.

No alterations to the provided space shall be made without prior written approval from the University Elevator Contract Manager and University Senior Leadership. However, approval for modifications required for code or safety compliance shall not be unreasonably withheld. Prior to any such modifications, the Contractor must submit detailed documentation describing the proposed changes. All modifications shall be the responsibility of the Contractor. Upon termination of the contract, the Contractor shall return the space to the University in the same condition in which it was received, excluding normal wear and tear and approved modifications. The facilities shall be used exclusively for the performance of this contract.

**5.32 Access for Inspections and Maintenance**  
The Contractor shall provide access to elevator pits, hoist ways, and other areas as needed for university personnel conducting inspections, maintenance, or related work. The Contractor shall also coordinate with university shops to ensure safe and efficient collaboration when necessary.

**5.33 Life Safety and Fire Testing Assistance**  
The Contractor shall assist University in conducting all necessary fire safety tests, including fire fighter’s service operation and any other fire-related tests required by safety codes or regulations. The Contractor’s personnel shall be available to support the testing process, ensuring the proper functioning of elevator systems during emergency fire scenarios. This assistance includes, but is not limited to:

* Coordinating with the University’s Life Safety team to schedule and perform required fire service tests.
* Ensuring all elevator systems are compliant with local, state, and national fire safety regulations (e.g., ANSI A17.1).
* Supporting any post-testing adjustments or repairs as needed to ensure the elevators remain compliant with fire safety requirements.
* Providing necessary documentation or reports to the Contract Administrator regarding test results and any corrective actions taken.

**5.34 Staffing Requirements**

The Contractor shall submit a detailed staffing plan as part of their bid proposal. This plan must specify the number of qualified elevator mechanics and any additional personnel (e.g., helpers, supervisors) necessary to fulfill all contractual obligations, including but not limited to routine maintenance, inspections, emergency callbacks, and code-required safety testing.

The University will evaluate the proposed staffing plan for adequacy during the bid review process.

The Contractor shall ensure that sufficient personnel are available during regular business hours (Monday through Friday, 7:00 a.m. to 5:00 p.m.), including Veteran’s Day, to perform all required services.

If the University determines that the staffing plan is insufficient to meet contract performance standards, including required response times (see Section 5.18) and maintenance/testing requirements (see Section 5.06), the Contractor shall provide additional qualified personnel at no additional cost to the University.

**5.35 Mechanic Qualifications**

All mechanics employed by the Contractor shall have a minimum of three (3) years of experience in servicing elevators and escalators. Additionally, all mechanics must be qualified through training and experience and demonstrate competence in servicing equipment that meets the type and specifications outlined in this contract.

**5.36 Elevator Maintenance Control Program**

The Contractor shall submit a detailed Maintenance Control Program with their bid proposal, outlining how they will maintain the University’s elevators, escalators, material lifts, and wheelchair lifts in compliance with all maintenance, inspection, emergency callback, and safety testing requirements.

The Maintenance Control Program shall include the following elements:

* An overview of how maintenance and service tasks will be organized across various equipment types.
* Personnel assignments to specific buildings, zones, or equipment groups.
* A proposed schedule for routine maintenance and inspections (see Section 5.06).

The University will evaluate the Maintenance Control Program for adequacy and operational efficiency during the bid review process.

Upon contract award, the Contractor shall provide a finalized Maintenance Control Program, including confirmed personnel assignments.

If the University determines that the Maintenance Control Program is inadequate to meet contract performance standards, including response times (see Section 5.18) or maintenance/testing requirements (see Section 5.06), the Contractor shall revise the plan or provide additional resources at no additional cost to the University.

**5.37 Morning Inspection Period**

If not occupied by callbacks, the Contractor shall, at the discretion of the Contract Administrator, check pre-designated elevators during the first hour on campus as required. The Contractor shall be notified in advance by the Contract Administrator regarding which elevators require special attention.

**5.38 Mobile Phone Provision**

The Contractor shall provide mobile phones for all mechanics, helpers, and the supervisor included in the staffing plan (see Section 5.34) to ensure effective communication with the University.

**5.39 Contractor Vehicle Identification and Parking**  
All vehicles shall be clearly identified as belonging to the Contractor and shall clearly display UNC-CH parking permits. Parking permits are the responsibility of the Contractor and can be purchased and obtained by contacting the Office of Public Safety at 919-962-3951.

**5.40 Supervisor Availability**

The Contractor’s supervisory personnel shall be available to assist the mechanics as needed and shall respond promptly to any requests from the University.

**5.41 Weekly Meeting**

For each elevator service, whether routine or emergency, the Contractor shall update the digital tracking system with details of the work, including parts used, time on site, and follow-up actions. The system must be accessible to the Contract Administrator or University representative.

The Contractor’s supervisor shall meet weekly with the Contract Administrator to review performance, outstanding issues, staffing and Maintenance Control Program effectiveness (See sections 5.34 and 5.36), and digital tracking updates. These meetings will address service delivery, technician responsiveness, open work orders, and maintenance needs.

**5.42 Performance Review and Reporting**

The Contractor’s highest-level supervisor shall meet every 90 days with the Contract Administrator to review service delivery, equipment performance, callback rates, inspection findings, technician conduct, and staffing and Maintenance Control Program effectiveness (See sections 5.34 and 5.36).

The University may request monthly performance reports summarizing key metrics, completed work, unresolved issues, and corrective actions. The on-site supervisor shall meet monthly with the Contract Administrator to review University inspection results, address deficiencies, and update the digital tracking system. Progress on deficiencies shall be reviewed at the next monthly meeting. Supervisory staff shall remain available for consultation as needed.

**5.43 Contractor Employee Conduct and Removal**

The Contractor’s employees shall be of good character, as determined by the Contractor and the University based on references, work history, and a police background check. Employees shall wear distinctive uniforms or badges while on university property. They must promptly report any property damage they cause or discover while performing their contractual duties.

Employees shall not engage in unnecessary conversation with university employees, tenants, or students and are strictly prohibited from removing any item from the facility, regardless of value or permission. This includes any items found in the trash.

If at any time the University determines that an employee of the Contractor is a nuisance, disruptive, or detrimental to the work, the Contractor shall immediately remove that employee from the premises upon request.

**5.44 Background Checks for Contractor Employees**  
The Contractor shall be required to conduct comprehensive criminal background checks on all employees and provide copies to the Contract Administrator. This requirement applies to any new employees hired after the contract has been awarded.

**5.45 University Holiday Schedule**  
The official University holiday schedule is published at <https://hr.unc.edu/benefits/leave/holiday-calendar/> and shall serve as the official calendar for all University-recognized holidays.

# **CONTRACT ADMINISTRATION**

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor’s planning purposes.

**6.1**



CONTRACT MANAGER AND CUSTOMER SERVICE

The Vendor shall be required to designate and make available to the University a contract manager. The contract manager shall be the University’s point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

|  |  |
| --- | --- |
| **Contract Manager Point of Contact** | |
| Name: |  |
| Office Phone #: |  |
| Mobile Phone #: |  |
| Email: |  |

The Vendor shall be required to designate and make available to the University for customer service. The customer service point of contact shall be the University’s point of contact for customer service-related issues (define roles and responsibilities).

|  |  |
| --- | --- |
| **Customer Service Point of Contact** | |
| Name: |  |
| Office Phone #: |  |
| Mobile Phone #: |  |
| Email: |  |

6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the University, shall be required to meet periodically at least monthly in the beginning and then as mutually decided after the first six (6) months with the University for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and University performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.3 CONTINUOUS IMPROVEMENT

The University encourages the Vendor to identify opportunities to reduce the total cost the University. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.4 PERIODIC STATUS REPORTS

The Vendor shall be required to provide Management Reports to the designated Contract Administrator on an as required basis. This report shall be designed by the Contract Administrator to allow for optimum oversite of the entire maintenance program. These reports shall be well organized and easy to read. The Vendor shall submit these reports electronically using the format required by the Contract Administrator. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

6.5 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Administrator.

6.6 FAITHFUL PERFORMANCE

Any Contract may include terms ensuring a vendor’s performance such as: (1) a bond, or similar assurance; (2) liquidated damages; (3) a percentage of the Contract value held as a retainage; (4) withholding final payment contingent on acceptance of the final deliverable; and (5) any other provision that assures performance of the Vendor. The parties agree that the Vendor shall be subject to the following faithful performance requirements:

If the vendor fails to perform a scheduled preventive maintenance visit, and the University is improperly charged for it, the University shall receive a refund of twice the monthly PM cost for the equipment affected on the next monthly billing.

6.7 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the University, at the option of the University, for up to one (1) month to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the University or its designees. If the University exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The University shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.8 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the University’s Contract Manager for a resolution. Any claims by the University shall be submitted in writing to the Vendor’s Project Manager for a resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.9 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the University and Vendor. Amendments to the contract can only be through the contract administrator.

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# ATTACHMENTS

**\*\*IMPORTANT NOTICE\*\***

**RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE**

FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

# ATTACHMENT A: PRICING

Complete and return the Pricing associated with this RFP, which can be found attached to this RFP following this page.

# ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:

*<https://finance.unc.edu/wp-content/uploads/sites/298/2024/09/bidders-instructions.pdf>*

# ATTACHMENT C: THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL GENERAL TERMS & CONDITIONS FOR SERVICES

The University of North Carolina General Terms and Conditions for Services, which are incorporated herein by this reference, may be found here:

<https://finance.unc.edu/wp-content/uploads/sites/298/2024/09/terms-services.pdf>

# ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link:

[*https://www.doa.nc.gov/pandc/onlineforms/pc-hub-supplemental-vendor-information-92021-pdf/open*](https://www.doa.nc.gov/pandc/onlineforms/pc-hub-supplemental-vendor-information-92021-pdf/open)

# ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form, which can be found at the following link:

[*https://ncadmin.nc.gov/media/15503/open*](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fncadmin.nc.gov%2Fmedia%2F15503%2Fopen&data=05%7C02%7Cjonathan.davis%40doa.nc.gov%7Cf298a5b0a18e4016d32908dc692f5e36%7C7a7681dcb9d0449a85c3ecc26cd7ed19%7C0%7C0%7C638500899363455583%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Se0VOx%2Fjf4cx8k4yLIIQae7kkNtrpbCiXU4%2F7fCSBNo%3D&reserved=0)

# ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:

*https://www.doa.nc.gov/pandc/onlineforms/pc-hub-supplemental-vendor-information-92021-pdf/open*

# ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:

*https://www.doa.nc.gov/pandc/onlineforms/pc-certification-financial-condition-92021-pdf/open*

**\*\*\* Failure to Return the Required Attachments May Eliminate**

**Your Response from Further Consideration \*\*\***

# ATTACHMENT A: PRICING

**Vendor is required to fill in all boxes under Monthly PM Cost and Monthly Cost Total.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| Ackland Art Center | 13265 | Dover | Hydraulic |  |  |  |
| A.O.B. | 21923 | TKE | Hydraulic |  |  |  |
| A.O.B. | 21924 | TKE | Hydraulic |  |  |  |
| Alderman Residence Hall | 22391 | Schindler | Hydraulic |  |  |  |
| Alexander/Joyner | 21557 | TKE | Hydraulic |  |  |  |
| Alumni Hall | 16672 | Dover | Hydraulic |  |  |  |
| Ambulatory Care Center | 14340 | Dover | Hydraulic |  |  |  |
| Ambulatory Care Center | 14342 | Dover | Hydraulic |  |  |  |
| Ambulatory Care Center | 14343 | Dover | Hydraulic |  |  |  |
| Aycock Family Medicine | 13194 | Dover | Hydraulic |  |  |  |
| Baity Hill 1101 | 22957 | Schindler | Hydraulic |  |  |  |
| Baity Hill 1351 | 23488 | Schindler | Hydraulic |  |  |  |
| Baity Hill 1401 | 23136 | Schindler | Hydraulic |  |  |  |
| Baity Hill 1501 | 23188 | Schindler | Hydraulic |  |  |  |
| Baity Hill 1600 | 22937 | Schindler | Hydraulic |  |  |  |
| Baity Hill 1700 | 22742 | Schindler | Hydraulic |  |  |  |
| Baity Hill 1800 | 22743 | Schindler | Hydraulic |  |  |  |
| Baity Hill 1900 | 22937 | Schindler | Hydraulic |  |  |  |
| Baity Hill 2000 | 22881 | Schindler | Hydraulic |  |  |  |
| Beard Hall | 4155 | Otis | Hydraulic |  |  |  |
| Beard Hall | H3165 | Savaria | Chair Lift |  |  |  |
| Bell Tower Parking Deck | 27335 | Kone | Traction |  |  |  |
| Bell Tower Parking Deck | 27336 | Kone | Traction |  |  |  |
| Bingham Hall | 20656 | Schindler | Hydraulic |  |  |  |
| Bioinformatics | 21051 | TKE | Traction |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| Bioinformatics | 21052 | TKE | Traction |  |  |  |
| Bioinformatics | 21053 | TKE | Traction |  |  |  |
| Bondurant | 23071 | TKE | Hydraulic |  |  |  |
| Bondurant | 23072 | TKE | Hydraulic |  |  |  |
| Boshamer Stadium | 26175 | Schindler | Hydraulic |  |  |  |
| Boshamer Stadium | 26176 | Schindler | Hydraulic |  |  |  |
| Brauer Hall | 6227 | TKE | Traction |  |  |  |
| Brauer Hall | 6228 | TKE | Traction |  |  |  |
| Brinkhous-Bullitt | 7181 | GAL | Hydraulic |  |  | Under Modernization |
| Brinkhous-Bullitt | 7182 | Otis | Traction |  |  |  |
| Brinkhous-Bullitt | 7183 | Dover | Traction |  |  |  |
| Brinkhous-Bullitt | 7750 | Dover | Traction |  |  |  |
| Brinkhous-Bullitt | 17688 | Dover | Traction |  |  |  |
| Burnett-Womack | 23170 | TKE | Traction |  |  |  |
| Burnett-Womack | 23171 | TKE | Traction |  |  |  |
| Burnett-Womack | 23172 | TKE | Traction |  |  |  |
| Burnett-Womack | 23173 | TKE | Traction |  |  |  |
| Business Parking Deck | 16268 | Schindler | Hydraulic |  |  | Modernization Planning |
| Business Parking Deck | 16269 | Schindler | Hydraulic |  |  | Modernization Planning |
| Bynum Hall | 27018 | Kone | Traction |  |  |  |
| Cardinal Parking Deck | 8359 | GAL | Hydraulic |  |  |  |
| Cardinal Parking Deck | 9345 | Dover | Traction |  |  |  |
| Carmichael Auditorium | H2167 | Savaria | Chair Lift |  |  |  |
| Carmichael Auditorium | 27227 | Vertical Exp | Hydraulic |  |  |  |
| Carmichael Auditorium | 27228 | Vertical Exp | Hydraulic |  |  |  |
| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| Carmichael Auditorium | 27229 | Vertical Exp | Hydraulic |  |  |  |
| Carmichael Res Hall | 11305 | Smartrise | Traction |  |  |  |
| Carmichael Res Hall | 11306 | Smartrise | Traction |  |  |  |
| Campus Y | 24396 | Schindler | Hydraulic |  |  |  |
| Carolina Hall | 22558 | TKE | Hydraulic |  |  |  |
| Carolina Living/Learning | 16521 | TKE | Hydraulic |  |  |  |
| Carolina Student Union | H3483 | Garaventa | Chair Lift |  |  |  |
| Carolina Student Union | H189 | Porch Lift | Chair Lift |  |  |  |
| Carolina Student Union | 6160 | Smartrise | Traction |  |  | Under warranty until Feb 2026 |
| Carolina Student Union | 6161 | Southern | Traction |  |  |  |
| Carolina Student Union | 9617 | Dover | Hydraulic |  |  |  |
| Carolina Student Union | 20433 | Schindler | Hydraulic |  |  |  |
| Carolina Veterans | H2890 | Savaria | Chair Lift |  |  |  |
| Carrington Hall | 22004 | Kone | Traction |  |  |  |
| Carroll Hall | H3290 | Savaria | Chair Lift |  |  |  |
| Carroll Hall | 1618 | Westbrook | Traction |  |  | Under Modernization |
| Carroll Hall | 6442 | Westbrook | Traction |  |  | Under Modernization |
| Caudill Labs | 23063 | TKE | Traction |  |  |  |
| Caudill Labs | 23064 | TKE | Traction |  |  |  |
| Caudill Labs | 23285 | TKE | Hydraulic |  |  |  |
| Chapman Hall | 23061 | TKE | Traction |  |  |  |
| Chapman Hall | 23062 | TKE | Traction |  |  |  |
| Chapman/Phillips Bridge | H1729 | Garaventa | Chair Lift |  |  |  |
| Chase Dining Hall | 22462 | Otis | Hydraulic |  |  |  |
| Chase Dining Hall | 22536 | Otis | Hydraulic |  |  |  |
| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| Chase Dining Hall | 22603 | Otis | Hydraulic |  |  |  |
| Cheek Clark | H2988 | Savaria | Chair Lift |  |  |  |
| Cobb Parking Deck | 23644 | Otis | Hydraulic |  |  |  |
| Cobb Parking Deck | 23645 | Otis | Hydraulic |  |  |  |
| Cobb Residence Hall | 23180 | TKE | Hydraulic |  |  |  |
| Cogeneration | H327 | Cheney | Chair Lift |  |  |  |
| Cogeneration | H328 | Cheney | Chair Lift |  |  |  |
| Cogeneration Boiler | 13506 | TKE | Traction |  |  |  |
| Cogeneration Gore | 13511 | TKE | Hydraulic |  |  |  |
| Cogeneration Old Warehouse | 13512 | Otis | Hydraulic |  |  |  |
| Cogeneration New Warehouse | 27708 | TKE | Hydraulic |  |  |  |
| Coker Hall | 4672 | Park | Hydraulic |  |  | Modernization Planning |
| Cone Tennis Center | 35627 | TKE | Hydraulic |  |  |  |
| Craige Residence Hall | 4667 | Smartrise | Traction |  |  |  |
| Craige Residence Hall | 4666 | Smartrise | Traction |  |  |  |
| Craige North Res Hall | 20049 | Dover | Hydraulic |  |  |  |
| Craige Parking Deck | 14054 | Dover | Hydraulic |  |  |  |
| Craige Parking Deck | 14055 | Dover | Hydraulic |  |  |  |
| Craige Parking Deck | 14056 | Dover | Hydraulic |  |  |  |
| Craige Parking Deck | 14057 | Dover | Hydraulic |  |  |  |
| Craige Parking Deck | 29285 | TKE | Traction |  |  |  |
| Craige Parking Deck | 29286 | TKE | Traction |  |  |  |
| Curtis Media Center | 34589 | TKE | MRL |  |  |  |
| Davie Hall | 5673 | GAL | Traction |  |  |  |
| Davie Hall | 9623 | Westinghouse | Hydraulic |  |  |  |
| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| Davis Library | 10120 | TKE | Traction |  |  |  |
| Davis Library | 10121 | TKE | Traction |  |  |  |
| Davis Library | 10122 | TKE | Traction |  |  |  |
| Davis Library | 10123 | TKE | Traction |  |  |  |
| Davis Library | 10124 | TKE | Traction |  |  |  |
| Davis Library | 10125 | Westinghouse | Hydraulic |  |  |  |
| Dey Hall | 4576 | Monarch | Hydraulic |  |  | Under Modernization |
| Dogwood Parking Deck | 18078 | Dover | Hydraulic |  |  | Modernization Planning |
| Dogwood Parking Deck | 18291 | Dover | Hydraulic |  |  |  |
| Dogwood Parking Deck | 18292 | Dover | Hydraulic |  |  |  |
| Dogwood Parking Deck | 18293 | Dover | Hydraulic |  |  |  |
| Dorrance Soccer Field | 32232 | TKE | MRL |  |  |  |
| Dorrance Soccer Field | 33105 | TKE | Hydraulic |  |  |  |
| Eddie Smith Field House | 19856 | Dover | Hydraulic |  |  |  |
| Ehringhaus Res Hall | 4668 | Smartrise | Traction |  |  |  |
| Ehringhaus Res Hall | 4669 | Smartrise | Traction |  |  |  |
| E.H.S. | 23527 | Schindler | Hydraulic |  |  |  |
| Fetzer Gym | 9572 | Otis | Hydraulic |  |  |  |
| Fetzer Gym | 9573 | Otis | Hydraulic |  |  |  |
| Fetzer Gym | 9574 | Otis | Hydraulic |  |  |  |
| Fetzer Gym | H2695 | Garaventa | Chair Lift |  |  |  |
| First Dental | 21702 | Otis | Hydraulic |  |  |  |
| Fordham Hall | 13474 | Southern | Traction |  |  |  |
| Fordham Hall | 13475 | Southern | Traction |  |  |  |
| Frank Porter Graham | 6604 | Schindler | Hydraulic |  |  |  |

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| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| Friday Center | 13349 | Dover | Hydraulic |  |  |  |
| Gardner Hall | 31190 | Smartrise | Hydraulic |  |  |  |
| Giles Horney Building | 10160 | Southern | Hydraulic |  |  |  |
| Gillings Dramatic Arts | 17719 | Schindler | Hydraulic |  |  |  |
| Gillings Dramatic Arts | 17720 | Schindler | Hydraulic |  |  |  |
| Genetic Medicine | 25320 | TKE | Traction |  |  |  |
| Genetic Medicine | 25321 | TKE | Traction |  |  |  |
| Genetic Medicine | 25322 | TKE | Traction |  |  |  |
| Genetic Medicine | 25323 | TKE | Traction |  |  |  |
| Genetic Medicine | 25324 | TKE | Hydraulic |  |  |  |
| Genetic Medicine | 25325 | TKE | Hydraulic |  |  |  |
| Genomic Science | 27694 | Kone | Traction |  |  |  |
| Genomic Science | 27695 | Kone | Traction |  |  |  |
| Genomic Science | 27696 | Kone | Traction |  |  |  |
| Glaxo Building | 12303 | Dover | Hydraulic |  |  |  |
| Global Education Center | 24071 | Schindler | Traction |  |  |  |
| Global Education Center | 24072 | Schindler | Traction |  |  |  |
| Graham Memorial | H998 | Concord | Chair Lift |  |  |  |
| Graham Memorial | 18681 | TKE | Hydraulic |  |  |  |
| Greenlaw Hall | 6327 | Otis | Traction |  |  |  |
| Hamilton Hall | 13450 | MCE | Traction |  |  | Modernization Planning |
| Hamilton Hall | 13451 | MCE | Traction |  |  | Modernization Planning |
| Hanes Art Center | 9953 | Southern | Hydraulic |  |  |  |
| Hanes Art Center | 9954 | Southern | Hydraulic |  |  |  |
| Hanes Art Center | 9955 | Southern | Hydraulic |  |  |  |

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| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| Hanes Hall | 21136 | Dover | Hydraulic |  |  |  |
| Hardin Residence Hall | 20052 | Dover | Hydraulic |  |  |  |
| Health Sciences Library | 6434 | Smartrise | Traction |  |  |  |
| Health Sciences Library | 9624 | Smartrise | Traction |  |  |  |
| Health Sciences Library | 21703 | Otis | Traction |  |  |  |
| Hill Alumni Center | 13869 | A.S.K. | Hydraulic |  |  |  |
| Hill Alumni Center | 13869 | A.S. K | Hydraulic |  |  |  |
| Hill Alumni Center | 13869 | A.S.K. | Hydraulic |  |  |  |
| Hill Hall | 16208 | Dover | Hydraulic |  |  |  |
| Hill Hall | H2788 | Savaria | Chair Lift |  |  |  |
| Hinton James Res Hall | 14652 | Smartrise | Traction |  |  |  |
| Hinton James Res Hall | 14653 | Smartrise | Traction |  |  |  |
| Hinton James Res Hall | 14654 | Smartrise | Traction |  |  |  |
| Hooker Research Center | 21917 | Kone | Hydraulic |  |  |  |
| Hooker Research Center | 22200 | Kone | Traction |  |  |  |
| Hooker Research Center | 22201 | Kone | Traction |  |  |  |
| Horton Residence Hall | 20051 | Dover | Hydraulic |  |  |  |
| Howell Hall | 30305 | TKE | Hydraulic |  |  |  |
| Houpt Building | 25163 | Otis | Hydraulic |  |  |  |
| Houpt Building | 25252 | Otis | Hydraulic |  |  |  |
| Houpt Building | 25253 | Otis | Traction |  |  |  |
| Houpt Building | 25254 | Otis | Traction |  |  |  |
| Hyde Hall | 20737 | Schindler | Hydraulic |  |  |  |
| ITS Franklin | 23399 | Kone | Hydraulic |  |  |  |
| ITS Manning | 23880 | TKE | Hydraulic |  |  |  |

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| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| ITS Manning | 23881 | TKE | Hydraulic |  |  |  |
| Jackson Parking Deck | 24278 | TKE | Hydraulic |  |  |  |
| Karen Shelton Stadium | 32233 | TKE | MRL |  |  |  |
| Kenan Business Center | 11298 | Otis | Traction |  |  |  |
| Kenan Business Center | 11299 | Otis | Traction |  |  |  |
| Kenan Business Center | 11300 | Kone | Traction |  |  |  |
| Kenan Football Center | 17101 | Schindler | Traction |  |  |  |
| Kenan Football Center | 17102 | Schindler | Traction |  |  |  |
| Kenan Football Center | 26905 | Schindler | Traction |  |  |  |
| Kenan Football Center | 26906 | Schindler | Traction |  |  |  |
| Kenan Labs | 6421 | TKE | Traction |  |  |  |
| Kenan Labs | 6422 | TKE | Traction |  |  |  |
| Kenan Music Building | 25647 | TKE | Hydraulic |  |  |  |
| Kenan Residence Hall | 22392 | Schindler | Hydraulic |  |  |  |
| Kenan Stadium Northside | 17073 | Schindler | Traction |  |  |  |
| Kenan Stadium Northside | 17074 | Schindler | Traction |  |  |  |
| Kenan Stadium Northside | 17075 | Schindler | Traction |  |  |  |
| Kenan Stadium Northside | 17076 | Schindler | Traction |  |  |  |
| Kenan Stadium Northside | 17077 | Schindler | Traction |  |  |  |
| Kenan Stadium Northside | 17078 | Schindler | Traction |  |  |  |
| Kenan Stadium Southside | 12907 | Southern | Traction |  |  |  |
| Kenan Stadium Southside | 12908 | Southern | Traction |  |  |  |
| Kerr Hall | 19476 | Schindler | Hydraulic |  |  |  |
| Kerr Hall | 19478 | Schindler | Hydraulic |  |  |  |
| Knapp Building | 19819 | Kone | Hydraulic |  |  |  |
| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| Knapp Building | 19820 | Kone | Hydraulic |  |  |  |
| Knapp Building | 19821 | Kone | Hydraulic |  |  |  |
| Knapp Building | 21045 | TKE | Hydraulic |  |  |  |
| Koman Indoor Facility | 32508 | Savaria | Hydraulic |  |  |  |
| Koury Oral Health | 27788 | Otis | Traction |  |  |  |
| Koury Oral Health | 27789 | Otis | Traction |  |  |  |
| Koury Oral Health | 27790 | Otis | Traction |  |  |  |
| Koury Oral Health |  | PFlow | Material Lift |  |  |  |
| Koury Residence Hall | 20050 | Dover | Hydraulic |  |  |  |
| Law School | 18840 | Dover | Hydraulic |  |  |  |
| Law School | 18841 | Dover | Hydraulic |  |  |  |
| Law School | 18842 | Dover | Hydraulic |  |  |  |
| Lenoir Hall | 17482 | Kone | Hydraulic |  |  |  |
| Lenoir Hall | 17283 | Kone | Hydraulic |  |  |  |
| Lenoir Hall | 17484 | Kone | Hydraulic |  |  |  |
| Lenoir Hall | 17485 | Kone | Escalator |  |  |  |
| Lenoir Hall | 17486 | Kone | Escalator |  |  |  |
| Lenoir Hall | 17487 | Kone | Traction |  |  |  |
| Lineberger Research | 10549 | GAL | Traction |  |  |  |
| Lineberger Research | 10550 | Southern | Traction |  |  | Modernization Planning |
| Lineberger Research | 16096 | Dover | Traction |  |  |  |
| Loudermilk Center | 27822 | Schindler | Traction |  |  |  |
| Loudermilk Center | 27823 | Schindler | Traction |  |  |  |
| Loudermilk Center | 27824 | Schindler | Traction |  |  |  |
| Loudermilk Center | 27825 | Schindler | Traction |  |  |  |
| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| Loudermilk Center | 27826 | Schindler | Traction |  |  |  |
| MacNider Hall | 8806 | Smartrise | Traction |  |  |  |
| MacNider Hall | 2063 | Otis | Traction |  |  |  |
| MacNider Hall | 1847 | Westbrook | Traction |  |  |  |
| Manning Steam Plant | 24449 | Schindler | Hydraulic |  |  |  |
| Manning Hall | 1517 | Southern | Traction |  |  |  |
| Marsico Hall | 28135 | Kone | Traction |  |  |  |
| Marsico Hall | 28136 | Kone | Traction |  |  |  |
| Marsico Hall | 28137 | Kone | Traction |  |  |  |
| Marsico Hall | 28138 | Kone | Traction |  |  |  |
| Marsico Hall | 28139 | Kone | Traction |  |  |  |
| Marsico Hall | H2670 | Garaventa | Chair Lift |  |  |  |
| Marsico Hall |  | PFlow | Material Lift |  |  |  |
| Mary Ellen Jones | 8659 | Otis | Traction |  |  |  |
| Mary Ellen Jones | 8660 | Otis | Traction |  |  |  |
| Mary Ellen Jones | 8661 | Otis | Traction |  |  |  |
| Mary Ellen Jones | 8662 | Otis | Traction |  |  |  |
| McCaskill Soccer Center | 18298 | Schindler | Hydraulic |  |  |  |
| McClinton/Graham | 17693 | Dover | Hydraulic |  |  |  |
| McColl Building | 16611 | Schindler | Hydraulic |  |  |  |
| McColl Building | 16612 | Schindler | Hydraulic |  |  |  |
| McColl Building | 16613 | Schindler | Hydraulic |  |  |  |
| McColl Building | 16614 | Schindler | Hydraulic |  |  |  |
| McColl Building | 16615 | Schindler | Hydraulic |  |  |  |
| McColl Building | 16616 | Schindler | Hydraulic |  |  |  |

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| **Building** | **State ID** | **Make** | **Type** | **Monthly Cost** | **Monthly Cost Total** | **University Comments** |
| McGavran-Greenberg | 12596 | Southern | Hydraulic |  |  |  |
| McGavran-Greenberg | 12597 | Southern | Hydraulic |  |  |  |
| McGavran-Greenberg | 12598 | Southern | Hydraulic |  |  |  |
| McIver Residence Hall | 22393 | Schindler | Hydraulic |  |  |  |
| Med School Wing B | 1796 | Monarch | Traction |  |  |  |
| Med School Wing E&F | 1795 | Smartrise | Traction |  |  |  |
| Memorial Hall | 22601 | Kone | Hydraulic |  |  |  |
| Memorial Hall | 22602 | Kone | Hydraulic |  |  |  |
| Memorial Hall | H1538 | Porch Lift | Chair Lift |  |  |  |
| Mitchell Hall | 4773 | Westbrook | Hydraulic |  |  | Modernization Planning |
| Molecular Bio Research | 21100 | Otis | Traction |  |  |  |
| Molecular Bio Research | 21101 | Otis | Traction |  |  |  |
| Molecular Bio Research | 21102 | Otis | Traction |  |  |  |
| Molecular Bio Research | 20933 | Otis | Traction |  |  |  |
| Morehead Labs | 10650 | TKE | Traction |  |  |  |
| Morehead Labs | 10651 | TKE | Traction |  |  |  |
| Morehead Planetarium | 1168 | Otis | Traction |  |  |  |
| Morehead Planetarium | 7254 | Otis | Hydraulic |  |  |  |
| Morehead Planetarium | 7480 | Otis | Traction |  |  |  |
| Morehead Planetarium | 33027 | Smartrise | Hydraulic |  |  |  |
| Morehead Planetarium | 33094 | Virginia | Roped Hydraulic |  |  |  |
| Morehead Planetarium | H3467 | Garaventa | Chair Lift |  |  |  |
| Morrison Residence Hall | 5212 | Kone | Traction |  |  | Under Modernization |
| Morrison Residence Hall | 5213 | Kone | Traction |  |  | Under Modernization |

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| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| Morrison Residence Hall | 5214 | Kone | Traction |  |  | Under Modernization |
| Murphey Hall | 21031 | Kone | Hydraulic |  |  |  |
| Murray Hall | 27076 | Otis | Traction |  |  |  |
| Murray Hall | 27077 | Otis | Traction |  |  |  |
| NCAHEC | 18079 | Dover | Hydraulic |  |  |  |
| NC Botanical Building A | 26720 | Kone | MRL |  |  |  |
| NC Botanical Building B | 26721 | Kone | MRL |  |  |  |
| Neurosciences Building | 18501 | Dover | Traction |  |  |  |
| Neurosciences Building | 18502 | Dover | Traction |  |  |  |
| Neurosciences Building | 18503 | Dover | Traction |  |  |  |
| Neurosciences Building | 18504 | Dover | Hydraulic |  |  |  |
| New East | 33259 | TKE | Hydraulic |  |  |  |
| New West | 23586 | Otis | Hydraulic |  |  |  |
| Old Clinic | 1505 | Otis | Traction |  |  |  |
| Old East Residence Hall | 14769 | Dover | Hydraulic |  |  |  |
| Old West Residence Hall | 14770 | Dover | Hydraulic |  |  |  |
| Peabody Hall | 21443 | TKE | Hydraulic |  |  |  |
| Peabody Hall | H3038 | Savaria | Chair Lift |  |  |  |
| Phillips Hall | 4160 | Dover | Traction |  |  |  |
| Public Safety Building | 19202 | TKE | Hydraulic |  |  |  |
| Rams Head Parking Deck | 22426 | Otis | Hydraulic |  |  |  |
| Rams Head Parking Deck | 22461 | Otis | Hydraulic |  |  |  |
| Rams Head Parking Deck | 22537 | Otis | Hydraulic |  |  |  |
| Rams Head Rec Center | 22463 | Otis | Hydraulic |  |  |  |
| Ram Village 1 Res Hall | 23568 | Kone | MRL |  |  |  |

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| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| Ram Village 2 Res Hall | 23567 | Kone | MRL |  |  |  |
| Ram Village 3 Res Hall | 23566 | Kone | MRL |  |  |  |
| Ram Village 4 (Taylor Res Hall) | 23564 | Kone | MRL |  |  |  |
| Ram Village 5 Res Hall | 23565 | Kone | MRL |  |  |  |
| R.B. House Library | 20707 | Schindler | Hydraulic |  |  |  |
| Roper Hall | 35057 | TKE | Traction |  |  |  |
| Roper Hall | 35058 | TKE | Traction |  |  |  |
| Roper Hall | 35059 | TKE | Traction |  |  |  |
| Rosenau Hall | 4642 | Otis | Traction |  |  | Modernization Planning |
| Rosenau Hall | 4643 | Otis | Traction |  |  |  |
| Rosenau Hall | 7429 | Southern | Traction |  |  | Modernization Planning |
| S.A.S.B. North | 24495 | Otis | Hydraulic |  |  |  |
| S.A.S.B. South | 24496 | Otis | Hydraulic |  |  |  |
| Sitterson Hall | 11761 | Southern | Hydraulic |  |  |  |
| Smith Activities Center | 10896 | Southern | Hydraulic |  |  |  |
| Smith Activities Center | 10897 | Southern | Hydraulic |  |  |  |
| South Building | 21533 | TKE | Hydraulic |  |  |  |
| Spangler Building | 19320 | Schindler | Hydraulic |  |  |  |
| Spangler Building, CD | 6739 | Smartrise | Hydraulic |  |  |  |
| Spangler Building, Riggs | 10160 | Southern | Hydraulic |  |  |  |
| Stallings Sports Medicine | 27306 | Vertical Exp | Hydraulic |  |  |  |
| Steele Building | 25816 | TKE | Hydraulic |  |  |  |
| Stone Center | 22053 | Schindler | Hydraulic |  |  |  |
| Student Rec Center | 14645 | Dover | Hydraulic |  |  |  |
| Student Stores | 23941 | Schindler | Escalator |  |  |  |
| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| Student Stores | 23942 | Schindler | Escalator |  |  |  |
| Student Stores | 23943 | Schindler | Escalator |  |  |  |
| Student Stores | 23944 | Schindler | Escalator |  |  |  |
| Student Stores | 23945 | Schindler | Hydraulic |  |  |  |
| Student Stores | 6066 | Southern | Traction |  |  |  |
| Tarrson Hall | 16388 | Kone | Traction |  |  |  |
| Tarrson Hall | 16389 | Kone | Traction |  |  |  |
| Tarrson Hall | 16390 | Kone | Traction |  |  |  |
| Tate Turner Kuralt | 15244 | TKE | Traction |  |  | Modernization Planning |
| Tate Turner Kuralt | 15245 | TKE | Traction |  |  | Modernization Planning |
| Taylor Hall | 6247 | Otis | Traction |  |  |  |
| Taylor Hall | 20918 | Otis | Traction |  |  |  |
| Taylor Health Services | 9047 | Dover | Hydraulic |  |  |  |
| Taylor Health Services | 9048 | Dover | Hydraulic |  |  |  |
| Thurston Bowles | 14543 | Dover | Traction |  |  |  |
| Thurston Bowles | 14544 | Dover | Traction |  |  |  |
| Thurston Bowles | 14545 | Dover | Traction |  |  |  |
| Thurston Bowles | 14546 | Dover | Hydraulic |  |  |  |
| Thurston Bowles Bridge | 28178 | Otis | Hydraulic |  |  |  |
| UNC Visitor Center | 17212 | Dover | Hydraulic |  |  |  |
| Van Hecke-Wettach Hall | 5905 | Westbrook | Traction |  |  |  |
| Van Hecke-Wettach Hall | 5908 | Westbrook | Traction |  |  |  |
| Wilson Hall | H1785 | Garaventa | Chair Lift |  |  |  |
| Wilson Hall | 5277 | Southern | Hydraulic |  |  |  |
| Wilson Library | 1476 | Otis | Traction |  |  |  |

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| **Building** | **State ID** | **Make** | **Type** | **Monthly PM Cost** | **Monthly Cost Total** | **University Comments** |
| Wilson Library | 1477 | Otis | Traction |  |  |  |
| Wilson Library | 2378 | Otis | Traction |  |  |  |
| Wilson Library | 8600 | Southern | Traction |  |  |  |
| Wilson Library | 8601 | Southern | Traction |  |  |  |
| Wilson Library | 11131 | Kone | Hydraulic |  |  |  |
| Williamson Ath Center | 24856 | Schindler | Hydraulic |  |  |  |
| Williamson Ath Center | 24857 | Schindler | Traction |  |  |  |
| Winston/Conner Res Hall | 21158 | TKE | Hydraulic |  |  |  |
| Woody Durham Center | 32924 | TKE | MRL |  |  |  |
| Woolen Gym | H2234 | Garaventa | Chair Lift |  |  |  |
| Woolen Gym | H2312 | Garaventa | Chair Lift |  |  |  |
| Woolen Gym | 27513 | Smartrise | Hydraulic |  |  |  |
| 208 West Franklin St. | 16222 | Otis | Hydraulic |  |  |  |
| 523 East Franklin | 30692 | TKE | MRL |  |  |  |
| 725 MLK Blvd | 11645 | Otis | Hydraulic |  |  |  |
| 725 MLK Blvd | 11646 | Otis | Hydraulic |  |  |  |
| 730 MLK Blvd | 10754 | Dover | Hydraulic |  |  |  |
| 1700 MLK Blvd | 18021 | Otis | Hydraulic |  |  |  |
| **Yearly Total:** | | | | |  |

If the vendor fails to perform a scheduled preventive maintenance visit, and the University

is improperly charged for it, the University shall receive a refund of twice the monthly

PM cost for the equipment affected on the next monthly billing.

**Any elevator taken out of service due to modernization, replacement, or construction shall not be charged any fees during the period it is out of service.**

**If you are pricing your proposal under a Government or Consortium contract, you shall openly state so in your proposal and provide a copy of the complete contract to include possible terms and conditions that need to be considered prior to the award.**

**ADDITIONAL PRICING REQUIRED BELOW:**

**Add Alternate #1:**  
The vendor shall provide the cost to furnish one (1) elevator mechanic for a two (2) day period, Saturday and Sunday, for eight (8) hours per day, during the school opening (move-in days) each year of the contract. The vendor will be notified approximately thirty (30) days in advance of the scheduled dates and work hours. This occurs in August each year, with specific dates to be provided to the awarded vendor.

**Hourly Rate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Add Alternate #2:**  
The vendor shall provide the hourly cost to furnish two (2) elevator mechanics for all scheduled home football games (currently seven (7) home games per season). This work is estimated to be 6-8 hours per game. The vendor will be notified in advance of the scheduled dates and work hours.

**Hourly Rate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Add Alternate #3:**  
The vendor shall provide the hourly cost to furnish two (2) elevator mechanics for all scheduled home basketball games (currently twelve (12) home games per season). This work is estimated to be 4-6 hours per game. The Contractor will be notified in advance of the scheduled dates and work hours.

**Hourly Rate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Add Alternate #4: Special Billing Rates for Non-Contract Work**

The vendor shall provide special hourly billing rates for labor related to non-contract work and any other services requested by the University outside the scope of routine maintenance.

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| **Labor Type** | **Regular Rate** | **Overtime Rate** |
| **Mechanic** |  |  |
| **Helper** |  |  |
| **Repair Team** |  |  |