



STATE OF NORTH CAROLINA

University of North Carolina at Charlotte

Request for Proposal #: 66-24022 DH

Elevator Maintenance and Repair Services

Date of Issue: January 11, 2024

Proposal Due Date: Tuesday, February 6, 2024

At 2:00 PM ET

Direct all inquiries concerning this RFP to:

Debbie Hopkins

Senior Buyer

Email: dhopki16@charlotte.edu



UNIVERSITY OF NORTH CAROLINA
CHARLOTTE

STATE OF NORTH CAROLINA

University of North Carolina at Charlotte

Request for Proposal #

66-24022 DH

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>

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA University of North Carolina at Charlotte

Refer **ALL** Inquiries regarding this RFP to:
Debbie Hopkins
dhopki16@charlotte.edu

Request for Proposal #: 66-24022 DH

**Proposals will be received until:
Tuesday, February 6, 2024 at 2:00 PM ET**

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 State 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 State, or from any person seeking to do business with the State. 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** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS 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 CANNOT and will 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:

Proposal Number: 66-24022 DH

Vendor: _____

VALIDITY PERIOD

Offer shall be valid for at least sixty 60 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.

<p><u>FOR STATE USE ONLY:</u> Offer accepted and Contract awarded this _____ day of _____, 2024, as indicated on</p> <p>The attached certification, by _____.</p> <p style="text-align: center;">(Authorized Representative of UNC Charlotte)</p>
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1.0 PURPOSE AND BACKGROUND

The University of North Carolina at Charlotte was established in 1965 by the North Carolina General Assembly which transformed Charlotte College, with beginnings in 1946, into a campus of The University of North Carolina. It is organized into the following seven colleges: College of Arts & Architecture, College of Liberal Arts & Sciences, College of Business, College of Education, College of Engineering, College of Health and Human Services, and the College of Computing and Informatics. It offers a broad array of degree programs at the undergraduate, graduate, and doctoral levels and also in graduate certificate programs

Enrollment is approximately 30,000 with 19 percent of the students pursuing graduate degrees. The University is expected to experience continued growth for the foreseeable future.

The purpose of this solicitation is to contract with a qualified firm to perform all preventative/predictive maintenance, repairs, replacements, and inspections as required for all specified elevator and ADA lifts for the University of North Carolina at Charlotte. The resulting contract will cover the main campus equipment from the date of award, and the Dubois Center located in downtown Charlotte will be added after the expiration of the current contract at that location. This is an all-inclusive, performance based, service contract. Contractor must adhere to the specifications set forth in this RFP, at minimum, and perform the requirements with expertise, knowledge, and capability. The University reserves the right to make changes to service delivery by either subtracting or adding equipment to this contract as needs dictate. New vertical transportation equipment and/or modernization of existing vertical transportation equipment under an existing warranty or contract will initially be excluded from the resulting contract. If in the best interest of the University, as existing maintenance/warranty agreements expire for equipment not currently included in this contract, that vertical transportation equipment will be added in accordance with contract terms and conditions.

The University is committed to providing the highest levels of customer service to our students, visitors, faculty, and staff. To that end, the University expects the Contractor to provide safe, reliable, efficient, and well-run equipment to meet the needs of our customers. The contractor shall ensure the equipment under this contract receives the services necessary to meet industry, safety, and operation standards, while remaining compliant with all federal, state, and local regulations.

1.1 CONTRACT TERM

The Contract shall have an initial term of four (4) years, beginning on April 1, 2024, or the date of final Contract execution (the "Effective Date"), whichever is later.

At the end of the Contract's initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to two (2) additional two-year terms. The State will give the Vendor written notice of its intent to exercise each option before the end of the Contract's then-current term. In addition to any optional renewal terms, and with the Vendor's concurrence, the State 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.

2.0 GENERAL INFORMATION

2.1 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.

2.2 E-PROCUREMENT

ATTENTION: NC E-Procurement does NOT apply to this solicitation and the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions does NOT apply.

2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina 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 State 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 State 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 State 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 State 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.

2.4 RFP SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFP	State	January 11, 2024
Hold Pre-Proposal Meeting/Site Visit	State	Monday, January 22, 2024 at 11:00 AM ET
Submit Written Questions	Vendor	Thursday, January 25, 2024 by 12:00 PM ET
Provide Response to Questions	State	Friday, January 26, 2024
Submit Proposals	Vendor	Tuesday, February 6, 2024 at 2:00 PM ET
Contract Award	State	March 1, 2024

2.5 SITE VISIT & PRE-PROPOSAL CONFERENCE

Mandatory Pre-Proposal Conference

Date: January 22, 2024
 Time: 11:00 AM Eastern Time
 Location: UNC Charlotte
 FOPS – Building #92
 Room 123A
 9643 Poplar Lane
 Charlotte, NC 28223
 Contact #: 704-687-7322

Instructions: It shall be MANDATORY that a representative from each Vendor be present for a pre-proposal site visit. Attendees must arrive promptly. A campus map is available at <https://facilities.charlotte.edu/our-services/maps/printable-campus-maps> and Vendors are strongly encouraged to arrive early because parking on campus is difficult to obtain. All attendees must sign in upon arrival and clearly indicate each prospective Vendor represented on the sign in sheet. LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN OR PARTICIPATE IN THE SITE VISIT, NOR SHALL THEIR PROPOSAL BE CONSIDERED. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow.

FAILURE TO ATTEND THE MANDATORY SITE VISIT SHALL RESULT IN VENDOR'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND NOT CONSIDERED FOR AWARD.

The purpose of this visit is for all prospective Vendors to apprise themselves of the conditions and requirements which will affect the performance of the work called for by this RFP. Vendors must stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this RFP.

Vendors are 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 can be considered to be a part of this RFP.

2.6 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 dhopki16@charlotte.edu by the date and time specified above. Vendors should enter "RFP # 66-24022DH: Questions" as the subject for the email. Question submittals should include a reference to the applicable RFP section.

Questions received prior to the submission deadline date, the State's response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to **the electronic Vendor Portal (eVP)**, <https://evp.nc.gov>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any State 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.

2.7 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Vendor shall bear the risk of late submission due to unintended or unanticipated delay, or technical issue. It is the Vendor's sole responsibility to ensure its proposal has been received via the eVP as described in this RFP by the specified time and date of opening. The date and time of receipt will be electronically time stamped by the system when received. Any proposal or portion thereof received or attempted to be submitted after the proposal submission deadline will be rejected.

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>.

Attempts to submit a proposal via mail, courier, facsimile (FAX) machine, telephone or email in response to this RFP shall NOT be accepted.

This will be a One-Step proposal process:

Vendor's proposal may contain both the Technical and Financial Proposal (ATTACHMENT A) submitted for evaluation in a single file.

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 so 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 University 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 eVP website 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.

2.8 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 State rejecting Vendor's proposal, in the State's sole discretion.

Vendor RFP responses shall include the following items and attachments:

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP, (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; (iii) Vendor's agreement to comply with all instructions, terms and conditions, and attachments; and (iv) contact information for Vendor's representative responsible for this RFP.
- b) Completed and signed version of all EXECUTION PAGES, and completed version of any pages requiring vendor input.
- c) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- d) Vendor's Proposal addressing all Specifications of this RFP.
- e) Completed version of ATTACHMENT A: FINANCIAL PROPOSAL
- f) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- g) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- h) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- i) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.9 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 advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: "Alternate Proposal # ___ for 'name of Vendor'". 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 other proposals offered.

2.10 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.

The following definitions, acronyms, and abbreviations are also relevant to this RFP:

AHJ: Authority Having Jurisdiction.

ASME: American Society of Mechanical Engineers.

NCDOL: North Carolina Department of Labor.

NORMAL WORKING DAY: 7:00 am to 4:30 pm Monday through Friday.

UNIVERSITY REPRESENTATIVE(S): Representative in Facilities Operations working with the Elevator Contractor.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State 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 State'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.

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

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

3.2 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 the Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS 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.

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State 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 State 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 State.

At the date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum, the proposal from each responding Vendor will be accessed via the eVP and all offers (except those that have been previously withdrawn, or voided

bids) will be noted. Since negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be noted at the time of opening. Interested parties are cautioned that proposals and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's final 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.

Upon completion of the evaluation process, the State will make award(s) based on the evaluation and post the award(s) to the eVP website under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the State.

The State 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 State.

3.4 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 State:

Vendor Background/References (Section 4.5, Section 4.6, Section 4.10)	10%
Technical Aspects (Section 5.5)	40%
Functional Aspects (Section 5.2, Section 5.3 except for Technical aspects)	20%
Financial Proposal (Section 4.1, Attachment A, and Section 4.3, Attachment G)	30%

The State will determine low cost by normalizing the scores as follows:

The proposal with the lowest cost will receive a score of 30. All other competing proposals will be assigned a portion of the maximum score using the formula:

$$\frac{\text{Financial Proposal Points Available (30)}}{\text{the cost of the lowest cost proposal}} \times \frac{\text{the cost of the cost proposal being evaluated}}{\text{the cost of the cost proposal being evaluated}}$$

3.5 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 State 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 State:

- Total cost to the State
- Level of quality provided by the Vendor
- Process and performance capability across multiple jurisdictions
- Protection of the State's information and intellectual property
- Availability of pertinent skills

- f) Ability to understand the State's business requirements and internal operational culture
- g) Particular risk factors such as the security of the State's information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.6 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 State; 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 State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State'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 State exercising its discretion to reject a proposal in its entirety.

4.0 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 State 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.

4.1 FINANCIAL PROPOSAL

Proposal price shall constitute the total cost to the State 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: FINANCIAL PROPOSAL 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. ATTACHMENT A: Financial Proposal can also be found on the Google Drive at <https://docs.google.com/spreadsheets/d/1JD2fFC1xihvwF7DSDFaCiYk16Hn-mw7c/edit?usp=sharing&oid=101561523972873317351&rtpof=true&sd=true>.

4.2 INVOICES

The standard format for invoicing shall be single Invoices meaning that the Vendor shall provide the University with an invoice for each order. Invoices shall include detailed information to allow University 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, NC Contract Number, Order Date, Buyer's Purchase Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

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

4.3 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 State 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 State 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.

4.4 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. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.5 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

4.6 REFERENCES

Vendor shall provide three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. The State may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the Proposal.

4.7 BACKGROUND CHECKS

Any personnel or agent of Vendor performing Services under any Contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so requested by the University.

4.7.1 GENERAL INFORMATION

It is the policy of the State to provide a safe environment for State Government employees to work. Due to the Contract requirements, the State 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:

- a) Criminal background checks shall be current and completed within ninety (90) days of the Contract effective date.
- b) 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.
- c) A criminal background check on the awarded Vendor and its employees shall be provided by the Vendor prior to 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.
- d) 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.
- e) The State 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 award.
- f) Additionally, the State may use The North Carolina Department of Public Safety Offender Public Information or similar Services to conduct additional background checks on the Vendor's proposed employees.

4.7.2 BACKGROUND CHECK REQUIREMENTS

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

- a) 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;
- b) 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;
- c) 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;
- d) 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.
- e) Any **civil litigation**, arbitration, proceeding, or judgments pending against Vendor during the three (3) years preceding submission of its proposal herein, or provide a statement that there are none.

4.7.3 BACKGROUND CHECK LIMITATIONS

Any individual representing the Vendor, who:

- a) 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 State Government employees.
- b) 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 State Government employees.
- c) 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 State property.
- d) The Vendor must ensure that all employees have a 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.
- e) 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.
- f) Vendor's responses to these background check requests shall be considered a continuing representation, and Vendor's failure to notify the State 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.
- g) If there are problems or delays with performance associated with the completion and compliance with this background check requirements, any Vendor's performance bond could be used to complete these Services.

4.7.4 DOCUMENT REQUIREMENTS

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

- a) 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.

- b) Vendor shall also provide a photocopy of the required State or Federal government issued picture ID or Driver License.
- c) 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.
- d) Background checks consisting of:
 - 1. Original unaltered criminal background check from the organization providing the background check.
 - 2. The background check provider's company name, company mailing address, and contact phone numbers.
 - 3. The full name of the individual, which matches the government issued photo ID.
 - 4. The current address of individual being checked.
 - 5. The date the criminal background check search was conducted.

4.7.5 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 State in order to perform Services under this Contract:

☐ YES ☐ NO

4.8 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 subcontractor(s) that may be approved by the State. 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. 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 State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.9 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 State 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.

4.10 QUESTIONS TO VENDORS

Vendor shall respond to each of the following questions. Vendors are requested to keep responses concise and relevant and should not include generic marketing materials. Responses will be reviewed as part of the evaluation process.

- At the University, we have multiple elevator manufacturers. Do your technicians have experience with TK Elevators, Dover, Kone, Southern, Schindler, Otis, Smartrise, GAL?
- Does your company have the service tool to work on Otis Gen 2 elevators?
- Why should your elevator company be awarded the elevator contract?
- In addition to some of the requirements in this RFP, what are some value-added options that your company can provide to help make the elevator maintenance the best in the state?

4.11 AGENCY INSURANCE REQUIREMENTS MODIFICATION

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- ☐ Small Purchases
- ☐ Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- ☒ Contract value in excess of \$1,000,000.00

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL

Each elevator was installed according to the Code requirements that were applicable in North Carolina at the time of the last elevator permit. All elevators and related equipment shall be maintained to North Carolina Department of Labor Standards and University approval for safe operating conditions. All elevators shall conform to the regulations promulgated by the North Carolina Department of Labor, Elevator Division, and the ASME 17.1 - Safety Code for Elevators and Escalators, ASME 17.3 - Safety Code for Existing Elevators and Escalators, ASME 18.1 - Safety Standard for Platform Lifts and Stairway Chairlifts, and ASME 17.2 - Inspection Guide Elevators, Escalators, Moving Walks. The North Carolina Elevator and Escalator Code 2019 or at the time of installation shall be used as a guide to establish that the elevators are adequately maintained and operating safely. The Contractor shall provide a preventative and predictive full maintenance program designed specifically to conform with the above referenced requirements, as well as the original equipment manufacturers recommendations where available.

5.2 SPECIFICATIONS / SCOPE OF WORK

The specific items and any specifications that the Purchasing Agency is seeking are listed below. Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award.

The purpose of this solicitation is to contract with a qualified firm to perform all preventative/predictive maintenance, repairs, replacements, and inspections as required for all elevators and ADA lifts. This is an all-inclusive, performance based, service contract. Contractor must adhere to the specifications set forth, at minimum, and perform the requirements with expertise, knowledge, and capability. UNC Charlotte reserves the right to make changes to service delivery by either subtracting or adding equipment to this contract as needs arise. Please see Appendix A for the current inventory list of the vertical transportation equipment at UNC Charlotte. New vertical transportation equipment and/or modernization of existing vertical transportation equipment under an existing warranty or contract will initially be excluded from the resultant contract. If in the best interest of UNC Charlotte, as existing maintenance/warranty agreements expire for equipment not currently included in this contract, that vertical transportation equipment will be added in accordance with contract terms and conditions.

UNC Charlotte is committed to providing the highest levels of customer service to our students, patients, visitors, faculty, and staff. To that end, UNC Charlotte expects the Contractor to provide safe, reliable, efficient, and well-run equipment to meet the needs

of our customers. The Contractor shall ensure the equipment under this contract receives the services necessary to meet industry, safety, and operating standards.

The Contractor shall furnish all management, supervision, tools, diagnostic equipment, supplies, parts, materials, equipment, and labor necessary to maintain, repair, inspect, certify, recertify, clean, adjust, and lubricate elevators and lifts, and to replace defective and/or obsolete parts. All work shall be performed in accordance with all the terms, conditions, provisions, and specifications contained herein and in manufacturer's recommended service. This includes Emergency Callbacks and responding to any "incident" requiring the contractor's care and attention, Standby Service and performing all relevant safety tests as required by the current adopted ASME A17.1 Safety Code for Elevators and Escalators, ASME 17.3 Safety Code for Existing Elevators and Escalators, ASME 18.1 Safety Standard for Platform Lifts and Stairway Chairlifts, ASME 17.2 Inspection Guide for Elevators, Escalators, Moving Walks, North Carolina Elevator and Escalator Code 2019, the North Carolina Department of Labor (DOL), the Authority Having Jurisdiction (AHJ), and any other applicable elevator/lift safety and inspection codes enforced by the University or the State of North Carolina.

All work under this contract shall be performed by skilled competent elevator mechanics directly employed and/or supervised by the Contractor. Elevator mechanic helpers and/or elevator mechanic apprentices may be used provided they are under direct supervision of an elevator mechanic on site at all times. Direct supervision means working under constant guidance or simultaneously with a journeyman elevator mechanic. All elevator mechanics shall have a minimum of seven (7) years of experience maintaining elevators and lifts. Additionally, they shall have completed a NAEC CET Training Program or equivalent and have a minimum of five (5) years of experience on the specific type and complexity of equipment noted in the schedule of equipment. Helpers shall be certified with a minimum of three (3) years of experience.

5.3 TASKS/DELIVERABLES

The following are tasks and deliverables for this contract:

A. MAINTENANCE CONTROL PLAN

1. SCHEDULE

- a. Within thirty (30) days of receiving notice of award, the Contractor shall provide a schedule for the preventative maintenance program for the elevators and lift systems for University approval. All lubricating grease/oils must be in keeping with the manufacturer's suggested brands or be an acceptable alternate.
- b. The contractor's proposal package shall include samples of a proposed written Maintenance Control Program, in accordance with the requirements set forth in most current codes listed in Section 5.2. The samples to be provided shall include a sample for a hydraulic, geared traction, gearless traction, machine room less (MRL) and lift. If the samples are incomplete, the proposal may be rejected.

2. DOCUMENTATION

- a. The contractor will be responsible for maintaining a full set of MCPs for each piece of equipment. The contractor is responsible for keeping the MCPs updated on an annual basis. The contractor must fully adhere to the most stringent of the recently adopted version codes listed in Section 5.2, or the Original Equipment Manufacturer's instructions.
- b. The Contractor shall provide and keep service records, in accordance with the Maintenance Control Program, as required to be posted in each machine room for each of the elevators/lifts. Contractor will include with its proposal an example of the service records. Each record entry shall include the following information:
 - i. Site location.
 - ii. Identification of elevator.
 - iii. State elevator number
 - iv. Date and time of service.
 - v. Description of the repair/service performed.
 - vi. Statement of the status of the service and maintenance work performed.
 - vii. Name of the Contractor's Mechanic who performed the service.
 - viii. Signature of the Contractor's Mechanic who performed the service

3. MAINTENANCE SERVICE RECORDS

- a. The Contractor shall provide and maintain check charts in compliance with currently adopted code requirements. All check charts required by code and/or regulation and repair logs in elevator or lift machine room. Charts must show all maintenance and repair performed, including dates, nature of work, parts, components, lubricants, and fluids utilized to perform such maintenance or repairs. Also include any OEM recommended maintenance checks. Upon completion of maintenance, the Contractor shall properly enter the required information on the chart to indicate work has been completed. An example of the check charts to be used shall be submitted to the University in an electronic format, within fourteen (14) days after award of the contract for review and approval.

B. MAINTENANCE**1. GENERAL PREVENTATIVE MAINTENANCE**

- a. The Contractor, in their MCP that is submitted with their proposal, will specify what steps are done in the General Routine Maintenance to ensure that each elevator and lift are maintained within guidelines in all the current codes as listed in Section 5.2.
- b. The Contractor will specify frequency intervals (i.e. Weekly, Monthly, Quarterly, Semi-Annual, and Annual) for each task.
- c. The Contractor will specify how they plan on incorporating Reliability Based Maintenance into the maintenance of each elevator.
- d. What tools does the Contractor have to demonstrate the reliability of the elevators?
- e. The Contractor will perform Monthly Fire Service Testing and keep documentation near the elevator and share electronically if requested with University Representative(s).
- f. The Contractor will perform Monthly Elevator Phone Testing and keep documentation near the elevator and share electronically, if requested, with University Representative(s).

2. ELECTRIC ELEVATOR (TRACTION) MAINTENANCE SERVICE

- a. The Contractor, in their MCP that is submitted with their proposal, will specify what steps are done in the Electric Elevator Maintenance to ensure that each elevator and lift are maintained within guidelines in all the current codes as listed in Section 5.2.
- b. The Contractor will specify frequency intervals (i.e. Weekly, Monthly, Quarterly, Semi Annual, and Annual) for each task.
- c. The Contractor will specify how they plan on incorporating Reliability Based Maintenance into the maintenance of each elevator.
- d. What tools does the Contractor have to demonstrate the reliability of the elevators?

3. HYDRAULIC ELEVATOR MAINTENANCE SERVICE

- a. The Contractor, in their MCP that is submitted with their proposal, will specify what steps are done in the Hydraulic Elevator Maintenance to ensure that each elevator and lift are maintained within guidelines in all the current codes as listed in Section 5.2.
- b. The Contractor will specify frequency intervals (i.e. Weekly, Monthly, Quarterly, Semi Annual, and Annual) for each task.
- c. The Contractor will specify how they plan on incorporating Reliability Based Maintenance into the maintenance of each elevator.
- d. What tools does the Contractor have to demonstrate the reliability of the elevators?
- e. The Contractor will work with a Third-Party Company to collect Oil Samples and help the University send to get tested and follow recommendations as needed.

4. LIFT MAINTENANCE

- a. The Contractor, in their MCP that is submitted with their proposal, will specify what steps are done in the Hydraulic Elevator Maintenance to ensure that each elevator and lift are maintained within guidelines in all the current codes as listed in Section 5.2.
- b. The Contractor will specify frequency intervals (i.e. Weekly, Monthly, Quarterly, Semi Annual, and Annual) for each task.
- c. The Contractor will specify how they plan on incorporating Reliability Based Maintenance into the maintenance of each elevator.

d. What tools does the Contractor have to demonstrate the reliability of the elevators?

5. INSPECTIONS AND TESTS – ELEVATORS AND LIFTS

- a. All service and repair work shall be performed in compliance with the most current adopted standards as listed in Section 5.2 and shall be subject to safety inspection by the University or its representative. The Contractor shall perform all inspections of the elevators and lifts as required by the most current adopted standards as listed in Section 5.2. The Contractor shall periodically examine and test all safety devices, governors, oil buffers, etc. and shall make formal safety tests and inspections as required and outlined in Section 5.2. Tests performed annually and at five-year periods will be scheduled to comply with the annual and five-year intervals specified in Section 5.2. The University must be notified in advance and may attend any scheduled tests. Within thirty (30) days of a notice of violation, Contractor shall conduct required tests on any elevator or lift that is not in compliance, and repair or remedy all other violations noted by any DOL inspections.
- b. After completion of the required safety and buffer tests, the contractor shall submit a document to the University Designated Representative, on the Contractor's standard form, indicating the following information as appropriate:
- i. Type of test.
 - ii. Name of organization performing test.
 - iii. Address of the facility being tested.
 - iv. Elevator/Lift identification number.
 - v. Car capacity.
 - vi. Speed.
 - vii. Type of elevator/lift.
 - viii. Type of machine.
 - ix. Manufacturer of Safety.
 - x. Type of Safety.
 - xi. Indication that governor has been checked for proper tripping speed and that the overspeed switch is functional.
 - xii. Type, size, and condition of governor rope before and after test.
 - xiii. Load at which safety was tested.
 - xiv. Speed at which governor tripped.
 - xv. Length of marks on each guide rail made by safety jaws.
 - xvi. Number of turns remaining on Drum.
 - xvii. Did car or counterweight set level?
 - xviii. Did governor set satisfactorily?
 - xix. Was governor calibrated? At what speed?
 - xx. Was safety test satisfactory?
 - xxi. At what speed and load were buffers tested?
 - xxii. Was oil level satisfactory after test?
 - xxiii. Indicate plunger compression return time.
 - xxiv. Indicate date test was made.
 - xxv. Signature of individual performing tests.
 - xxvi. Any additional applicable remark.
 - xxvii. Name of the employee witnessing the tests.
 - xxviii. Dates, seals, tags for placement of equipment.
 - xxix. List of code violations and corrective actions taken.
- c. After tests have been performed, all load weighing devices, etc., shall be checked and adjusted as required to meet manufacturer's recommendations. Elevators/Lifts shall not be placed in service until all tests, checks and adjustments are complete and units are in proper working condition. The Contractor will not be held responsible for any damage to the building and equipment caused by these tests unless such damage is a result of contractor's negligence. Failure to follow correct procedures to prevent damage and failure to perform pretest examinations shall be considered negligence by the Contractor.

- d. Contractor shall participate in the annual testing of smoke detection and emergency generator systems, as applicable, with the University. In order to meet the requirements of the test, the University shall be responsible for any costs associated with their own work forces. The Elevator/Lift Contractor shall be responsible for all their costs associated with these tests and acknowledges that they will perform this service at no additional cost to the University.
- e. The University shall, at all times, have the right to make inspections of elevators/lifts and the work of the Contractor; and the Contractor agrees to perform maintenance work and make repairs deemed necessary by the University. The Contractor agrees to provide all necessary support personnel for such inspections when deemed necessary by the University Designated Representative, at no cost to the University.
- f. The Contractor's manager or supervisor shall be responsible to respond for any accident involving an injury that requires medical attention and any elevator entrapments in which police/fire department respond and/or inquires occur.
- g. The Contractor, at the University's direction, must respond to inspect and evaluate the condition of equipment following any flood, weather problem, natural or manmade disaster, accident, or fire, and respond in writing accordingly to University Designated Representative.
- h. The Contractor shall support any and all recertification-inspections with the DOL or AHJ upon returning elevator or lift systems to code compliance at no cost to the university.
- i. Visual Inspections - Visual inspections of elevators and lift systems will be performed by the university. Contractor may be required to establish a schedule to accommodate these inspections with no impact to maintenance activities or service call responses. Visual inspections are to be done during normal daily work hours. Information is to be logged by the university immediately upon completion.
- j. The Contractor shall perform all periodic tests in accordance to current codes as listed in Section 5.2., to include but not be limited to:
 - i. Annual testing: The Contractor will perform the annual testing.
 - ii. Annual Inspections: On an annual basis, the Contractor will participate and assist the AHJ in visual inspections of all elevators and lifts.
 - iii. Testing: The AHJ may witness and certify tests to be performed by Contractor of all Elevators and Lifts:
 - 1. No Load test: One (1) time per year.
 - 2. Full Load test: One (1) time every five (5) years.
 - iv. Fire Service Tests: The Contractor shall perform the annual fire service tests in conjunction with the campus personnel and witnessed by the AHJ.
- k. The Contractor shall keep the elevators and lifts maintained to operate at the designed speed, keeping the original performance time, including acceleration and retardation as designed and installed by the manufacturer. The door operation shall be adjusted as required to maintain the designed door opening and door closing times, within legal limits.
- l. The University Designated Representative or its designee reserves the right to make inspections and tests as and when deemed advisable. If it is found that the elevators or lifts are deficient either electrically or mechanically, the Contractor will be notified of these deficiencies in writing, and it shall be their responsibility to make the necessary corrections within fifteen (15) calendar days after receipt of such notice. In the event that the deficiencies have not been corrected within fifteen (15) calendar days, the University may terminate the Contract and employ a new Contractor to make the correction at the original Contractor's expense.
- m. Approximately six (6) months prior to the end of the contract term, the University Designated Representative or its designee will make a thorough maintenance inspection of all equipment covered under the contract. At the conclusion of this inspection, the University shall give the Contractor written notice of any deficiencies found. The Contractor shall be responsible for correction of these deficiencies (includes any requiring recertification by the DOL or the AHJ) within thirty (30) calendar days after his receipt of such notice. Contractor assistance may be required for these inspections, and the Contractor will provide such assistance at no cost to the University.

6. REPORTS AND/OR INVESTIGATIONS

- a. Contractor shall submit a monthly report that includes how many maintenance hours were used on each piece of equipment for the month. These hours are only for time used performing routine maintenance, any repair

time should not be added to this report. The contractor must also submit all Mechanic tickets for any work performed at the University, this includes routine maintenance, annual clean-downs, inspections, and repairs.

- b. The Contractor shall keep a weekly report of its preventative, predictive maintenance, repairs, and inspection work performed on the elevators and lift systems. Electronic copies of said reports shall be forwarded to the University's Designated Representative monthly prior to invoicing.
- c. For any work or inspection performed, including for preventive maintenance requested by the University, the report shall contain the following information:
 - i. Incident (any event requiring the Contractor's care and attention).
 - ii. Dates and Incident Number.
 - iii. The location of the equipment.
 - iv. Date and time of starting and finishing the work.
 - v. The condition discovered by the inspection.
 - vi. Materials Used: a complete description of major components(s) repaired or replaced.
 - vii. Indicate if the incident reported was the result of vandalism.
 - viii. The identification number and/ or name of the workman who performed the inspection and/or repair.
 - ix. A monthly report summarizing maintenance on each elevator, lift, and lift system.
- d. The university shall be provided with written semi-annual elevator fitness and evaluation reports including recommendations for immediate and future repair/replacement of parts affecting overall service and safety as well as Elevator cab appearance. The Contractor shall maintain and make available to the university, complete, orderly, and chronological filed, records, including drawings, parts lists, wiring diagrams, log of callbacks and repair services to each elevator and lift. A final elevator fitness and evaluation report shall be provided to the university at the conclusion on the contract as part of the closeout.
- e. Accident and Safety Reports and Investigations
 - i. In the event of any accident, emergency or other non-routine event, Contractor shall immediately notify the University's Designated Representative or Designee. Contractor shall prepare all reports of such incidents as set forth in this Agreement and shall prepare all reports of such incidents required by the University. Contractor shall provide copies of initial reports to University within twenty-four (24) hours after the accident or other event involved. Contractor shall comply with all applicable laws and regulations in the case of any accident.
 - ii. In the event of any accident described in the paragraph above, the Contractor shall investigate to determine the cause of such accident. The investigation shall be carried out in accordance with Contractor's existing procedures and all results shall be provided to the University.
 - iii. The University will conduct its own investigation and will require the assistance and cooperation of the Contractor at no additional cost.
 - iv. The Contractor shall furnish the University with reports of any accident of which the Contractor has knowledge, where the accident occurred on an elevator or lift or is in any way referable to the elevators and lifts. In the event of an accident, the Contractor will furnish a report containing statements as to the condition of the machine, repairs made at the time, and such other information as may be required by the University.
 - v. If and when required by the University, the Contractor shall appear and/or provide assistance in connection with litigation concerning the work, as permitted by law.
 - vi. The contractor shall submit a copy of their accident investigation procedure with bid response.
 - vii. Equipment associated with any accident, emergency or other non-routine event must remain out of service until clearance is provided by the University Designated Representative, or designee. For accidents resulting in injuries beyond first aid, the Department of Labor must be notified by the University Office of Environmental Health and Safety and an inspection/investigation be completed prior to returning equipment to service.

7. RESPONSE AND REPAIR TIME REQUIREMENTS

- a. Continuity of Operations/Service:

- i. It is the intent of this contract to minimize elevator/lift downtime and removal from service. If an elevator is out of service for more than Forty-Eight (48) hours, the contractor may be assessed penalties or fines. Adequate documentation supporting any delay in completing repairs shall be provided to the University Designated Representative for consideration and approval. Contractor labor is not considered an exception.
- b. Emergency Calls:
 - i. The Contractor shall provide twenty-four (24) hour emergency service at all times consisting of a prompt response to emergency requests from the University for any elevator or lift which is malfunctioning, inoperative, or otherwise appear to constitute a danger to users, or any condition which can negatively impact the health, safety, or welfare of users and guests and that could negatively impact the University's business operations. Contractor must have an approved Mechanic onsite within fifteen (15) minutes during normal working hours AND a phone call within thirty (30) minutes and an approved Mechanic onsite within two (2) hours outside of normal working hours. Service will be required twenty-four (24) hours per day, seven (7) days a week, holidays included. The University representative will identify the call as being an emergency and shall relate the nature of the emergency to the Contractor during the call. Service Mechanics will respond to the call originator to confirm that the service request has been completed after the service is complete.
 - ii. Types of emergencies requiring fast track response time:
 - Person(s) trapped in an elevator.
 - Elevator moving without car doors fully closed.
 - Elevator doors open on any floor without the elevator at that level.
 - Any elevator condition or situation that, if not corrected promptly, could lead to serious injury or damage to College equipment.
 - iii. The University will designate individuals authorized person to place service and emergency calls.
 - iv. These emergency services shall be performed as part of this contract without additional charge. The Contractor shall provide the University with names and telephone numbers of the persons to be contacted in case of emergency.
 - v. Emergency Calls for entrapments includes any elevator in a University owned facility regardless of whether or not it is currently under warranty by the manufacturer or covered under this maintenance program. Elevators that are still under a manufacturer's warranty shall be left out of service upon removing any entrapped individuals and securing any additional hazards to public safety.
 - vi. In the event of an entrapment, the Contractor shall dispatch the closest qualified personnel to the job site, irrelevant of whether or not the personnel are assigned to this contract, to provide technical support for extraction of entrapped individuals. Only trained rescue personnel may perform extractions when occupants require assistance to exit the elevator." The response time shall be a maximum of fifteen (15) minutes during normal working hours from receipt of request from the University. After hours the University may use Charlotte Fire Department for Rescue due to response time. Responses to entrapments will be at no additional cost to the University, regardless of the cause of the entrapment.
 - vii. Emergency service shall be performed any time as dictated by the nature of the emergency and work shall proceed continuously, parts availability permitting, until the elevator or lift is restored to service. The University Designated Representative may at their discretion permit work to be postponed to the next business day as dictated by the nature of the emergency.
 - viii. All travel time costs and "truck" charges for Emergency call outs shall be included in the contract and will not be an additional charge to the University.
 - ix. Travel Time for Work Outside Contract. The University will pay for up to 1-hour travel time per occurrence for calls outside of the contract.
 - x. All emergency services shall be performed as part of this contract at no additional cost.
 - xi. The Contractor shall be responsible to substantiate any service which is deemed to be beyond the control of the Contractor. All such services which are charged to the University must show a date and time-when the service was rendered on a mechanic's time ticket and such tickets must be signed and

submitted to the University in order for the service to be honored. The information noted on each time ticket must be representative of the data information entered by the contractor on the logs maintained on site.

c. Non-Emergency Calls:

- i. Received between 7:00am and 4:30pm, Monday through Friday shall be investigated within two (2) hours. All other non-emergency calls shall be investigated within the first two hours of the next scheduled workday. Exception: unless waiting until the next business day will leave the elevator out of service over 48 Hours and compromise continuity of operations. It will be at the sole discretion of the University Designated representative if a delay in investigation is acceptable over a weekend. The contractor shall provide a daily status report until the repair is complete.
- ii. Repairs should be completed within twenty-four (24) hours. Repairs requiring more than twenty-four (24) hours shall be brought to the attention of the University Designated Representative, with daily status reports.
- iii. Repairs requiring more than Forty-Eight (48) hours require a detailed plan provided to the University Designated Representative including why the repair will take more than Forty-Eight (48) hours and what steps will be taken.
- iv. All non-emergency work under this contract may not be started without the University Designated Representative authorization and must be scheduled with the University Designated Representative.
- v. All travel time costs and "truck" charges for Non-Emergency service calls shall be included in the contract and will not be an additional charge to the University.
- vi. Travel Time for Work Outside Contract. The university will pay for up to 1-hour travel time per occurrence for calls outside of the contract.

- d. Removal of equipment from service for inspections, trouble shooting, minor or major repairs, shall be coordinated so as to not negatively impact any University events. Any routine service on all other elevators which requires more than one (1) elevator, in a building, to be taken out of service shall be accomplished outside of normal working hours. This work shall be coordinated with the University Designated Representative. The University Designated Representative will send out the proper notifications to campus stakeholders.
- e. After hours and weekend work required by this section shall be at no additional cost to the University. If for any reason an elevator or lift should be out of service for more than the usual trouble shooting time of 30 to 60 minutes, the Contractor shall notify the University Designated Representative when the elevator or lift was taken out of service, the reason why and what time the unit is expected to be put back in service for proper and safe operation.

8. WIRING DIAGRAMS

- a. The Contractor shall maintain updated wiring diagrams for each elevator and lift; these shall be made available to the university upon request and at no charge to the university. The contractor shall have in their possession at all times, the necessary wiring diagrams needed in performance of service to each elevator and lift. All wiring diagram shall remain the property of the University.

9. EQUIPMENT, WIRING, AND CIRCUIT CHANGES

- a. The Contractor shall not make any changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the original circuit or wiring design of the elevators unless changes are authorized in writing by the University's Designated Representative as hereinafter provided. The Contractor shall submit any proposed change to the University's Designated Representative for approval. This submission shall include complete, neatly prepared, drawings and wiring diagrams as well as a complete description of the proposed change. Prior to submitting the proposed change, the Contractor shall at its own cost and expense, have obtained comments from the original equipment manufacturer concerning the overall effect of such changes on the system. If changes are made, Contractor shall provide the University's Designated Representative with drawings showing detailed modifications.

10. ADDITIONAL REQUIREMENTS

- a. Contractor shall submit in electronic format the following requirements within 90 days of the award of this contract.

- i. An MCP for all vertical transportation equipment covered by this contract, in accordance with the most current adopted codes as listed in Section 5.2. The MCPs shall be updated by the contractor on an annual basis and provide to the University Designated Representative. The MCPs shall be made available to inspectors, and any authority having jurisdiction (AHJ) upon request. The MCPs shall remain on-site and shall not be removed from University premises.
 - ii. A detailed staffing plan describing available resources and how they will be allocated to meet the performance requirements of this contract. This plan should include the following information:
 1. How staff will be directed to meet the specific requirements of the elevators and lifts systems for scheduled preventative maintenance, predictive maintenance, and emergency maintenance.
 2. Daily operating and emergency ours
 3. Specific personnel assigned to UNC Charlotte.
 4. Administrative staff support.
 5. Those interfacing with the University Staff.
 6. Brief description of job responsibilities.
 - iii. A detailed parts book(s) showing the MSRP for parts and materials normally used in the course of providing the services listed in the Scope of Work.
 - iv. A detailed Standard Operating Procedure (SOP) in an electronic file in MS Office format, shall be submitted and organized into the following sections for easy access to required information and will be supplemented by Figures and Tables for clarity:
 1. Introductions
 2. Detailed System and Equipment Start-Up Procedures
 3. Detailed Systems and Equipment Shutdown Procedures
 4. Systems and Equipment Monitoring Procedures
 5. System and Equipment Troubleshooting Procedures
 6. Inspection and Other Special Procedures; and
 7. Safety Procedures.
 - v. A scheduled, predictive, and preventative maintenance program as required in this contract. Required scheduled maintenance hours must be specifically addressed.
- b. The Contractor agrees not to assign or subcontract any of the work or obligations required of him under this contract unless he first obtains the written consent of the University, which may be withheld for good cause.
 - c. Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the University.
 - d. Contractors shall be fully responsible to the University for the acts and omissions of persons directly employed or of any subcontractor.
 - e. Any and all additional service considered as necessary by the Contractor must be authorized by the University authorized representative prior to the commencement of the service.
 - f. Chargeable services must be pre-approved by the University Designated Representative and will then be paid in one-quarter hour increments of on-site service.
 - g. Travel hours, mileage, Contractor's equipment, licensing, permits, overhead, environmental disposal and any other incidental fees will not be permitted under this contract.
 - h. The University recognizes regular hours as the hours from 7:00am through 4:30pm Monday through Friday.
 - i. Every effort will be made to schedule maintenance and repairs during normal working hours. In the event that maintenance or repairs under the requirements of this contract must be scheduled after hours due to business requirements, the contractor shall perform the afterhours work at no additional costs to the University.

C. RESOURCE MANAGEMENT:

1. QUALIFICATIONS OF OFFERORS

- a. The importance of maintaining the elevator equipment in these buildings in line with its originally designed rated speed, capacity, and performance and in safe operating condition requires the service to be performed by an experienced and competent Elevator Maintenance Contractor who has satisfactorily maintained elevators of the

types and to the degree included in these specifications. Contractor must be licensed by the NC State Board of Examiners of Electrical Contractors as a SP-EL (Special Elevator) type contractor.

- b. Offeror shall furnish with his or her proposal:
 - i. A statement that he or she regularly engaged in the business of installing, maintaining and/or servicing elevators of the types and character of equipment covered by these specifications. Attach a copy of Contractor's License.
 - ii. A list, including names of personnel directly employed by the offeror, whose responsibility will be performing maintenance under this contract, including training, certifications, and experience each has had in maintaining elevators of the type and manufacturer as covered by these specifications including solid state and microprocessor-based equipment.
 - iii. A detailed description of the plan to meet the requirements of the contract and any other factors concerning the offeror's maintenance program, quality control/assurance program, personnel and service facilities that will substantiate his or her ability to properly maintain the elevators in safe, first-class, reliable and dependable manner.
 - iv. Listing of Firm Location, Date Business Established, Principal(s).

2. CONTRACTOR EMPLOYEES

- a. The Contractor shall appoint a Service Manager to represent the company in administrative dealings with the University. The Service manager shall be familiar with all aspects of elevator maintenance and repair and have at least 10 years' experience in elevator service. The contractor shall submit copies of the Service Manager's certifications, experience on the specific type and complexity of equipment noted in the schedule of equipment, and the number of years in the elevator business with the bid package.
- b. Contractor agrees to have a minimum of two (2) dedicated elevator, lift, mechanics assigned to the UNC Charlotte campus and helper, during the hours of 7:00 am until 4:30 pm, Monday through Friday. These hours are flexible and may be modified based on event activity or business need. Only these individuals will represent the vendor regarding services for this contract unless otherwise specifically authorized by UNC Charlotte. Without approval by the university the dedicated elevator mechanics cannot be deployed to other customer locations to respond to emergencies. The personnel assigned to the contract cannot be remove without approval from the University Representative. The contractor shall submit copies of each mechanics' s certifications, experience on the specific type and complexity of equipment noted in the schedule of equipment, and the number of years in the elevator business with the bid package.
- c. All work under this contract shall be performed by skilled competent elevator mechanics directly employed and/or supervised by the Contractor. Elevator mechanic helpers and/or elevator mechanic apprentices may be used provided they are under direct supervision of an elevator mechanic on site at all times. Direct supervision means working under constant guidance or simultaneously with an elevator mechanic. All elevator mechanics shall have a minimum of seven (7) years of experience maintaining elevators and lifts. Additionally, they shall have completed a NAEC CET Training Program or equivalent and have a minimum of five (5) years' experience on the specific type and complexity of equipment noted in the schedule of equipment. Helpers shall be certified with a minimum of three (3) years of experience.
- d. The above staffing is the minimum requirement. The Contractor must make provisions to cover vacations, sick days, training time, etc. The contractor must make provisions to cover all scheduled university workdays. If the university's Holiday schedule does not align with the contractor's scheduled Holidays, it is the Contractor's responsibility to schedule staff in addition to the above-mentioned coverage if needed to meet the requirements of this contract. The schedule can be found on the UNC Charlotte Human Resources web site.
- e. The dedicated elevator mechanics are considered an essential support component for the university. As such the dedicated elevator mechanics are expected to report to the site during inclement weather unless the university is closed. Failure to report as scheduled can result in penalties/fines being incurred.
- f. Contractor's employees shall at all times be neatly and cleanly uniformed, at the expense of the Contractor.
- g. Contractor employees may not work at UNC Charlotte while impaired by drugs or alcohol to the slightest degree. Alcoholic beverages may not be consumed by employees while on work status. Smoking will be allowed in designated areas only as identified by the University.

- h. Contractor employees shall adhere to the University Security ID/Badge and Access requirements, University-wide Administrative Regulations, and UNC Charlotte guidelines. Violations of these requirements may warrant cause for suspension and/or termination of service.
- i. Contractor must provide, at its own expense, a smart phone for each onsite Mechanic for the purpose of receiving calls or getting email notifications. All Mechanics must notify the University Designated Representative of their cell phone number.
- j. The contractor shall provide to the University Designated Representative a monthly on-call schedule, including names and phone numbers. The on-call schedule shall be provided to the University Designated Representative the last week of each month for the upcoming month and update as needed.
- k. The Contractor must provide, at its own expense, a laptop or tablet computer for each assigned Mechanic for the purpose of generating reports as required. The computer must have high speed internet connectivity capability along with MS Office software, and e-mail capabilities.
- l. The dedicated on-site Mechanics may be required to attend any operational, planning, scheduling, etc. meetings at no cost to the University.
- m. The on-site Mechanics must respond immediately to any Emergency calls entrapments, or any service call placed by the University Designated Representative or Campus Police.
- n. The University reserves the right to give direction directly to the on-site Mechanics to report service calls. The on-site Mechanics are to take direction only from the University Designated Representative, or designee.
- o. All maintenance and repair shall be performed by a University approved, factory-trained, and certified elevator mechanic under the supervision and direct employ of the Contractor.
- p. For all ancillary work, which must be approved in writing by the University, the Contractor, and all parties employed on the worksite, whether directly employed or employed by a subcontractor shall perform their work in a good and workman-like manner and in accordance with the Contract Documents. The Contractor shall supervise and direct the work and shall be solely responsible for all means, methods, techniques, sequences, and procedures, and for coordinating all portions of the work of the Contract.
- q. Identification must be visible at all times. Contractor shall instruct its employees to comply with all rules and regulations of UNC Charlotte.
- r. The Contractor shall, upon the written request of the University, discharge any person in his employ who appears to the University to be disorderly, careless, or incompetent or to be employed in violation of any of the terms of this Contract.

3. CONTRACTOR ACCESS

- a. The contractor shall be required to purchase UNC Charlotte parking permits, if necessary, or have a Contractor Parking Pass for all vehicles that may be on campus whether on a short term or long term basis. Permits may be purchased through the Parking and Traffic Services Office located at 9643 Poplar Lane, Charlotte, NC 28223, Building 92, (704-687-0151). The contractor shall only park in the designated locations. Additionally, the contractor vehicles shall be clearly identified with the company name.
- b. During normal business hours the Elevator Mechanics shall check-in with the University's Designated Representative or designee. Outside of normal business hours: The Elevator Mechanics shall notify the University's Designated Representative, designee, or the University Campus Police upon arriving on site and upon leaving the site.
- c. Other than for emergencies and call backs, the contractor shall not be permitted to enter Student Housing (Residence Halls) facilities prior to 8:00am.
- d. The Contractor will be permitted to use existing toilet facilities, provided the facilities are not misused, defaced, or dirtied unnecessarily. If any individual participating campus deems that the existing facilities have been subject to misuse, the Contractor shall be informed and caused to install and be responsible for maintaining its own temporary sanitary facilities subject to the individual campus' restrictions. The Contractor shall also be held responsible for the repair of any damage to said existing facilities.
- e. University Security ID/Badge and Access Violations. Contractors and their sub-contractors shall adhere to the University Security ID/Badge and Access requirements. Violations of these requirements may warrant cause for suspension and/or termination of services:

- i. Badges must be visible and worn on the outermost garment of clothing and above the waist at all times.
- ii. Badges and keys should never be loaned or borrowed for any reason. Electronic access badges and keys are only be used by the person they are issued to. Allowing others to use a badge, key and pin codes that is not issued specifically to the individual means you are taking responsibility for the other person(s) actions in the environment they accessed and may warrant cause for suspension and/or disciplinary actions.
- iii. Employees are given access only to areas needed to perform their job functions. Employees using their badges in areas where they do not have access to is a security violation.
- iv. It is a violation to tamper, interfere, compromise, modify, or circumvent any security system, measure, or procedure. Any attempts to duplicate, reproduce, or tamper with University access media (badges, security systems, keys, etc.) are strictly prohibited.
- v. Secured doors should never be left open, regardless of the circumstances. Leaving a door open, unlocked, or using force to gain entry could result in security being compromised and may warrant cause for suspension and/or disciplinary actions.
- vi. Allowing an un-badged person to follow a badged person into an area that is considered secured, unauthorized and/or restricted and is a violation of University Security policies. Contractors must make sure everyone uses his/her own electronic access media and keys to enter a controlled access area.
- vii. Report any changes in status immediately to the University's Designated Representative so that the access can be deactivated from the contract employees badge record and documented. Attempting to use the reported lost or stolen badge will generate an alarm to Campus Police.
- viii. All badges and keys are the property of the University. Keys are to be checked out and returned to the key boxes daily. Contractor shall collect a contract worker's badge and key(s) upon the termination of the contract worker's employment; when the contractor worker's services are no longer required at UNC Charlotte facility(s); or upon termination, cancellation, or expiration of this agreement.
- ix. All Contractor's personnel are to be in uniform and/or wearing identification badges that bear the employee's name and company name/logo.
- x. Access to designated restricted areas is forbidden by Contractor's employees. Restricted areas are to be designated by the University's representative.
- xi. Only authorized Contractor employees are allowed on the premises of UNC Charlotte buildings. Contractor employee are not to be accompanied in the work area by acquaintances, family members, assistants or any other person unless said person is an authorized Contractor employee and cleared to be on site.

4. WORKMANSHIP

- a. The University shall have access to the premises at all times. They shall have right to stop, alter, or in any way affect the progress of the work, if it is not being performed in conformity with the contract plans, manufacturer's maintenance manuals, or specifications.
- b. The Contractor shall be responsible for keeping the exterior of the machinery and any other parts of the equipment subject to rust, painted with heat resistant enamel and presentable at all times. The motor windings shall be treated as needed, with proper insulating compound as recommended by the motor manufacturer.
- c. Cleaning and refinishing of the interior of the elevator cars and exterior of hoistway door frames are excluded from this contract. Cleaning of exterior of elevator cars and lifts, interior of hoistways and all surfaces including glass and metal surfaces are included with this contract.
- d. The Contractor shall maintain all elevator and lift equipment within enclosures, pits, machine rooms and the assigned Contractor workspace is to be kept clean and orderly, free of dirt, dust and debris, pits and machine spaces shall be kept dry and clean. Contractor shall be responsible for disposal of all waste in accordance with local, state, and federal requirements.
- e. The contractor shall maintain all lighting inside the pit and hoistway.
- f. The contractor may be required to maintain all lighting inside the elevator cab, especially if the controls are on the car top.

- g. The work area shall be cleaned at the end of each workday. All materials, tools, equipment, etc., shall be removed or safely stored. The University is not responsible for theft or damage to the Contractor's property. All possible safety hazards to workers or the public shall be corrected immediately and left in a safe condition at the end of each workday. If there is a question in this area, the University Contract Manager must be consulted.
- h. The Contractor shall be responsible for notifying the University (in writing) of the existence or development of any defects in, or repairs required to, the elevator/lift equipment, which the Contractor does not consider to be their responsibility under the terms of the contract. The Contractor shall furnish the University with a written estimate of the cost to correct any such defects or make the required repair. The University reserves the right to make the final determination concerning the responsibility for such defects, corrections, or repairs.
- i. The Contractor shall be responsible for giving immediate verbal and written notice to the University of any condition, which he discovers, that may present a hazard to either the equipment or passengers
- j. The Contractor shall not be required by this agreement except as herein noted, to make renewals or repairs necessitated by proven negligence or misuse of the equipment by persons other than the Contractor, his representative and employee.
- k. Cost of repairs, replacements or removal necessitated by intentional negligence or abuse by personnel other than the Contractor, shall be borne by the University. Negligence or abuse shall be determined by a joint decision and may be arrived at by qualified representatives of the University. Normal occurrences i.e. debris, trash, etc. falling into door tracks or buttons being broken is not intentional negligence or abuse. Repairs for occurrences of this nature shall be made by the contractor at no additional cost to the University.
- l. The Contractor shall keep the premises clean of all rubbish and debris generated by the work involved and shall leave the premises neat and clean. All surplus material, rubbish, and debris shall be disposed of by the Contractor at their expense. The work area shall be cleaned at the end of each workday.
- m. All materials, tools, equipment, etc., shall be removed or safely stored. The University is not responsible for theft or damage to the Contractor's property. All possible safety hazards to workers or the public shall be corrected immediately and left in a safe condition at the end of each workday. If there are any questions associated with this matter, these can be directed to the University Designated Representative as needed.
- n. In addition to providing the noted preventative maintenance and cleaning services, an annual clean-down is required for all elevators and lifts. Contractor is required to present the schedule for this work to the University Designated Representative within thirty (30) calendar days after award of contract. A clean-down is defined as an intensive cleaning of the machine rooms, elevator and lift equipment, and all related appurtenances. This includes, but is not limited to, sweeping machine room floors, sweeping pit floor, and cleaning the top of cabs. Contractor shall coordinate equipment shutdown for this cleaning with the University Designated Representative, or designee prior to commencing work.
- o. Where not more specifically described in any of the various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items of fabrication, construction or installation regularly furnished or required for completion (including any finish, and for successful operations as intended). All work shall be executed by personnel skilled in their respective lines of work. The University reserves the right to solicit the services of a third-party inspection firm to verify Contractor's work in place or recommended work order requirements prior to service performance, if it is in the University's best interest to do so.
- p. The Contractor shall provide a prioritized, annual, Capital Planning report for budgeting for capital repair and renewal of all elevators and lifts covered under this contract. This should be down to the system/component level or on a larger scale if directed by the University. The goal being to identify equipment for which repair and replacement parts will be no longer available.
- q. Contractor, Contractor's employees, and Subcontractors shall discuss status of damage, repairs, and maintenance only with the University Designated Representative, designee, Facility Maintenance Supervisors, or Facility Maintenance On-Duty Supervisors. At no time shall the Contractor discuss the nature of the above mentioned to faculty, staff, or students.
- r. The Contractor, Contractor's employees, and Subcontractor shall immediately report any witnessed misuse or abuse to elevator(s), or lift(s) to University Designated Representative, or designee.

5. REQUIREMENT FOR STANDBY ELEVATOR MECHANICS

- a. The successful Contractor shall make available on-site standby elevator mechanics when needed by the University. The need for standby mechanics will usually be during critical times – e.g., student move in and move out periods, football games, and graduations – when immediate service attention is essential.
- b. Contractor shall invoice using the rate on the bid Pricing Pages, identified as cost per hour for standby service for all hours outside the fixed maintenance services noted below:
 - i. Graduations - One (1) Standby Mechanic, up to Eight (8) Hours at both Spring and Fall events
 - ii. Football Games - One (1) Standby Mechanics, up to Eight (8) Hours, each home game (typically 6 homes games each season)
 - iii. Student Move-in - One (1) Standby Mechanic, up to Eight (8) Hours, for Two (2) events
 - iv. Miscellaneous other events - One (1) Standby Mechanic, up to Eight (8) Hours, up to Five (5) additional events
- c. In the event a standby mechanic performs non-fixed maintenance services, the negotiated standby mechanic hourly rate will be paid.

6. MATERIALS

- a. Materials to be used shall be new and specifically designed for the elevators or lifts on which they are to be used. All old parts must be returned to the University upon completion of repairs if requested by the University.
- b. The Contractor shall have an adequate inventory of such parts, lubricants and tools located in the location specified to maintain the elevator/lifts as detailed in the contract requirements.
- c. When requested, Contractor shall submit to the University for approval, samples of materials, test reports, drawings to be used in maintenance, repair, and testing of equipment, etc.

7. REPAIR AND REPLACEMENT PARTS

- a. The Contractor shall provide all labor and material relative to repair or replacement of all elevators and lifts that are found to be deficient or not in compliance with the requirements of the specification, during maintenance, inspection or testing procedures. Make all repairs and replacement matching manufacturer's parts. Replacement and repair coverage shall be full and complete, and shall include the cost of all labor, supervision, materials, parts, supplies, tools, equipment, transport, permits, expenses, and all incidental items not specified, but reasonably necessary for repairing or replacing all deficient elevator/lift components including but not limited to the following:
 - i. The contractor upon issuance of the notice to proceed, shall complete a comprehensive survey to determine all needed parts and materials necessary for the maintenance and repair of all elevators and lifts covered under this contract. The survey shall include the investigation of availability from vendors as need to ensure the continuity of operations. Obsolete parts are address in Section d.ii. below.
 - ii. Spare parts inventory: Contractor will maintain a supply of genuine original equipment manufacturers' replacement parts in their warehouse inventory. This inventory will include, but not be limited to, generator rotating elements, door operator motors, brake magnets, brushes, controller switch contacts, selector tapes, door hangers, roles, hoistway limit switches. Such replacement parts will be kept in warehouse inventory or available from their manufacturing facilities. Regardless of the location of the stored parts, they shall be available on the jobsite within forty-eight (48) hours from the time of need.
 - iii. Machine and related components, including but not limited to: shafts, bearings, brake and components parts, motors, chains, pulleys, coils, contacts, linings, brushes, and holders. Entire machine, including housing, drive sheave, drive sheave shaft bearings, brakes, brake assembly and component parts, worms, gears, external gears, step chain sprockets, drive chains, and machine component parts. All sheaves. Major components parts (mechanical): if Contractor does not have machine gears, frames, sheaves, transmissions, and similar mechanical components in stock, he must provide the University with current information of sources for these items which can be obtained within two (2) working days.
 - iv. Controller and related components, including but not limited to relays, solid state components, resistors, condensers, transformers, contacts, leads, overloads, dashpots, timing devices, computer devices and mechanical and electrical driving equipment, including all switches. Special electrical parts: Contractor acknowledges that elevator control systems contain solid-state printed circuit modules.

Contractor agrees to maintain in inventory, a sufficient number of modules and component parts to replace and/or repair any of these units should failure occur. With the prior approval of the University Designated Representative, critical items may be permitted to be maintained at an offsite location, as long as they can be made available on the jobsite within forty-eight (48) hours from the time of need.

- v. Contractor agrees to maintain diagnostic tools and spare electronic circuit boards critical to the operation of the elevators and lifts, as required, on the job site or in the Contractor's local branch office for the entire length of the contract. Any electronic circuit boards used out of stock will be replaced within forty-eight (48) hours.
- vi. Selector: all components including selector drive tape, wire or cable, and all other mechanical and electrical drive components.
- vii. Hoist ropes.
- viii. Hoistway door interlocks or locks and contacts; hoistway door hangers and tracks, bottom door gibs and auxiliary door closing devices for power operated doors.
- ix. Guide shoes including rollers or replaceable gibs.
- x. Tanks, pumping units, control valves, relief, and pressure valves.
- xi. Automatic power operated door operators, door protective devices, car hangers, tracks and car door contacts for side slide doors.
- xii. Traveling cables.
- xiii. Elevator control wiring in hoistway and machine room.
- xiv. Governor including governor cables, compensating cables, and compensating chains, including adjustment of tension on all hoist ropes.
- xv. Buffers.
- xvi. Fixture contacts, push button, key switches and locks and lamps and sockets of button stations (car and hall), hall lanterns, position indicators, traffic director stations.
- xvii. All cab lighting including bulbs and fixtures.
- xviii. Remote monitoring equipment.
- xix. Repair or replace conductor cables and wiring.
- xx. Brake, brake coil, brake linings and other brake components.
- xxi. Motor, motor windings, rotating elements, and bearings.
- xxii. All safety devices and switches and components.
- xxiii. If required, the governor shall be recalibrated and sealed for proper tripping speed.
- xxiv. Stop switches and related components.
- xxv. Conductor cables and wiring.
- xxvi. Elevator phones.
- b. Repair Parts. Contractor must furnish any and all required repair parts, including all freight and/or labor costs associated with the acquisition and delivery of the parts, at no additional cost to the University. All replacement components shall be original equipment manufacturer (OEM) unless they are no longer available, in which case the Contractor shall notify the campus and provide after-market components at no additional costs.
- c. Replacement Parts. When, and as required, the Contractor shall furnish and install any and all replacement parts required, including replacement of obsolete parts, and upgraded parts, both of a major and minor nature at no cost to the University; to include those that may be required by federal, state or local regulatory agencies, including the local Building Official. All parts shall be per the original manufacturer's design and specifications or proven acceptable alternates, as deemed acceptable by the University Designated Representative. Replacement parts policy: Contractor will not alter equipment parts and O.E.M. design with other manufacturers' parts or design unless O.E.M. has discontinued the item and the parts are no longer available. Parts manufactured by companies other than the O.E.M. but supplied to the O.E.M. as part of their overall product may be acceptable if said party is of the same design and character. Relays, selector parts, coils, rollers, touch buttons, proximity edges, and various other parts are duplicated by other nationally recognized manufacturers and, upon written authorization from the University, may be used in lieu of the O.E.M. parts. The use of an alternate or substitute item will be allowed, subject to the following:

- i. After the award and to allow consideration and approval without delaying the contract, the Contractor may submit a written request of alternate materials for acceptance. The request shall include all information necessary for proof of equality and suitability for substitution. The Contractor shall submit samples upon University request.
 - ii. The University Designated Representative will evaluate the information submitted, perform tests when necessary, and make comparisons. The University's authorized representative will then make the final decision as to the acceptability of the alternate.
 - iii. Replacement of parts also includes any part that may be defective due to normal use or "fair wear and tear" of the elevator or lift system and all parts that become obsolete. The intent of these specifications is to place the responsibility for preventative and remedial maintenance, including the replacement of all parts with the Contractor and the only exceptions being those specifically listed in Section D.6, Materials.
- d. Availability of Parts. All parts, materials, equipment, labor, lubricants, cleaning supplies, tools, and diagnostic equipment necessary to perform the preventative and predictive maintenance, repairs, and code violation corrections described herein shall be furnished by the Contractor including all original manufacturer's parts inventory, available in a contractor provided warehouse readily available to Contractor within the same day repairs are to be done. Contractor shall provide the University with address and availability of the warehouse so that the University may verify this. All parts, materials and lubricants shall be per manufacturer's specifications or acceptable alternates. All small parts and materials that are regularly used during the maintenance service may be stored at a university provided central storage location.
 - i. Contractor shall ensure that major machine components such as motor elements, machine assemblies, worm gears, hoist ropes, and other special parts, not stocked locally, can be delivered within forty-eight (48) hours should emergency conditions warrant. Any such delivery including freight and shipping charges shall be at no additional cost to the University.
 - ii. Obsolesce:
 - 1. Definition of Obsolescence: A system, component, or part that is no longer repairable, rebuildable, supported, manufactured, available in-stock or supplied by the OEM, non-OEM elevator/lift systems parts supplier or other third-party parts supplier or fabricator in the same form, fit and function. Obsolesce shall be determined by a joint decision and may be arrived at by qualified representatives of the University.
 - 2. During the term of a contract, any system, component, or part not meeting the Definition of Obsolescence shall be covered. Systems, Components or Parts, which are repairable or rebuildable, shall be covered under the following conditions:
 - a. Part is repairable, in the same form and fit, either through the manufacturer or through any third-party provider.
 - b. Part is custom makeable, in the same form and fit.
 - 3. Should a part become obsolete meeting the definition in Section 7.d.ii.1., the Contractor shall submit the following to UNC Charlotte:
 - a. A quote to include:
 - i. The cost of the obsolete part and the cost of the replacement part. UNC Charlotte shall only be responsible for the cost difference in parts.
 - ii. The cost of labor to replace the obsolete part and the cost of labor to install the replacement part. UNC Charlotte shall only be responsible for the cost difference in labor.
 - b. Documentation to substantiate the part is obsolete and attempts to locate third party providers has occurred for any material cost associated with the part.
 - c. Documentation as to equipment changes required to replace the obsolete part with that of the new part for any labor costs associated with the part replacement.
 - 4. No other claim for obsolescence of any kind will be considered by UNC Charlotte during the course of the contract.

- e. Spare Parts / Required Equipment. Do we want contractor to specify parts inventory? I think the university should specify or mutually agree The Contractor shall have available at all times, for immediate delivery and installation, sufficient supply of the following emergency spare parts stored onsite at UNC Charlotte for the repair of each elevator or lift system concerned. Spare parts shall be rotated.
- i. The Contractor's inventory of parts shall include, but not necessarily be limited to, the following:
 1. Lamps, minimum two each type.
 2. Door operator motors and gear reduction units.
 3. Transformers and rectifiers for each type and size used.
 4. Relays and switches, minimum one on each type.
 5. Generator and motor brush sets for each type and size used.
 6. Controller and selector switch contacts and coils for each size and type used.
 7. Electronic components (one complete set of each manufacturer).
 8. Selector tapes and selector motor (when used).
 9. Door interlocks.
 10. Car door electronic edge, complete, each type.
 11. Plastic combs, outer segments, minimum twelve each type.
 12. Plastic combs, inner segments, minimum twelve each type.
 13. Inserts, minimum twelve each type (left side, right side, top, riser, etc.).
 14. Brake spline magnets for each type and size used.
 15. Controller and selector switch contacts and coils for each size and type used.
 16. Electronic components (one complete set of each type CPU board).
 17. Handrail drive components, one complete, and each type.
 18. Stop switches and covers, alarm buzzers and start assemblies.
 19. Deck trim and skirt trim.
 20. Microswitches, minimum 6 each type.
 21. All necessary lubricants and cleaning materials.
 22. The Contractor may be provided a central storage location by University. The Contractor will provide a spare parts fire-resistant metal storage cabinet(s). All on site supplies shall be stored in cabinet(s). All combustible materials are to be stored in sealed containers kept in this on-site spare parts cabinet. The Contractor is to provide MSDS for all stored chemicals and storage must be in compliance with all University requirements.
- f. Lubrication
- i. All lubricants shall be those recommended by the manufacturer of the equipment, or acceptable alternates. Schedule and frequency of lubrication shall be per the manufacture's specifications, relevant codes, and industry trade standards. Cleaning is defined as all equipment and machinery areas will be free of oil, grease, dirt, rubbish, or materials that are a fire or safety hazard. Lubricants will be stored in an approved flammable materials storage cabinet on site or will be stored off site. If stored on site, the lubricant container will be marked as to the date the lubricant was opened/used. No lubricated will be stored for more than one (1) year.
 - ii. Bidders shall provide within 30 days of contract award, a list of the specific types and brand names of lubricating greases and oils to be used. The University reserves the right to request adjustments in the maintenance program and to accept or reject the lubricating grease/oils submitted for use. All lubricating grease/oils must be in keeping with the manufacturer's suggested brands or be an acceptable alternate.
8. SOFTWARE, DIAGNOSTIC TOOLS, AND ELECTRONIC DOCUMENTATION
- a. The Contractor must maintain at no cost to the university any software programs, firmware, or other special features (for example, Code Blue) required to inspect, test, or maintain all elevators and lifts covered under this contract. All software, firmware, and diagnostic tools for motor drives and control systems shall remain the property of the University.

- b. Schematics, if existing, will remain the property of the UNC Charlotte and are not to be removed from the premises. Contractor will obtain these from the University's Designated Representative, and if not in existence, obtain from the manufacturer, at the Contractor's expense. Where schematics are not available, vendors will obtain from them manufacturer on behalf of the University and will be reimbursed only for the cost of the schematic including shipping, where applicable. No profit, overhead, etc., will be reimbursed.
- c. The Contractor shall be responsible for obtaining all technical documentation necessary for maintenance and repair of each type of elevator and lift and will provide electronic copies of all documentation to the University. The University will provide any available documentation, which can be released without restriction, but it shall be the Contractor's responsibility to make copies of such documentation. Lack of such documentation shall not be an acceptable reason for equipment downtime.
- d. The Contractor shall provide all necessary tools, special tools and diagnostic equipment as required for proper repair and maintenance of the elevators/lifts.

9. HEALTH, ENVIRONMENTAL, AND SAFETY REQUIREMENTS

- a. The Contractor's products, services and facilities shall be in full compliance with all applicable Federal, State, and local health, environmental and safety laws, regulations, standards, codes, and ordinances, regardless of whether or not they are referred to by UNC Charlotte.
 - i. At the request of UNC Charlotte representatives, the Contractor shall provide
 - 1. Environmental, safety and health regulatory compliance documents (written safety programs, training records, permits, etc.) applicable to services provided by the Contractor in this contract.
 - 2. A list of all federal, state, or local (EPA, OSHA, NCDOL, etc.) citations or notice of violations issued against their firm or their subcontractors including dates, reasons, dispositions, and resolutions.
 - ii. The contractor shall provide to UNC Charlotte a written safety protocol/standard operating procedure for removing and returning elevators to service that includes control measures to protect personnel and the public, to be included with the bid response. The contractor shall comply with Section 5.2, the university's safety protocols.
 - iii. The contractor shall provide to UNC Charlotte a written document related to COVID and pandemic safety procedures.
 - iv. The University shall have the right, but not the obligation, to inspect the facilities, transportation vehicles or vessels, containers, and disposal facilities provided by the Contractor or subcontractor. The University shall also have the right to inspect operations conducted by the Contractor or subcontractor in the performance of this agreement. The University further reserves the right to make unannounced inspections of the Offeror's facilities (during normal business hours).
 - v. The Contractor shall be responsible for providing and for the placement of barricades, signs, tarps, plastic, flag tape and other safety/traffic control equipment required to protect its employees, the public, surrounding areas, equipment, and vehicles. The safety of the Contractor's employees and the public is of prime concern to the University, and the Contractor must take all necessary steps to assure proper safety during the performance of the Contractor. Control measures implemented by the contractor must be appropriate and effective for individuals with disabilities (e.g., physical barriers are required for individuals with visual impairments instead of relying solely on visual notification/signage). An individual with a disability is defined by the ADA as "a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment".
 - vi. Removal of elevators/lifts from service shall be coordinated with and approved by the University. To the extent possible all preventive maintenance that requires removal of elevator/lift from service shall be scheduled during off peak hours of building operation. No elevator/lift shall be taken out of service during the normal business day without prior notification to the University except under emergency conditions. Contractor shall not remove from service more than one elevator at a time in any bank of elevators (except in emergencies). Emergency circumstances are understood to be those which pose

imminent possibility of equipment damage or passenger injury as judged by the Contractor's employees. Elevators taken out of service shall be identified by placing signage at every floor indicating elevator is out of service as well as physical barricades. Signs and barricades shall be removed after service is restored.

- vii. The Contractor shall protect the buildings, materials, furniture and all persons from damage and injury in every way possible and shall be responsible for any damage or injury due to their failure to provide this protection. Contractor's personnel shall be aware of and provide proper safety precautions such as barricades while working on elevators/lifts as reference in Section 9.a.vi. above.

D. ADMINISTRATION:

1. WARRANTIES

a. GUARANTEE:

- i. Unless otherwise specified, all parts and labor shall be guaranteed for a minimum period of one (1) year from date of acceptance by the University against defects in material and workmanship. At any time during that period, if a defect should occur in any item that item shall be replaced or repaired by the Contractor at no obligation to the University except where it be shown that the defect was caused by misuse and not by faulty design. Warranty work requirements shall be performed by a Mechanic, seven (7) days a week, twenty- four (24) hours per day.
- ii. In addition to the guarantees provided by component manufacturers of products utilized for maintenance, the Contractor shall guarantee that all materials, components, equipment, and accessories installed shall perform for a minimum period of one (1) year without failure due to manufacturing defects, product misapplication or improper installation.

b. QUALITY

- i. Contractor expressly warrants that all goods or services furnished under this contract shall conform to the specifications, appropriate standards, and will be new and free from defects in material or workmanship. Contractor warrants that all such goods or services will conform to any statements made on the containers or labels or advertisements for such goods, or services, and that any goods will be adequately contained, packaged, marked, and labeled. Contractor warrants that all goods or services furnished hereunder will be merchantable and will be safe and appropriate for the purpose which goods or services of that kind are normally used. If Contractor knows or has reason to know the particular purpose for which University intends to use the goods or services, Contractor warrants that goods or services furnished will conform in all respect to samples. Inspection, test, acceptance of use of the goods or services furnished hereunder shall not affect the Contractor's obligation under this warranty, and such warranties shall survive inspection, test, acceptance, and use.
- ii. If modifications are made to, or parts added to, the elevator(s), or lift(s) due to federal, state or local entities' requirements, the Contractor shall maintain the modifications and/or additions in accordance with the specifications of this contract at no added cost to the University.

2. PENALTIES/FINES

- a. Elevators out of service over 48 hours, without written prior approval from the University Designated Representative, the following shall apply: \$250.00/day including holidays and weekends until the elevator is fully back in operation.
- b. Agreed amount shall appear as a credit, on a separate line, on the monthly invoice for fixed maintenance services.

3. INVOICING AND PAYMENTS

- a. It will be the responsibility of the Contractor to submit its invoices with the correct contract rates. The rates on the submitted invoice will be compared to the current contract rates by the University before payment is processed. If there is a discrepancy in rates, payment will not be processed until a corrected invoice is submitted.
- b. Payments will be made monthly net 30 days after date of invoice by the University.
- c. The University is tax exempt. A copy of the tax exempt certificate will be provided upon award of the contract.
- d. Fixed Maintenance Services
 - i. The individual monthly invoice for fixed maintenance services shall reference the University assigned contract number.

- ii. Invoice submittal: The successful Vendor agrees to submit an individual monthly invoice to the university for the fixed maintenance services. All other related charges for non-fixed maintenance services must be identified on separate invoices as noted below. The invoices shall be sent electronically to the University Designated Representative.
 - iii. Each monthly invoice must include an itemized list with Headers (preferably in an Excel worksheet) providing the following current information for each elevator or lift:
 - 1. Billing Group (e.g. Reimbursable and Non-Reimbursable identified by the University)
 - 2. Equipment Location including but not limited to, campus, building name, general identifier of elevator such as loading dock or platform or freight, number, alpha, or location such as North/South/East/West, etc.
 - 3. NC DOL Elevator Number
 - 4. Vendor may include vendor number assigned to elevator
 - 5. Monthly Cost
 - 6. Notes, to be used to document when equipment is added, suspended, reinstated, cancelled, etc.
 - iv. The itemized list of monthly cost shall be totaled.
 - v. The itemized monthly cost of equipment suspended, cancelled, shall be identified, and subtotaled as a negative total.
 - vi. Agreed amount for elevator out of service, shall appear as a credit, on a separate line, on the monthly invoice for fixed maintenance services.
 - vii. With the net total matching the monthly amount invoiced.
 - viii. All regular fixed maintenance is to be billed on a monthly basis. Charges to regular fixed maintenance for equipment being added, suspended, reinstated, cancelled, etc. shall be billed on a monthly basis, not pro-rated for a partial month.
 - e. Non-Fixed Maintenance Services
 - i. For all services that are agreed to be outside the fixed service cost noted in Exhibit A below, the Contractor shall submit separate invoices with the following contract pricing categories in order to verify charges (Exhibit A is at the end of the document and can be reviewed on Google Drive: <https://drive.google.com/drive/folders/1t3Bhuz1-b26x1njbbEXIXLiXKlps-KkT?usp=sharing> :
 - 1. UNC Charlotte employee requesting service and/or University Purchase Order Number and/or Vendor proposal identifier – as much information as possible to support the expense in the university system
 - 2. Labor for non-contract work as per the negotiated rate
 - 3. Parts and materials markup percentage per the negotiated rate
 - ii. If the services performed were determined to be from vandalism, misuse, or any other cause, this must be stated as a part of the description on the invoice. In invoicing for parts and materials, the Contractor must indicate the negotiated markup percentage for parts and materials. Upon request the Contractor will be required to provide documentation to support the actual costs paid by the contractor for parts and materials at the time of billing.
4. TIME TICKETS – NON-FIXED SERVICES
- a. For Non-Fixed Services: Time tickets for each requested repair and preventative maintenance shall be provided by the Contractor. Signed copies of all work time tickets shall be submitted to the University Designated Representative. Time tickets must include and provide evidence that requested service, periodic maintenance, and permanent minimum manpower commitments are being properly provided by successful bidder..
 - i. Date and time of call.
 - ii. Work Order Number provided by the University.
 - iii. Equipment location UNC Charlotte identification number
 - iv. Description of shutdown and corrective measures taken.
 - v. Class of work. i.e., routine maintenance or call back service

- vi. Parts used (included parts put on).
- vii. Time elevator or lift was returned to service.
- viii. How much time the Mechanic spent performing work on the equipment.
- ix. Name and address of Contractor.
- x. Name of Contractor's employee in charge of the work.
- xi. Site location of elevator/lift serviced.
- xii. Identification of elevator/lift serviced.
- xiii. Date and time (begin-end) of service.
- xiv. Description of what type of service: preventative maintenance; non-contract repair; call back service covered under contract; vandalism call/call back, etc.
- xv. Description of the repair/service performed.
- xvi. Statement of the status of the service and maintenance work performed.
- xvii. Name of Contractor's Mechanic who performed the work.
- xviii. Signature of Contractor's Mechanic who performed the work.

5. EXCLUSION FROM FIXED SERVICES MONTHLY RATE

- a. The university will provide electrical power (Normal, Standby, or Emergency, as required by code) to the line side of the mainline disconnects and thus maintenance or repair of the disconnects will be excluded from the terms of this contract. The contractor will be responsible for the load side of the mainline disconnect including any fuses or overload safety devices.
- b. Unless otherwise stated in these specifications, repairs determined by the university to be due to vandalism, collision, acts of God, natural disasters or improper use of equipment will be paid to the contractor at the negotiated rates. Prior approval by the University Designated Representative is required. Upon receipt of an official quote, a purchase order shall be issued for these repairs. The burden of proof shall remain with the Contractor for substantiation of claims that any repair is required because of negligence, accident, or misuse and the Contractor shall provide evidence of such claims. All work must be based on the negotiated rates.
- c. The structural integrity of the elevator hoist-way, pit, and machine rooms.
- d. Repair or replacement of underground hydraulic jack cylinders including underground piping and fittings.
- e. Repair or replacement of HVAC units installed in elevator mechanical rooms.
- f. Fire Detection and Alarming Systems. The operation of, the connection with, and interaction by the elevators/lifts with the Fire Detection and Alarm Systems shall be included in the Fixed Service cost.
- g. Painting of surfaces for cosmetic purposes.
- h. Elevator shaft ventilation.
- i. Fire suppression or smoke containment systems to include: smoke evacuation systems, shaft pressurization systems, fire suppression systems, or smoke curtains.

5.4 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

5.5 TECHNICAL APPROACH

Vendor's proposal shall include, in narrative, outline, and/or graph form the Vendor's approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

5.6 CERTIFICATION AND SAFETY LABELS

Any manufactured items and/or fabricated assemblies provided hereunder that are subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization *acceptable to govern inspection where the item is to be located*, such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

6.0 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 State a contract manager. The contract manager shall be the State'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 State for customer service. The customer service point of contact shall be the State'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 monthly with the University for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and State 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 State 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 ANNUAL STATUS REPORTS

The Vendor shall be required to provide Management Reports to the designated Contract Lead on an Annual basis. This report shall include, at a minimum, information concerning the work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; problems, real or anticipated, and notification of any significant deviation from previously agreed upon work plans and schedules. These reports shall be well organized and easy to read. The Vendor shall submit these reports electronically using the format required by the Purchasing Agency. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

Within 30 business days of the award of the Contract the Vendor shall submit a final work plan and a sample report, both to the designated Contract Lead for approval.

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.

The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

6.6 FAITHFUL PERFORMANCE

Any Contract may include terms ensuring a Vendor's performance such as withholding final payment contingent on acceptance of the final deliverable-

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 State, at the option of the State, for up to six (6) months 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 State or its designees. If the State 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 State 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 State's Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor's Project Manager for 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 State and Vendor. Amendments to the contract can only be through the contract administrator.

7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE

FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

ATTACHMENT A: FINANCIAL PROPOSAL

Complete and return the Pricing associated with this RFP, which can be found in the table on the next page. It can also be downloaded in Excel at <https://drive.google.com/drive/folders/1t3Bhuz1-b26x1njbbEXIXLiXKlps-KkT?usp=sharing>.

ATTACHMENT B: INSTRUCTIONS TO VENDORS

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

<https://ncadmin.nc.gov/formnorth-carolina-instructions-vendors032023/download?attachment>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

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

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_North-Carolina-General-Terms-and-Conditions_11.2021.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://files.nc.gov/ncdoa/pandc/OnlineForms/Form_HUB-Supplemental-Vendor-Information_9.2021.pdf

ATTACHMENT E: CUSTOMER REFERENCE FORM

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

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Customer_Reference_Template_09.2021.pdf

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://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Location-of-Workers_09.2021.pdf

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

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

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Certification-of-Financial-Condition_09.2021.pdf

LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS

The Certification for Contracts, Grants, Loans, and Cooperative Agreements and the OMB Standard Form LLL are separate documents that can be found at the following link:

<https://ncadmin.nc.gov/documents/vendor-forms>

***** Failure to Return the Required Attachments May Eliminate
Your Response from Further Consideration *****

ATTACHMENT A: FINANCIAL PROPOSAL

ITEM	BUILDING	STATE ID	ELEVATOR	CONTROLLER	TYPE	MONTHLY MAINTENANCE COST	ANNUAL MAINTENANCE COST
1	ATKINS LIBRARY	6618	#1	ThyssenKrupp	TRACTION		
2	ATKINS LIBRARY	6619	#2	ThyssenKrupp	TRACTION		
3	ATKINS LIBRARY	6620	#3	ThyssenKrupp	TRACTION		
4	ATKINS LIBRARY	17646	#4	ThyssenKrupp	HYDRO		
5	ATKINS LIBRARY	4863	OLD	ThyssenKrupp	HYDRO		
6	BARNHARDT STUDENT ACTIVITY CENTER	16100	#1	Dover	HYDRO		
7	BARNHARDT STUDENT ACTIVITY CENTER	16101	#2	Dover	HYDRO		
8	BARNARD BUILDING	6340		ThyssenKrupp	HYDRO		
9	BELK GYM	29853	Lobby	Otis	HYDRO		
10	BELK GYM	29854	Pool	Otis	HYDRO		
11	BELK HALL	28524	#1	Kone	TRACTION		
12	BELK HALL	28525	#2	Kone	TRACTION		
13	BIOINFORMATICS	26678	#1	ThyssenKrupp	HYDRO		
14	BIOINFORMATICS	26679	#2	ThyssenKrupp	HYDRO		
15	BURSON BLDG.	31510		ThyssenKrupp	HYDRO		
16	CAMERON (CARC)	13937		ThyssenKrupp	HYDRO		
17	CATO	20886		Dover	HYDRO		
18	COLLEGE OF HEALTH	23677	#1	ThyssenKrupp	HYDRO		
19	COLLEGE OF HEALTH	23676	#2	ThyssenKrupp	HYDRO		
20	COLLEGE OF HEALTH	23675	#3	ThyssenKrupp	HYDRO		
21	COLLEGE OF HEALTH	23674	#4	ThyssenKrupp	TRACTION		
22	COLVARD NORTH	9162		ThyssenKrupp	HYDRO		
23	COLVARD SOUTH	9161		ThyssenKrupp	HYDRO		
24	CONE CTR. (KITCHEN)	4870	2	ThyssenKrupp	HYDRO		
25	CONE NORTH	15544	3	ThyssenKrupp	HYDRO		
26	CONE SOUTH	30723	1	ThyssenKrupp	HYDRO		
27	CRI PARKING DECK 1	28099	#1	Kone	TRACTION		
28	CRI PARKING DECK 1	28100	#2	Kone	TRACTION		
29	CRI PARKING DECK 1	28101	#3	Kone	TRACTION		
30	DUKE CENTENNIAL HALL	22827	#1	ThyssenKrupp	HYDRO		
31	DUKE CENTENNIAL HALL	22828	#2	ThyssenKrupp	HYDRO		
32	EAST PARKING DECK #3	21352		ThyssenKrupp	HYDRO		

33	ELM	31165	#1	ThyssenKrupp	TRACTION		
34	ELM	31166	#2	ThyssenKrupp	TRACTION		
35	EPIC	28153	#1	Otis	TRACTION		
36	EPIC	27870	#2	Otis	TRACTION		
37	EPIC	27872	#3	Otis	TRACTION		
38	EPIC	27871	#4	Otis	TRACTION		
39	FM / PUBLIC SAFETY	22698		Schindler	HYDRO		
40	FRETWELL	16120	#1	Schindler	HYDRO		
41	FRETWELL	16121	#2	Schindler	HYDRO		
42	FRETWELL	16122	#3	Schindler	HYDRO		
43	FRIDAY	9890	#1	ThyssenKrupp	HYDRO		
44	FRIDAY	15964	#2	ThyssenKrupp	HYDRO		
45	GAGE UNDERGRADUATE ADMISSION CENTER	32629		OTIS	HYDRAULIC		
46	GARINGER BLDG.	5177		ThyssenKrupp	HYDRO		
47	GREEK VILLAGE #1	24526		ThyssenKrupp	HYDRO		
48	GREEK VILLAGE #2	24536		ThyssenKrupp	HYDRO		
49	GREEK VILLAGE #3	24527		ThyssenKrupp	HYDRO		
50	GREEK VILLAGE #4	24537		ThyssenKrupp	HYDRO		
51	GREEK VILLAGE #5	24528		ThyssenKrupp	HYDRO		
52	GREEK VILLAGE #6	24529		ThyssenKrupp	HYDRO		
53	GREEK VILLAGE #7	24535		ThyssenKrupp	HYDRO		
54	GREEK VILLAGE #8	24530		ThyssenKrupp	HYDRO		
55	GREEK VILLAGE #9	24525		ThyssenKrupp	HYDRO		
56	GREEK VILLAGE #10	24534		ThyssenKrupp	HYDRO		
57	GREEK VILLAGE #11	24531		ThyssenKrupp	HYDRO		
58	GREEK VILLAGE #12	24533		ThyssenKrupp	HYDRO		
59	GREEK VILLAGE #13	24532		ThyssenKrupp	HYDRO		
60	GRIGG	23275	#1	ThyssenKrupp	HYDRO		
61	GRIGG	23276	#2	ThyssenKrupp	HYDRO		
62	HALTON-WAGNER TENNIS COMPLEX	28170		ThyssenKrupp	HYDRO		
63	HARRIS ALUMNI CENTER	24109		ThyssenKrupp	HYDRO		
64	HAWTHORN	10542		ThyssenKrupp	HYDRO		
65	HOLSHOUSER	29735	#1	Kone	TRACTION		
66	HOLSHOUSER	29736	#2	Kone	TRACTION		
67	HOUSING OFFICES	31105		ThyssenKrupp	Hydro		

68	HUNT HALL	28788	#1	Kone	TRACTION		
69	HUNT HALL	28789	#2	Kone	TRACTION		
70	JERRY RICHARDSON STADIUM PRESSBOX	28392	#2	Schindler	HYDRO		
71	JUDY ROSE FOOTBALL CENTER	28391	#1	Schindler	HYDRO		
72	KENNEDY BLDG.	15072		ThyssenKrupp	HYDRO		
73	KING BLDG.	5449		ThyssenKrupp	HYDRO		
74	LAUREL HALL (PHASE 13)	29713	#1	Kone	TRACTION		
75	LAUREL HALL (PHASE 13)	29714	#2	Kone	TRACTION		
76	LEVINE HALL (PHASE 14)	30607	North	ThyssenKrupp	TRACTION		
77	LEVINE HALL (PHASE 14)	30608	Center	ThyssenKrupp	TRACTION		
78	LEVINE HALL (PHASE 14)	30609	South	ThyssenKrupp	HYDRO		
79	LYNCH HALL	21828	#1	Otis	HYDRO		
80	LYNCH HALL	21827	#2	Otis	HYDRO		
81	MAPLE	31167	#4	ThyssenKrupp	TRACTION		
82	MARTIN HALL	29206	#1	ThyssenKrupp	TRACTION		
83	MARTIN HALL	29207	#2	ThyssenKrupp	TRACTION		
84	MARTIN HALL	29208	#3	ThyssenKrupp	TRACTION		
85	MARTIN HALL	29288	#4	ThyssenKrupp	TRACTION		
86	McENIRY	8095	#1	ThyssenKrupp	TRACTION		
87	McENIRY	8096	#2	ThyssenKrupp	TRACTION		
88	MEBANE HALL	22314	#1	Kone	TRACTION		
89	MEBANE HALL	22315	#2	Kone	TRACTION		
90	MILTMORE	27538	#1	Kone	TRACTION		
19	MILTMORE	27539	#2	Kone	TRACTION		
20	MILTMORE WALLIS	20685		Otis	HYDRO		
91	NORTH PARKING DECK	27862	#1	Otis	TRACTION		
92	NORTH PARKING DECK	27863	#2	Otis	TRACTION		
93	OAK HALL	11566	Old	ThyssenKrupp	HYDRO		
94	OAK HALL	30079	#1	ThyssenKrupp	TRACTION		
95	OAK HALL	30080	#2	ThyssenKrupp	TRACTION		
96	PINE	31168	#5	ThyssenKrupp	TRACTION		
97	PINE	31169	#6	ThyssenKrupp	TRACTION		
98	POPP MARTIN STUDENT UNION	26177	#1	ThyssenKrupp	TRACTION		
99	POPP MARTIN STUDENT UNION	26178	#2	ThyssenKrupp	TRACTION		
100	POPP MARTIN STUDENT UNION	26179	#3	ThyssenKrupp	TRACTION		

101	POPP MARTIN STUDENT UNION	26180	#4	ThyssenKrupp	TRACTION		
102	POPP MARTIN STUDENT UNION	26896	#5	ThyssenKrupp	HYDRO		
103	POPP MARTIN STUDENT UNION	H2080		NATIONAL W-O-V	Handicap Lift		
104	PORTAL	28712	#1	ThyssenKrupp	TRACTION		
105	PORTAL	28713	#2	ThyssenKrupp	TRACTION		
106	PROSPECTOR	13411	#1	ThyssenKrupp	HYDRO		
107	PROSPECTOR	27723	#2	ThyssenKrupp	HYDRO		
108	REESE	9913	#1	ThyssenKrupp	TRACTION		
109	REESE	9912	#2	ThyssenKrupp	TRACTION		
110	ROBERT & MARIAM HAYES STADIUM	25039		ThyssenKrupp	HYDRO		
111	ROBINSON HALL	21677	#1	Schindler	HYDRO		
112	ROBINSON HALL	21678	#2	Schindler	HYDRO		
113	ROBINSON HALL	21681	#3	Schindler	HYDRO		
114	ROBINSON HALL	H3320		Savaria	Handicap Lift		
115	ROWE BLDG.	6713		ThyssenKrupp	HYDRO		
116	ROWE BLDG.	H1687			Handicap Lift		
117	SANFORD HALL	6255	#1	MCE	TRACTION		
118	SANFORD HALL	6256	#2	MCE	TRACTION		
119	SCIENCE	33923	#1	Kone	TRACTION		
120	SCIENCE	33924	#2	Kone	TRACTION		
121	SCOTT HALL	31851	#1	Kone	TRACTION		
122	SCOTT HALL	31917	#2	Kone	TRACTION		
123	SMITH BUILDING	5472		ThyssenKrupp	HYDRO		
124	SMITH BUILDING	H443		LIFT - Amer Stair Glid	Handicap Lift		
125	SOUTH VILLAGE DINING	29033	#1	ThyssenKrupp	HYDRO		
126	SOUTH VILLAGE DINING	29034	#2	ThyssenKrupp	HYDRO		
127	SOUTH VILLAGE DINING	29035	#3	ThyssenKrupp	HYDRO		
128	SOUTH VILLAGE PARKING DECK	28644	#1	Kone	TRACTION		
129	SOUTH VILLAGE PARKING DECK	28645	#2	Kone	TRACTION		
130	STORRS	13394		Southern	HYDRO		
131	STUDENT HEALTH CENTER	24305		MCE	HYDRO		
132	SYCAMORE	32654	#1	KONE	TRACTION		
133	UNC CHARLOTTE FOUNDATION	18389		GAL	HYDRO		
134	UNION PARKING DECK	24677	#1	Smartrise	HYDRO		
135	UNION PARKING DECK	32058	#2	ThyssenKrupp	TRACTION		

136	UNIVERSITY RECREATION CENTER (UREC)	31942	#1	KONE	TRACTION		
137	UNIVERSITY RECREATION CENTER (UREC)	31943	#2	KONE	TRACTION		
138	WALLIS	18397	#1	ThyssenKrupp	HYDRO		
139	WALLIS	18398	#2	ThyssenKrupp	HYDRO		
140	WEST PARKING DECK	16729		Schindler	HYDRO		
141	WITHERSPOON	13811		Park	HYDRO		
142	WOODWARD HALL	22247	#1	ThyssenKrupp	HYDRO		
143	WOODWARD HALL	22248	#2	ThyssenKrupp	HYDRO		
144	WOODWARD HALL	22249	#3	ThyssenKrupp	HYDRO		
	TOTAL					0	0

ELEVATORS CURRENTLY ON WARRANTY SERVICE

1	PHASE XVI	35455	#1	ThyssenKrupp	TRACTION		
2	PHASE XVI	35456	#2	ThyssenKrupp	TRACTION		
3	PHASE XVI	35457	#3	ThyssenKrupp	TRACTION		
	TOTAL					0	0

ELEVATORS CURRENTLY ON ANOTHER CONTRACT (COULD BECOME A PART OF THIS CONTRACT U

1	THE DUBOIS CENTER	27579	#1	Otis	TRACTION		
2	THE DUBOIS CENTER	27580	#2	Otis	TRACTION		
3	THE DUBOIS CENTER	27581	#3	Otis	TRACTION		
	TOTAL					0	0

OTHER LABOR RATES

Rates for work outside of the contract during normal business hours	\$	Per Hour
Rates for work outside of the contract on nights and weekends	\$	Per Hour
Rates for work outside of the contract on Sundays and Holidays	\$	Per Hour
Rates for Standby Coverage	\$	Per Hour

EXHIBIT A: EQUIPMENT LIST

ITEM	BUILDING	BILLING GROUP	PHYSICAL ADDRESS	STATE ID	ELEVATOR	CONTROLLER	TYPE	USE	INSTALLATION DATE	MODERNIZED DATE	CAPACITY	SPEED	LANDINGS	ENTRANCES
1	ATKINS LIBRARY	Non Reimbursable	410 Library Lane	6618	#1	ThyssenKrupp	TRACTION	Passenger	4/21/1971	5/28/2009	2000	250	11	1
2	ATKINS LIBRARY	Non Reimbursable	410 Library Lane	6619	#2	ThyssenKrupp	TRACTION	Passenger	4/21/1971	5/28/2009	2000	250	11	1
3	ATKINS LIBRARY	Non Reimbursable	410 Library Lane	6620	#3	ThyssenKrupp	TRACTION	Passenger	4/26/1971	9/11/2016	2000	200	4	1
4	ATKINS LIBRARY	Non Reimbursable	410 Library Lane	17646	#4	ThyssenKrupp	HYDRO	Passenger	9/21/1998	7/14/2020	3500	150	4	1
5	ATKINS LIBRARY	Non Reimbursable	410 Library Lane	4863	OLD	ThyssenKrupp	HYDRO	Freight	7/1/1963	11/30/2016	2000	100	3	2
6	BARNHARDT STUDENT ACTIVITY CENTER	Reimbursable	9290 Barnhardt Lane	16100	#1	Dover	HYDRO	Passenger	10/31/1996		3500	150	4	1
7	BARNHARDT STUDENT ACTIVITY CENTER	Reimbursable	9290 Barnhardt Lane	16101	#2	Dover	HYDRO	Freight	11/1/1996		8500	150	4	1
8	BARNARD BUILDING	Non Reimbursable	9129 Mary Alexander	6340		ThyssenKrupp	HYDRO	Passenger	8/4/1969	6/19/2016	2000	40	2	1
9	BELK GYM	Non Reimbursable	8911 University Road	29853	Lobby	Otis	HYDRO	Passenger	9/28/2015	2/28/2016	4500	125	3	1
10	BELK GYM	Non Reimbursable	8911 University Road	29854	Pool	Otis	HYDRO	Passenger	12/21/2015	2/28/2016	2100	50	2	1
11	BELK HALL	Reimbursable	8938 Cameron Boulevard	28524	#1	Kone	TRACTION	Passenger	6/27/2013		4000	150	5	1
12	BELK HALL	Reimbursable	8938 Cameron Boulevard	28525	#2	Kone	TRACTION	Passenger	6/27/2013		4000	150	5	1
13	BIOINFORMATICS	Non Reimbursable	9331 Robert D. Synder Road	26678	#1	ThyssenKrupp	HYDRO	Passenger	7/9/2009		3000	200	4	2
14	BIOINFORMATICS	Non Reimbursable	9331 Robert D. Synder Road	26679	#2	ThyssenKrupp	HYDRO	Passenger	7/9/2009		4500	200	5	1
15	BURSON BLDG.	Non Reimbursable	9006 Craver Road	31510		ThyssenKrupp	HYDRO	Passenger	8/27/1985	8/15/2017	4000	100	2	1
16	CAMERON (CARC)	Non Reimbursable	9010 Craver Road	13937		ThyssenKrupp	HYDRO	Passenger	12/6/1990	9/14/2016	5000	150	4	2
17	CATO	Non Reimbursable	9135 Mary Alexander Road	20886		Dover	HYDRO	Passenger	8/20/2002		2500	100	2	1
18	COLLEGE OF HEALTH	Non Reimbursable	8844 Craver Road	23677	#1	ThyssenKrupp	HYDRO	Passenger	8/31/2006		3000	125	4	1
19	COLLEGE OF HEALTH	Non Reimbursable	8844 Craver Road	23676	#2	ThyssenKrupp	HYDRO	Passenger	8/17/2006		3000	125	4	1
20	COLLEGE OF HEALTH	Non Reimbursable	8844 Craver Road	23675	#3	ThyssenKrupp	HYDRO	Passenger	8/17/2006		3000	125	4	1
21	COLLEGE OF HEALTH	Non Reimbursable	8844 Craver Road	23674	#4	ThyssenKrupp	TRACTION	Freight	6/15/2006		6000	200	6	1
22	COLVARD NORTH	Non Reimbursable	9105 University Road	9162		ThyssenKrupp	HYDRO	Passenger	4/3/1979	6/19/2016	3500	100	2	1
23	COLVARD SOUTH	Non Reimbursable	9105 University Road	9161		ThyssenKrupp	HYDRO	Passenger	7/30/1979	8/8/2016	3500	100	3	1
24	CONE CTR. (KITCHEN)	Reimbursable	9025 University Road	4870	2	ThyssenKrupp	HYDRO	Passenger	8/7/1963	1/10/2017	2000	100	2	1
25	CONE NORTH	Reimbursable	9025 University Road	15544	3	ThyssenKrupp	HYDRO	Passenger	11/2/1994	6/2/2016	4000	100	3	2
26	CONE SOUTH	Reimbursable	9025 University Road	30723	1	ThyssenKrupp	HYDRO	Passenger	9/26/2016	9/25/2016	2100	100	3	1
27	CRI PARKING DECK 1	Reimbursable	9100 Robert D. Synder Road	28099	#1	Kone	TRACTION	Passenger	8/22/2012		4000	150	7	1
28	CRI PARKING DECK 1	Reimbursable	9100 Robert D. Synder Road	28100	#2	Kone	TRACTION	Passenger	8/22/2012		4000	150	6	1
29	CRI PARKING DECK 1	Reimbursable	9100 Robert D. Synder Road	28101	#3	Kone	TRACTION	Passenger	8/23/2012		4000	150	6	1
30	DUKE CENTENNIAL HALL	Non Reimbursable	9330 Rober D Synder Road	22827	#1	ThyssenKrupp	HYDRO	Passenger	4/14/2005		3000	150	3	1
31	DUKE CENTENNIAL HALL	Non Reimbursable	9330 Rober D Synder Road	22828	#2	ThyssenKrupp	HYDRO	Passenger	4/6/2005		5200	88	3	2
32	EAST PARKING DECK #3	Reimbursable	9328 Van Landingham Road	21352		ThyssenKrupp	HYDRO	Passenger	1/28/2003		2500	140	5	1
33	ELM	Reimbursable	9313 Poplar Terrace Drive	31165	#1	ThyssenKrupp	TRACTION	PASSENGER	8/10/2017		3500	150	6	2
34	ELM	Reimbursable	9313 Poplar Terrace Drive	31166	#2	ThyssenKrupp	TRACTION	PASSENGER	8/10/2017		3500	150	6	2
35	EPIC	Non Reimbursable	8700 Phillips Road	28153	#1	Otis	TRACTION	Passenger	2/3/2012		3500	200	4	1
36	EPIC	Non Reimbursable	8700 Phillips Road	27870	#2	Otis	TRACTION	Passenger	11/9/2011		5000	200	4	1
37	EPIC	Non Reimbursable	8700 Phillips Road	27872	#3	Otis	TRACTION	Passenger	2/2/2012		3500	200	4	1
38	EPIC	Non Reimbursable	8700 Phillips Road	27871	#4	Otis	TRACTION	Passenger	6/16/2011		5000	200	4	1
39	FM / PUBLIC SAFETY	Non Reimbursable	9151 Cameron Boulevard	22698		Schindler	HYDRO	Passenger	3/16/2005		2500	100	2	2
40	FRETWELL	Non Reimbursable	9203 Mary Alexander Road	16120	#1	Schindler	HYDRO	Passenger	3/12/1996		3500	150	4	1
41	FRETWELL	Non Reimbursable	9203 Mary Alexander Road	16121	#2	Schindler	HYDRO	Passenger	3/14/1996		3500	150	4	1
42	FRETWELL	Non Reimbursable	9203 Mary Alexander Road	16122	#3	Schindler	HYDRO	Passenger	8/9/1995		4000	150	4	1
43	FRIDAY	Non Reimbursable	9209 Mary Alexander Road	9890	#1	ThyssenKrupp	HYDRO	Passenger	8/21/1981	9/14/2016	3500	100	3	1
44	FRIDAY	Non Reimbursable	9209 Mary Alexander Road	15964	#2	ThyssenKrupp	HYDRO	Passenger	5/31/1995	6/19/2016	3500	100	3	1
45	GAGE UNDERGRADUATE ADMISSION CENTER	Non Reimbursable	8910 Johnson Alumni Way	32629		OTIS	HYDRAULIC	PASSENGER	4/11/2019		3000	100	2	2
46	GARINGER BLDG.	Non Reimbursable	9121 Mary Alexander Road	5177		ThyssenKrupp	HYDRO	Passenger	3/5/1965	1/11/2017	2000	40	2	1

47	GREEK VILLAGE #1	Reimbursable	1809 Darryl McCall Circle	24526		ThyssenKrupp	HYDRO	Passenger	4/12/2007		2500	100	3	1
48	GREEK VILLAGE #2	Reimbursable	1825 Darryl McCall Circle	24536		ThyssenKrupp	HYDRO	Passenger	4/26/2007		2500	100	3	1
49	GREEK VILLAGE #3	Reimbursable	1835 Darryl McCall Circle	24527		ThyssenKrupp	HYDRO	Passenger	4/12/2007		2500	100	3	1
50	GREEK VILLAGE #4	Reimbursable	1511 Darryl McCall Circle	24537		ThyssenKrupp	HYDRO	Passenger	3/29/2007		2500	100	3	1
51	GREEK VILLAGE #5	Reimbursable	1521 Darryl McCall Circle	24528		ThyssenKrupp	HYDRO	Passenger	3/29/2007		2500	100	3	1
52	GREEK VILLAGE #6	Reimbursable	1531 Darryl McCall Circle	24529		ThyssenKrupp	HYDRO	Passenger	3/29/2007		2500	100	3	1
53	GREEK VILLAGE #7	Reimbursable	1609 Darryl McCall Circle	24535		ThyssenKrupp	HYDRO	Passenger	6/6/2007		2500	100	3	1
54	GREEK VILLAGE #8	Reimbursable	1625 Darryl McCall Circle	24530		ThyssenKrupp	HYDRO	Passenger	7/5/2007		2500	100	3	1
55	GREEK VILLAGE #9	Reimbursable	1643 Darryl McCall Circle	24525		ThyssenKrupp	HYDRO	Passenger	7/5/2007		2500	100	3	1
56	GREEK VILLAGE #10	Reimbursable	1711 Darryl McCall Circle	24534		ThyssenKrupp	HYDRO	Passenger	4/26/2007		2500	100	3	1
57	GREEK VILLAGE #11	Reimbursable	1721 Darryl McCall Circle	24531		ThyssenKrupp	HYDRO	Passenger	4/26/2007		2500	100	3	1
58	GREEK VILLAGE #12	Reimbursable	1731 Darryl McCall Circle	24533		ThyssenKrupp	HYDRO	Passenger	5/9/2007		2500	100	3	1
59	GREEK VILLAGE #13	Reimbursable	1741 Darryl McCall Circle	24532		ThyssenKrupp	HYDRO	Passenger	6/6/2007		2500	100	3	1
60	GRIGG	Non Reimbursable	9320 Robert D. Synder Road	23275	#1	ThyssenKrupp	HYDRO	Freight	12/14/2005		4500	150	4	1
61	GRIGG	Non Reimbursable	9320 Robert D. Synder Road	23276	#2	ThyssenKrupp	HYDRO	Passenger	8/2/2005		7000	150	3	2
62	HALTON-WAGNER TENNIS COMPLEX	Reimbursable	8875 Championship Lane	28170		ThyssenKrupp	HYDRO	Passenger	3/12/2012		2500	110	2	1
63	HARRIS ALUMNI CENTER	Non Reimbursable	8688 Johnson Alumni Way	24109		ThyssenKrupp	HYDRO	Passenger	10/9/2006		2500	100	2	1
64	HAWTHORN	Reimbursable	9213 Cameron Boulevard	10542		ThyssenKrupp	HYDRO	Passenger	9/21/1983	8/9/2016	2500	100	4	1
65	HOLSHOUSER	Reimbursable	8881 Johnson Alumni Way	29735	#1	Kone	TRACTION	Passenger	7/14/2015	8/3/2015	2000	350	12	1
66	HOLSHOUSER	Reimbursable	8881 Johnson Alumni Way	29736	#2	Kone	TRACTION	Passenger	7/14/2015	8/3/2015	3500	350	12	1
67	HOUSING OFFICES	Reimbursable	8925 Johnson Alumni Way	31105		ThyssenKrupp	Hydro	Passenger	9/18/2017		3500	150	2	1
68	HUNT HALL	Reimbursable	8877 Johnson Alumni Way	28788	#1	Kone	TRACTION	Passenger	7/1/2013		4000	150	5	1
69	HUNT HALL	Reimbursable	8877 Johnson Alumni Way	28789	#2	Kone	TRACTION	Passenger	7/24/2013		4000	150	6	1
70	JERRY RICHARDSON STADIUM PRESSBOX	Reimbursable	8701 Phillips Road	28392	#2	Schindler	HYDRO	Passenger	10/1/2012		2500	125	2	2
71	JUDY ROSE FOOTBALL CENTER	Reimbursable	8705 Phillips Road	28391	#1	Schindler	HYDRO	Passenger	7/23/2012		2500	125	3	1
72	KENNEDY BLDG.	Non Reimbursable	9214 South Library Lane	15072		ThyssenKrupp	HYDRO	Passenger	7/8/1993	11/9/2016	2000	75	3	1
73	KING BLDG.	Non Reimbursable	9037 University Road	5449		ThyssenKrupp	HYDRO	Passenger	3/16/1966	1/3/2017	3500	100	3	1
74	LAUREL HALL (PHASE 13)	Reimbursable	8731 Hunt Hall Lane	29713	#1	Kone	TRACTION	Passenger	7/28/2015		4000	150	6	1
75	LAUREL HALL (PHASE 13)	Reimbursable	8731 Hunt Hall Lane	29714	#2	Kone	TRACTION	Passenger	7/28/2015		4000	150	6	1
76	LEVINE HALL (PHASE 14)	Reimbursable	9057 Johnson Alumni Way	30607	North	ThyssenKrupp	TRACTION	Passenger	11/10/2016		3500	150		
77	LEVINE HALL (PHASE 14)	Reimbursable	9057 Johnson Alumni Way	30608	Center	ThyssenKrupp	TRACTION	Passenger	11/14/2016		3500	150		
78	LEVINE HALL (PHASE 14)	Non Reimbursable	9057 Johnson Alumni Way	30609	South	ThyssenKrupp	HYDRO	Passenger	11/18/2016		2500	125		
79	LYNCH HALL	Reimbursable	8946 Cameron Boulevard	21828	#1	Otis	HYDRO	Passenger	2/13/2004		2500	125	4	1
80	LYNCH HALL	Reimbursable	8946 Cameron Boulevard	21827	#2	Otis	HYDRO	Passenger	3/26/2004		2500	125	4	1
81	MAPLE	Reimbursable	9317 Poplar Terrace Drive	31167	#4	ThyssenKrupp	TRACTION	Passenger	2/18/2018		3500	150	4	2
82	MARTIN HALL	Reimbursable	9240 Cameron Boulevard	29206	#1	ThyssenKrupp	TRACTION	Passenger	7/17/2014		3500	150	5	1
83	MARTIN HALL	Reimbursable	9240 Cameron Boulevard	29207	#2	ThyssenKrupp	TRACTION	Passenger	7/30/2014		2500	150	4	1
84	MARTIN HALL	Reimbursable	9240 Cameron Boulevard	29208	#3	ThyssenKrupp	TRACTION	Passenger	7/30/2014		2500	150	5	1
85	MARTIN HALL	Reimbursable	9240 Cameron Boulevard	29288	#4	ThyssenKrupp	TRACTION	Passenger	7/17/2014		3500	150	4	1
86	McENIRY	Non Reimbursable	9215 Mary Alexander Road	8095	#1	ThyssenKrupp	TRACTION	Passenger	7/1/1975	11/1/2014	4000	200	5	1
87	McENIRY	Non Reimbursable	9215 Mary Alexander Road	8096	#2	ThyssenKrupp	TRACTION	Passenger	7/1/1975	11/1/2014	4000	200	5	1
88	MEBANE HALL	Non Reimbursable	8838 Craver Road	22314	#1	Kone	TRACTION	Passenger	10/21/2004		3500	350	5	1
89	MEBANE HALL	Non Reimbursable	8838 Craver Road	22315	#2	Kone	TRACTION	Passenger	10/21/2004		3500	380	5	1
90	MILTMORE	Reimbursable	8944 Cameron Boulevard	27538	#1	Kone	TRACTION	Passenger	2/5/2011		4000	150	5	1
19	MILTMORE	Reimbursable	8944 Cameron Boulevard	27539	#2	Kone	TRACTION	Passenger	2/5/2011		4000	150	6	1
20	MILTMORE WALLIS	Reimbursable	9293 Barnhardt Lane	20685		Otis	HYDRO	Passenger	9/4/2002		2000	125	2	1
91	NORTH PARKING DECK	Reimbursable	9628 Poplar Lane	27862	#1	Otis	TRACTION	Passenger	6/30/2011		3500	200	6	1
92	NORTH PARKING DECK	Reimbursable	9628 Poplar Lane	27863	#2	Otis	TRACTION	Passenger	6/30/2001		3500	200	6	1
93	OAK HALL	Reimbursable	9321 Poplar Terrace Drive	11566	Old	ThyssenKrupp	HYDRO	Passenger	5/28/1996	8/24/2015	2500	125	4	1

94	OAK HALL	Reimbursable	9321 Poplar Terrace Drive	30079	#1	ThyssenKrupp	TRACTION	Passenger	8/13/2015		3500	150	3	2
95	OAK HALL	Reimbursable	9321 Poplar Terrace Drive	30080	#2	ThyssenKrupp	TRACTION	Passenger	8/13/2015		3500	150	3	2
96	PINE	Reimbursable	9327 Poplar Terrace Drive	31168	#5	ThyssenKrupp	TRACTION	Passenger	10/5/2017		3500	150	6	2
97	PINE	Reimbursable	9327 Poplar Terrace Drive	31169	#6	ThyssenKrupp	TRACTION	Passenger	10/5/2017		3500	150	6	2
98	POPP MARTIN STUDENT UNION	Reimbursable	8845 Craver Road	26177	#1	ThyssenKrupp	TRACTION	Passenger	4/15/2009		3500	350	5	2
99	POPP MARTIN STUDENT UNION	Reimbursable	8845 Craver Road	26178	#2	ThyssenKrupp	TRACTION	Passenger	4/15/2009		3500	350	5	2
100	POPP MARTIN STUDENT UNION	Reimbursable	8845 Craver Road	26179	#3	ThyssenKrupp	TRACTION	Freight	10/22/2008		11000	200	4	1
101	POPP MARTIN STUDENT UNION	Reimbursable	8845 Craver Road	26180	#4	ThyssenKrupp	TRACTION	Freight	4/29/2008		4500	200	4	1
102	POPP MARTIN STUDENT UNION	Reimbursable	8845 Craver Road	26896	#5	ThyssenKrupp	HYDRO	Passenger	4/15/2009		4500	103	2	2
103	POPP MARTIN STUDENT UNION	Reimbursable	8845 Craver Road	H2080		NATIONAL W-O-V	Handicap Lift	Lift	4/29/2009		750	20	2	1
104	PORTAL	Non Reimbursable	9319 Robert D Snyder Road	28712	#1	ThyssenKrupp	TRACTION	Passenger	1/9/2014		3500	350	5	1
105	PORTAL	Non Reimbursable	9319 Robert D Snyder Road	28713	#2	ThyssenKrupp	TRACTION	Passenger	1/9/2014		3500	350	4	1
106	PROSPECTOR	Reimbursable	9112 North Library Lane	13411	#1	ThyssenKrupp	HYDRO	Freight	5/9/1989	1/4/2013	4000	125	2	1
107	PROSPECTOR	Reimbursable	9112 North Library Lane	27723	#2	ThyssenKrupp	HYDRO	Passenger	3/30/2011		2500	150	2	2
108	REESE	Non Reimbursable	9035 University Road	9913	#1	ThyssenKrupp	TRACTION	Passenger	12/28/1981	3/25/2014	2500	200	6	1
109	REESE	Non Reimbursable	9035 University Road	9912	#2	ThyssenKrupp	TRACTION	Passenger	12/28/1981	5/28/2014	2500	200	6	1
110	ROBERT & MARIAM HAYES STADIUM	Reimbursable	8711 Phillips Road	25039		ThyssenKrupp	HYDRO	Passenger	8/7/2007		3000	125	2	1
111	ROBINSON HALL	Non Reimbursable	9027 Mary Alexander Road	21677	#1	Schindler	HYDRO	Passenger	6/10/2004		2500	125	3	1
112	ROBINSON HALL	Non Reimbursable	9027 Mary Alexander Road	21678	#2	Schindler	HYDRO	Passenger	6/10/2004		2500	125	3	1
113	ROBINSON HALL	Non Reimbursable	9027 Mary Alexander Road	21681	#3	Schindler	HYDRO	Freight	6/10/2004		6000	125	4	1
114	ROBINSON HALL	Non Reimbursable	9027 Mary Alexander Road	H3320		Savaria	Handicap Lift	Lift	11/30/2021		750	20	2	1
115	ROWE BLDG.	Non Reimbursable	9119 University Road	6713		ThyssenKrupp	HYDRO	Passenger	3/8/1971	1/2/2014	3000	75	3	2
116	ROWE BLDG.	Non Reimbursable	9119 University Road	H1687			Handicap Lift	Lift	1/27/2006		750	20	2	1
117	SANFORD HALL	Reimbursable	9029 Johnson Alumni Way	6255	#1	MCE	TRACTION	Passenger	9/26/1969	8/1/2008	3000	350	7	1
118	SANFORD HALL	Reimbursable	9029 Johnson Alumni Way	6256	#2	MCE	TRACTION	Passenger	9/3/1996	8/1/2008	3000	350	11	1
119	SCIENCE	Non Reimbursable	9029 Craver Road	33923	#1	Kone	TRACTION	Passenger	5/17/2021		3500	200	3	1
120	SCIENCE	Non Reimbursable	9029 Craver Road	33924	#2	Kone	TRACTION	Freight	11/6/2020		5200	350	5	1
121	SCOTT HALL	Reimbursable	8885 Johnson Alumni Way	31851	#1	Kone	TRACTION	Passenger	6/26/2018		2000	350	12	1
122	SCOTT HALL	Reimbursable	8885 Johnson Alumni Way	31917	#2	Kone	TRACTION	Passenger	6/26/2018		3500	350	11	1
123	SMITH BUILDING	Non Reimbursable	319 Library Lane	5472		ThyssenKrupp	HYDRO	Passenger	6/27/1966	9/22/2017	3500	85	3	2
124	SMITH BUILDING	Non Reimbursable	319 Library Lane	H443		LIFT - Amer Stair Lift	Handicap Lift	Chair Lift	6/29/1992		250	20	2	1
125	SOUTH VILLAGE DINING	Reimbursable	8917 Johnson Alumni Way	29033	#1	ThyssenKrupp	HYDRO	Passenger	8/4/2014		2500	125	2	2
126	SOUTH VILLAGE DINING	Reimbursable	8917 Johnson Alumni Way	29034	#2	ThyssenKrupp	HYDRO	Passenger	5/28/2014		4500	125	2	2
127	SOUTH VILLAGE DINING	Reimbursable	8917 Johnson Alumni Way	29035	#3	ThyssenKrupp	HYDRO	Passenger	8/4/2014		4500	125	2	2
128	SOUTH VILLAGE PARKING DECK	Reimbursable	8880 Johnson Alumni Way	28644	#1	Kone	TRACTION	Passenger	7/15/2013		3500	150	6	1
129	SOUTH VILLAGE PARKING DECK	Reimbursable	8880 Johnson Alumni Way	28645	#2	Kone	TRACTION	Passenger	7/15/2013		3500	150	6	1
130	STORRS	Non Reimbursable	9115 Mary Alexander Road	13394		Southern	HYDRO	Passenger	2/27/1990		3000	100	2	1
131	STUDENT HEALTH CENTER	Reimbursable	9530 Poplar Terrace Drive	24305		MCE	HYDRO	Passenger	1/11/2007		3500	125	2	1
132	SYCAMORE	Reimbursable	9310 Mary Alexander Road	32654	#1	KONE	TRACTION	PASSENGER	12/5/2019		2000	150		
133	UNC CHARLOTTE FOUNDATION	Non Reimbursable	8724 University City Boulevard	18389		GAL	HYDRO	Passenger	7/6/1999	9/15/2022	2100	95	2	1
134	UNION PARKING DECK	Reimbursable	8755 Student Union Lane	24677	#1	Smartrise	HYDRO	Passenger	4/19/2007	8/5/2022	3500	100	6	1
135	UNION PARKING DECK	Reimbursable	8755 Student Union Lane	32058	#2	ThyssenKrupp	TRACTION	Passenger	11/13/2018		3500	150	5	1
136	UNIVERSITY RECREATION CENTER (UREC)	Non Reimbursable	8827 Craver Road	31942	#1	KONE	TRACTION	PASSENGER	6/27/2019		3000	150	4	1
137	UNIVERSITY RECREATION CENTER (UREC)	Non Reimbursable	8827 Craver Road	31943	#2	KONE	TRACTION	PASSENGER	8/22/2019		5200	150	5	2
138	WALLIS	Reimbursable	9024 Cameron Boulevard	18397	#1	ThyssenKrupp	HYDRO	Passenger	719-2000	2/22/2023	2500	125	4	1
139	WALLIS	Reimbursable	9024 Cameron Boulevard	18398	#2	ThyssenKrupp	HYDRO	Passenger	6/28/2000	1/4/2023	2500	125	4	1
140	WEST PARKING DECK	Reimbursable	8724 Cameron Boulevard	16729		Schindler	HYDRO	Passenger	11/25/1996		2500	100	5	1
141	WITHERSPOON	Reimbursable	9515 Poplar Terrace Drive	13811		Park	HYDRO	Passenger	11/1/1990		4000	100	3	1
142	WOODWARD HALL	Non Reimbursable	8812 Craver Road	22247	#1	ThyssenKrupp	HYDRO	Passenger	4/11/2005		2500	150	4	1

143	WOODWARD HALL	Non Reimbursable	8812 Craver Road	22248	#2	ThyssenKrupp	HYDRO	Passenger	4/11/2005		2500	150	5	1
144	WOODWARD HALL	Non Reimbursable	8812 Craver Road	22249	#3	ThyssenKrupp	HYDRO	Passenger	7/21/2004		4500	150	5	1
ELEVATORS CURRENTLY ON WARRANTY SERVICE														
1	PHASE XVI	Reimbursable	9021 Johnson Alumni Way	35455	#1	ThyssenKrupp	TRACTION	Passenger	11/9/2023		2500	200	6	1
2	PHASE XVI	Reimbursable	9021 Johnson Alumni Way	35456	#2	ThyssenKrupp	TRACTION	Passenger	11/9/2023		3500	200	6	1
3	PHASE XVI	Reimbursable	9021 Johnson Alumni Way	35457	#3	ThyssenKrupp	TRACTION	Passenger	11/9/2023		3500	200	6	1
ELEVATORS CURRENTLY ON ANOTHER CONTRACT (COULD BECOME PART OF THIS CONTRACT UPON EXPIRATION)														
1	THE DUBOIS CENTER	Non Reimbursable	320 East 9th Street	27579	#1	Otis	TRACTION	Passenger	11/29/2010		4000	400	13	1
2	THE DUBOIS CENTER	Non Reimbursable	320 East 9th Street	27580	#2	Otis	TRACTION	Passenger	5/23/2011		4000	400	11	1
3	THE DUBOIS CENTER	Non Reimbursable	320 East 9th Street	27581	#3	Otis	TRACTION	Passenger	5/23/2011		4000	400	11	1