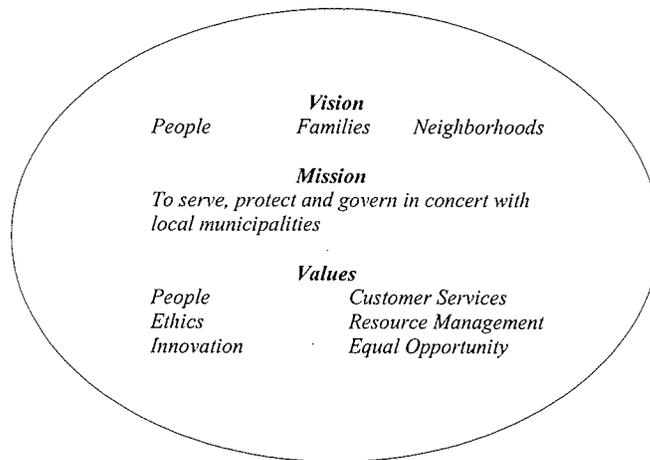


# FULTON COUNTY



**INVITATION TO BID 12ITB85327C-MT**

## **Elevator and Escalator Maintenance**

**For**

**Facilities & Transportation Services Department**

**BID DUE DATE AND TIME: October 10, 2012 11:00 A.M.**

**BID ISSUANCE DATE: September 11, 2012**

**PURCHASING CONTACT: Malcolm Tyson at (404) 612-5811**

**E-MAIL: Malcolm.Tyson@fultoncountyga.gov**

**LOCATION: FULTON COUNTY DEPARTMENT OF PURCHASING &  
CONTRACT COMPLIANCE**

**130 PEACHTREE STREET, S.W., SUITE 1168  
ATLANTA, GA 30303**

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**INVITATION TO BID**  
**12ITB85325C-MT Elevator and Escalator Maintenance Services**  
**FULTON COUNTY GOVERNMENT**

**SECTION 1 - INSTRUCTIONS TO BIDDERS**

Fulton County Government ("County") invites sealed bids for ***12ITB85325C-MT Elevator and Escalator Maintenance Services.***

**1. GENERAL INFORMATION**

- a. **Purchasing the Bid Document:** This document and supporting documents can be downloaded at the Fulton County Website <http://www.fultoncountyga.gov> under "Bid Opportunities".
- b. **The Bid package consists of the following scope of work:** to provide Elevator and Escalator Maintenance Services. The detailed scope of work and technical specifications are outlined in Section 7 of this bid document.
- c. The term "Bid Documents" denotes all contract documents, notices, instructions and letters issued by the County's Purchasing Director in connection with this procurement.
- d. **Bid Contact:** Information regarding the bid, either procedural or technical, may be obtained by contacting Malcolm Tyson at (404) 612-5811 or e-mail mal. Information regarding the bid requirements may be obtained by using the following procedure. Inquiries must be submitted in writing to:

Fulton County Purchasing Department  
Attn: Malcolm Tyson  
130 Peachtree Street, S.W. Suite 1168  
Atlanta, GA 30303  
Phone: (404) 612-5811  
Fax: (404) 335-5808  
Reference Bid # ***12ITB85325C-MT Elevator and Escalator Maintenance Services.***

**2. PRE-BID CONFERENCE**

A pre-bid conference will not be held on this project.

**3. SUBCONTRACTING OPPORTUNITIES**

Potential prime contractors submitting a bid on this project for Fulton County and are seeking subcontractors and/or suppliers can advertise those subcontracting opportunities on the County's website, <http://www.fultoncountyga.gov> under "Subcontracting Bid Opportunities".

**4. SITE VISIT:** There will not be a site visit for this project.

**5. PREPARATION AND SUBMISSION OF BIDS**

**Bid forms must be filed in accordance with the following instructions:**

- a. Bidders shall **SUBMIT ONE (1) ORIGINAL, SIGNED AND DATED, AND FIVE (5) COPIES** on the forms provided in the Bid Documents. All Bids must be made on the Bid forms contained herein. All blank spaces must be typed on hand written in blue ink. All dollar amounts must be BOTH in writing and figures and represent prices for the published scope of work without exceptions. Written prices prevail over number prices in the event of error. All corrections to any entry must be lined out and initialed by the Bidder. Please do not use correction tapes or fluids. **Indicate all addenda incorporated in the Bid.** Bids shall be signed by hand by an officer of principal of the Bidder with the authority to make a Contract.

Bids by joint ventures, consortia, associations or partnerships shall designate one single participant to represent all those forming the bidding entity. Bids shall be signed by a duly authorized representative of the bidding entity and evidence of the Signatory's authority signed by and listing the full names and addresses of all participants in the bidding entity shall be attached to the Bid submittal.

- b. Bids must be sealed and clearly marked identifying the following information:
1. Bidder's Name/Company Name and Address.
  2. Bids shall be addressed to:

**Department of Purchasing  
Fulton County Public Safety Building  
130 Peachtree Street, S.W.  
Suite 1168  
Atlanta, Georgia 30303-3459**

**RE: 12ITB12ITB85327C-MT Elevator and Escalator Maintenance Services**

6. **BIDDER'S MODIFICATION AND WITHDRAWAL OF BIDS:** A Bidder may modify or withdraw its bid by written request, provided that the request is received by the County prior to the bid due date and time at the address to which bids are to be submitted. Provided further, that in case of an electronic request (i.e. facsimile, e-mail, etc.) a written confirmation thereof over the authorized signature of the Bidder must be received by the County at the address to which original Bids are to be submitted within three (3) calendar days after issue of the electronic message. Following withdrawal of its bid, the Bidder may submit a new, providing delivery is affected prior to the established bid opening date and time. **No bid may be withdrawn after bid due date for sixty (60) calendar days.**
7. **ADDENDA AND INTERPRETATIONS:** No interpretations of the meaning of the Drawings, Specifications or other pre-bid documents will be made to any Bidder orally. Bidders requiring clarification or interpretation of the Bidding Documents shall make a request to Malcolm Tyson no later **than 5:00 PM, October 1, 2012.** Written requests for clarification or interpretation may be mailed, hand delivered, e-mailed or faxed to the Bid Contact listed in Section 1(d). Telephone inquiries will not be accepted.

Only communications from firms that are in writing and signed will be recognized by the County as duly authorized expressions on behalf of proposers/bidders. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the Specifications which, and if any addenda are issued to this Invitation to Bid.

8. **REQUIRED SUBMITTALS:** The bidder **must complete and execute** the following:
1. Bid Form
  2. Bid Schedule (*if applicable*)

3. Bid Bond
4. Certification of Acceptance of Bid/Proposal Requirements
5. Corporate or Partnership Certificate
6. Non-Collusion Affidavit of Prime Bidder
7. Non-Collusion Affidavit of Subcontractor
8. Contract Compliance Forms, fully executed
  - a. Promise of Non-Discrimination (Exhibit A)
  - b. Employment Report (Exhibit B)
  - c. Schedule of Intended Subcontractor Utilization (Exhibit C)
  - d. Letter of Intent to Perform As a Subcontractor or Provide Materials or Services (Exhibit D)
  - e. Declaration Regarding subcontractor Practices (Exhibit E)
  - f. Joint Venture Disclosure Affidavit (Exhibit F)
  - g. Equal Business Opportunity (EBO) Plan

Any bids received after the stated time and date shall not be considered. It shall be the sole responsibility of the bidder to have his/her bid delivered to the Fulton County Department of Purchasing for receipt on or before the stated time and date (section 00020). If a bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Purchasing Department. Bids delayed by mail will not be considered, shall not be opened, and arrangements shall be made for their return at the bidder's request and expense.

**9. TERM OF CONTRACT:**

The initial term of the contract shall be for a one (1) year term, with two (2), one (1) year renewal options.

**MULTI-YEAR CONTRACT TERM**

The period of this Agreement shall consist of a series of Terms as defined below. The County is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the County's then current fiscal year.

**a. Commencement Term**

The "Commencement Term" of this Agreement shall begin on the date of execution of the Agreement in the year 2011, the starting date, and shall end absolutely and without further obligation on the part of the County on the 31<sup>st</sup> day of December, 2011. The Commencement Term shall be subject to events of termination and the County's termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the County's obligation to make payments provided under this Agreement shall be subject to the County's annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the County's governing body and such obligation shall not constitute a pledge of the County's full faith and credit within the meaning of any constitutional debt limitation.

**b. Renewal Terms**

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for two (2) one-year ("Renewal Terms"). However, no Renewal

Term of this Agreement shall be authorized nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the County Board of Commissioners for the calendar year of such Renewal Term. If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1<sup>st</sup> day of January, 2013 and shall end no later than the 31<sup>st</sup> day of December, 2013. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1<sup>st</sup> day of January, 2014 and shall end no later than the 31<sup>st</sup> day of December, 2014. If the County chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the "Ending Term" with no further obligation on the party of either party.

**c. Term Subject to Events of Termination**

All "Terms" as defined within this Section are subject to the section of this Agreement which pertain to events of termination and the County's rights upon termination.

**d. Same Terms**

Unless mutually agreed upon in writing by the parties, or otherwise indicated herein, all provisions and conditions of any Renewal Term shall be exactly the same as those contained within in this Agreement.

**e. Statutory Compliance Regarding Purchase Contracts.**

The parties intend that this Agreement shall, and this Agreement shall operate in conformity with and not in contravention of the requirements of O.C.G.A. § 36-60-13, as applicable, and in the event that this Agreement would conflict therewith, then this Agreement shall be interpreted and implemented in a manner consistent with such statute.

**10. NO CONTACT PROVISION**

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

- a. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- b. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- c. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted Bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

11. **BID AND CONTRACT SECURITY:** A Bid Bond for an amount equal to five percent (5%) of the bid amount must accompany each Proposal. The bid bond shall be submitted in a separate, sealed envelope marked "Bid Bond".

**Bids must be accompanied by a bid bond or certified check** in an amount of five percent (5%) of the TOTAL AMOUNT of the base bid. The bid bond or certified check shall apply ONLY TO THIS BID. The bid name and contract number must appear on the security instrument. The bond must remain in full force and effect until the Bidder executes the final Contract. Bids not satisfying the bonding requirements of this project will be declared non-responsive.

The Surety of the Bid Bond shall be from a surety company authorized to do business in the State of Georgia, shall be listed in the Department of Treasury Circular 570, and shall have an underwriting limitation in excess of 100% of the bid amount. The Bonds and Surety shall be subject to approval by the County Attorney.

As a condition of responsiveness the bid submission must contain a Bid Bond for an amount equal to 5% of the bid amount. Checks or letters of credit of any type will not be accepted. A certified cashier's check will be acceptable. When the bidder's package is opened, a Purchasing Agent will verify the presence of the Bid Bond and remove it from the bid package.

If the bidder withdraws its bid from the competition after the selection of its bid for a reason not authorized by Georgia law, the County will proceed on the Bid Bond, along with any other available remedies.

Any bid bond, performance bond, payment bond, or security deposit required for public works construction contract shall be approved and filed with purchasing agent. At the option of the County, if the surety named in the bond is other than a surety company authorized by law to do business in this state pursuant to a current certificate of authority to transact surety business by the Commissioner of Insurance, such bond shall not be approved and filed unless such surety is on the United States Department of Treasury's list of approved bond sureties.

A Purchasing Agent shall approve as to form and as to the solvency of the surety any bid bond, performance bond, or payment bond required. In the case of a bid bond, such approval shall be obtained prior to acceptance of the bid or proposal. In the case of payment bonds and performance bonds, such approval shall be obtained prior to the execution of the contract.

Whenever, in the judgment of the County:

- (1) Any surety on a bid, performance, or payment bond has become insolvent;
- (2) Any corporation surety is not longer certified or approved by the Commissioner of Insurance to do business in the state; or
- (3) For any cause there are no longer proper or sufficient sureties on any or all the bonds

The County may require the contractor to strengthen any or all of the bonds or to furnish a new or additional bond or bonds within ten (10) days. Thereupon, if so ordered by the County, all work on the contract shall cease unless such new or additional bond or bonds are furnished. If such bond or bonds are not furnished within such time, the County may terminate the contract and complete the same as the agent of and at the expense of the contractor and his or her sureties.

Attorneys-in-fact for bidders who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

12. **RIGHT TO REJECT BIDS:** The County reserves the right to reject any or all bids and to waive informalities. No bids will be received after the time set for opening bids. Any unauthorized conditions, limitations or provisions attached to the Bid, except as provided herein, will render it informal and may cause its rejection. Unbalanced bids will be subject to rejection. Any bidder may withdraw his/her bid, either personally or by telegraphic or written request, at any time prior to the scheduled closing time for receipt of bids. Telegraphic or written requests for withdrawal must be in the possession of the County prior to the closing time for receipt of bids.
13. **APPLICABLE LAWS:** All applicable laws and regulations of the State of Georgia and ordinances and regulations of Fulton County shall apply. Protestors shall seek resolution of their complaints in the manner provided in the Fulton County Code of Laws §2-324, which is incorporated by reference herein.
14. **EXAMINATION OF CONTRACT DOCUMENTS:** Prospective bidders shall examine the contract documents and before submitting a bid, shall make a written request to the County for an interpretation or correction of any ambiguity, in consistency or error therein which could be discovered by a bidder. At the bid opening each bidder shall be presumed to have read and be familiar with the contract documents.
15. **INSURANCE AND RISK MANAGEMENT PROVISIONS:** Insurance and Risk Management Provisions and Indemnification and Hold Harmless provisions are outlined in Section 6 of this bid document. The bidder is required to sign the document and include it with its bid submission.
16. **WAGE CLAUSE:** Pursuant to Fulton County Code section 102-391, Each Contractor shall agree that in the performance of the Contract he will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.
17. **BID OPENING:** Bids will be opened in public and read aloud. All bidders are requested to be present at the opening.
18. **DETERMINATION OF SUCCESSFUL BIDDER:** Fulton County desires to complete this work in a timely manner. The Contract will be awarded to the lowest responsive, responsible bidder(s), if awarded.
  - 1) **Responsibility:** The determination of the bidder's responsibility will be made by the County based on whether the bidder meets the following minimum requirements:
    - a) The County reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the County that he/she is properly qualified to carry out the obligations of the Contract.
    - b) Maintains a permanent place of business individually or in conjunction with the prime contractor.
    - c) Has the appropriate and adequate technical experience. Designated Project Manager must be proficient in all aspects of contracted work.
    - d) Has adequate personnel and equipment to do the work expeditiously.
    - e) Has suitable financial means to meet obligations incidental to the work.
  - 2) **Responsiveness:** The determination of responsiveness will be made by the County based on a consideration of whether the bidder has submitted a complete Bid form without irregularities, excisions, special conditions, or alternative bids for any item unless specifically requested in the Bid form.

19. **NOTICE OF AWARD OF CONTRACT:** As soon as possible, and within sixty (60) days after receipt of bids, the County shall notify the successful Bidder of the Award of Contract.

The award shall be made by the Board of Commissioners of Fulton County to the lowest responsive, responsible bidder(s) as soon as possible after receipt of bids, taking into consideration price and the responsiveness to the requirements set forth in the Invitation for Bid. In such case, no claim shall be made by the selected Contractor(s) for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of his bid. The total of the awarded contract shall not exceed the available funds allocated for this project.

Should the County require additional time to award the contract, the time may be extended by mutual agreement between the County and the successful bidder. If an Award of Contract has not been made within sixty (60) days from the bid date or within the extension mutually agreed upon, the Bidder may withdraw the Bid without further liability on the part of either party.

Any award made by the Board of Commissioners as a result of this bid will begin from the date of the notice to proceed. The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written order of the Program Manager. The contract shall become effective on the Contract Date and shall continue in effect until the end of the term of the contract or until the project has been closed-out by the User Department unless earlier terminated pursuant to the termination provisions of the contract.

20. **BASIS OF AWARD:** The Contract, if awarded, will be awarded on a lump sum basis to the lowest responsive and responsible bidder. No bid may be withdrawn for a period of sixty (60) days after the date of bid opening except as permitted by O.C.G.A., §36-91-41 et seq., as amended. Each Bid must be accompanied by a Bid Bond in accordance with the Bid Bond Requirements provided in the Contract Documents, on a Surety Company's Standard Bid Bond Form acceptable to the County in an amount no less than 5% of the amount bid. The successful bidder will be required to furnish a Performance Bond and Payment Bond, **on or before** the issuance of Notice to Proceed, each in the amount of 100% of the Contract Amount. All other required Contract Documents must be fully completed and executed by the Contractor and his/her Surety, and submitted to the Owner **on or before** the issuance of the Notice to Proceed.

21. **EXECUTION OF CONTRACT DOCUMENTS:** Upon notification of Award of Contract, the County shall furnish the Contractor the conformed copies of Contract Documents for execution by the Contractor and Contractor's surety.

Within fifteen (15) days after receipt the Contractor shall return all the documents properly executed by the Contractor and the Contractor's surety. Attached to each document shall be an original power-of-attorney for the person executing the bonds for the surety and certificates of insurance for the required insurance coverage.

After receipt of the documents executed by the Contractor and his surety with the power-of-attorney and certificates of insurance, the County shall complete the execution of the documents. Distribution of the completed documents will be made upon completion.

Should the contractor and/or surety fail to execute the documents within the time specified, the County shall have the right to proceed on the Bid Bond accompanying the bid.

If the County fails to execute the documents within the time limit specified, the Contractor shall have the right to withdraw the Contractor's bid without penalty.

Should an extension of any of the time limits stated above be required, this shall be done only by mutual agreement between both parties.

Any agreement or contract resulting from the acceptance of a bid shall be on a County approved document form. The County reserves the right to reject any agreement that does not conform to the Invitation for Bid and any County requirements for agreements and contracts. The County reserves the right to modify the agreement resulting from this bid upon the recommendation of the County Attorney.

22. **JOINT VENTURE:** Any Bidder intending to respond to this solicitation as a joint venture must submit an executed joint venture agreement with its offer. The agreement must designate those persons or entities authorized to execute documents or otherwise bind the joint venture in all transactions with Fulton County, or accompanied by a document, binding upon the joint venture and its constituent members, making such designation. Offers from joint ventures that do not include these documents will be rejected as being non-responsive.

23. **CONTRACTORS COMPLIANCE WITH ALL ASSURANCES AND/OR PROMISES MADE IN RESPONSE TO PROCUREMENT:** Should any Bidder submit a response to the County promising to provide a certain level of service for either the scope of work, MFBE participation, or any other matter, including where such promise or assurance is greater than what is required by the procurement documents, and should this response containing the promise or assurance be accepted by the County and made a part of the Contract Documents, then this degree or level of service promised by the bidder relating to the scope of work, MFBE participation, or other matter shall be considered to be a material part of the Agreement between the bidder and the County, such that the bidder's failure to provide the agreed upon degree or level of service or participation shall be a material breach of the Agreement giving the County just cause to terminate the Agreement for cause, pursuant to the General Conditions of the Agreement.

24. **MINIMUM PARTICIPATION OF REQUIREMENTS FOR PRIME CONTRACTORS**

Pursuant to Fulton Code section 102-357, the prime contractor or vendor for this project or contract actually perform no less than 51% of the scope of work of the prime contract.

Construction contracts are exempt from the requirements of this section.

25. **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT**

This Invitation to Bid is subject to the Georgia Security & Immigration Compliance Act. Pursuant to the Georgia Security & Immigration Compliance Act of 2006, as amended on May 11, 2009, bidders and proposers are notified that all bids/proposals for services that are to be physically performed within the State of Georgia must be accompanied by proof of their registration with and continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. A completed affidavit must be submitted on the top of the bid/proposal at the time of submission, prior to the time for opening bids/proposals. Under state law, the County cannot consider any bid/proposal which does not include a completed affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act. All bidders/proposers intending to do business with the County are responsible for independently apprising themselves and complying with the requirements of that law and its effect on County procurements and their participation in those procurements. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>.

See Section 00420, Purchasing Forms & Instructions for declarations and affidavits.

**26. PROFESSIONAL LICENSES (APPLICABLE)**

The State of Georgia requires that the following professions are required by state law to be licensed:

1. Electricians
2. Plumbers
3. Conditioned Air Contractors
4. Low voltage Contractors

Bidders and any sub-contractors performing any of the above described work must provide a copy of their license for the work they will perform on this project. Bidders must complete Form C: Georgia Professional License Certification in Section 00420, Purchasing Forms & Instructions. Failure to provide the required license may deem your bid non-responsive.

**27. Bid General Requirements**

The following information pertains to the submission of a Bid to Fulton County, and contains instructions on how Bids must be presented in order to be considered. Listed below are the requirements for all Bidders interested in doing business with Fulton County.

- A. The Bid sheets included in this Invitation to Bid ("Bid") must be fully completed and returned with the Bid unless otherwise specified in writing by the Purchasing Department. Type or neatly print the date, company name, and the full legal name and title of the person(s) signing the Bid in the place provided at the bottom of each Bid sheet. Any additional sheets submitted must contain the same signature and Bidder information.
- B. All signatures must be executed by person(s) having contracting authority for the Bidder.
- C. Absolutely no fax Bids or reproduction Bids will be accepted, except that photocopies may be submitted in addition to the original when multiple copies of the Bid are specifically requested in the solicitation.
- D. The envelope in which the Bid response is submitted must be sealed and clearly labeled with the Bid number, project title, due date and time, and the name of the company or individual submitting the proposal. Bids must be received by the opening date and time shown on this Bid in order to be considered. The Purchasing Agent has no obligation to consider Bids which are not in properly marked envelopes. Contract Compliance submittals shall be submitted in a separate sealed envelope or package.
- E. The original and the required number of copies of the Bid must be returned to:

Fulton County Purchasing Agent  
Fulton County Department of Purchasing and Contract Compliance  
130 Peachtree Street, S.W., Suite 1168  
Atlanta, Georgia 30303

Any inquiries, questions, clarifications or suggestions regarding this solicitation should be submitted in writing to the Purchasing Contact Person. Contact with any other County personnel in regard to a current solicitation is strictly prohibited in accordance with Fulton County "No Contact Provision" policy outlined in S35 and in Section 00020, Invitation to Bid.

- F. Show information and prices in the format requested. Prices are to be quoted F.O.B. Destination, and must include all costs chargeable to the Contractor executing the Contract, including taxes. Unless otherwise provided in the Contract, Fulton County shall have no liability for any cost not included in the price. The Contractor shall provide Fulton County the benefit through a reduction in price of any decrease in the Contractor's costs by reason of any tax exemption based upon Fulton County's status as a tax-exempt entity.
- G. All prices Bid must be audited by the Bidder to ensure correctness before the Bid is submitted. The Bidder is solely responsible for the accuracy of information placed on a Bid sheet, including prices. Clerical or mathematical error is insufficient to void a successful Bid but a Bidder may withdraw a sealed Bid prior to opening without a penalty.
- H. All prices must be submitted in the format requested and less all trade discounts. When multiple items are being Bid, Bidder must show both the unit price and the total extended price for each item. When applicable, the Bidder must include an additional lump sum Bid for groups or items. In the event a Bidder is offering an additional discount on groups of items, Bidder must indicate the total lump sum Bid for the particular group of items before any extra discount, the amount of extra discount, and the net total for the particular group. In the event of an extension error, unit pricing shall prevail.
- I. By submitting a signed Bid, Bidder agrees to accept an award made as a result of that Bid under the terms and conditions spelled out in the Bid documents. In the event of a conflict between the different Bid documents, the County's cover Contract (if used) shall have precedence, followed in order by the Invitation to Bid, Purchase Order, Bid, Contractor's Warranty Agreement, Maintenance Agreement, and/or other Contractor provided agreements.
- J. A Bidder may submit only one (1) Bid response for each specific Bid solicitation unless otherwise authorized in the specifications.
- K. All prices submitted by the Bidder to Fulton County must be guaranteed by the authorized person(s) against any price increase for the time period designated in the Bid specifications, and Fulton County must be given the benefit of any price decrease occurring during such designated time period.
- L. All items Bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
- M. All Bidders must specify in the Bid response the earliest actual delivery date for each item unless otherwise specified in writing by Fulton County. The delivery date may be a factor in deciding the Bidder's capability to perform.
- N. A successful Bidder's delivery ticket(s) and invoice(s) must list each item separately and must show Fulton County's purchase order number as well as the proper

department and address to which delivery was made, as listed on the purchase order or in the Bidder's contract with Fulton County.

- O. Unless clearly shown as "no substitute" or words to that effect, any items in this invitation to Bid which have been identified, described or referenced by a brand name or trade name are for reference only. Such identification is intended to be descriptive but not restrictive, and is to indicate the general quality and characteristics of products that may be offered. Each item Bid must be individually identified as to whether it is a specified item or an equivalent item by typing or printing after the item(s): The brand name; model or manufacturer's number, or identification regularly used in the trade. Deviations from the specifications must be clearly and fully listed on the Bid sheet, including photographs or cuts, specifications, and dimensions of the proposed "alternate". Fulton County is the sole judge of "exact equivalent", or "alternate". The factors to be considered are: function, design, materials, construction, workmanship, finishes, operating features, overall quality, local service facilities, warranty terms and service, and other relevant features of item(s) Bid.
- P. For all Bids, Fulton County reserves the right to request representative samples. If requested, samples must be delivered at the Bidder's cost within three (3) business days. Samples are submitted at the risk of the Bidder and may be subjected to destructive tests by Fulton County. Samples must be plainly tagged with Fulton County's Bid number, item name, manufacturer, and the name of the Bidder.
- Q. Item(s) Bid must be complete and ready to operate. No obvious omissions of components or necessary parts shall be made even though the specifications may not detail or mention them. Unit(s) must be furnished with factory installed equipment and must be comparable with the basic form, fit, and functional requirements which are all to be included in the base price as well as any other equipment included as standard by the manufacturer or generally provided to the buying public.
- R. All successful Bidders must assume full responsibility for all item(s) damaged prior to F.O.B. Destination delivery and agree to hold harmless Fulton County of all responsibility for prosecuting damage claims.
- S. All successful Bidders must assume full responsibility for replacement of all defective or damaged goods within thirty (30) days of notice by Fulton County of such defect or damage.
- T. All successful Bidders must assume full responsibility for providing or ensuring warranty service on any and all items including goods, materials, or equipment provided to the County with warranty coverage. If a successful Bidder is not the manufacturer, all manufacturers' warranties must be passed through to Fulton County. The Bidder and not Fulton County is responsible for contacting the manufacturer of the warranty service provided during the warranty period and supervising the completion of the warranty service to the satisfaction of Fulton County.
- U. As a successful Bidder providing any equipment which requires fitting and assembly, the Bidder shall be solely responsible for such installation being performed by a manufacturer's authorized or approved servicer or an experienced worker, utilizing workmanship of the highest caliber. The Bidder must verify all dimensions at the site, shall be responsible for their correctness, and shall be responsible for the availability

- of replacement parts when specified in writing by Fulton County in the specifications, purchase order, or other contract.
- V. A successful Bidder is solely responsible for disposing of all wrappings, crating, and other disposable material upon delivery of item(s).
- W. All Bidders are required to be authorized distributors or regularly engaged in the sale or distribution of the type of goods, materials, equipment or services for which the Bidder is submitting a Bid response in addition, all Bidders are required to provide Fulton County with three (3) written references documenting the successful completion of Bids or contracts for the types of items including goods, materials, equipment, or services for which the Bidder is submitting a Bid response. In instances where a Bidder has never supplied such goods, material, equipment, or services before, the Bidder must submit with the Bid response a statement and supporting documentation demonstrating such expertise, knowledge, or experience to establish the Bidder as a responsible Bidder, capable of meeting the Bid requirements should an award be made. No exceptions to this provision will be made unless authorized in the Bid specifications.
- X. Bidders may be required to furnish evidence that they maintain permanent places of business of a type and nature compatible with their Bid proposal, and are in all respects competent and eligible vendors to fulfill the terms of the specifications. Fulton County may make such investigations as it deems necessary to determine the ability of the Bidder to perform such work, and reserves the right to reject any Bidder if evidence fails to indicate that the Bidder is qualified to carry out the obligation of the Contract and to complete the work satisfactorily.
- Y. All Bidders must comply with all Fulton County Purchasing laws, policies, and procedures, non-discrimination in contracting and procurement ordinances, and relevant state and federal laws including but not limited to compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act. Successful Bidder must obtain all permits, licenses, and inspections as required and furnish all labor, materials, insurance, equipment, tools, supervision, and incidentals necessary to accomplish the work in these specifications.
- Z. If a successful Bidder is unable or unwilling to enter into a Contract with Fulton County subsequent to being granted an award, or who fails to perform in accordance with the Bid specifications the Bidder will be subject to damages and all other relief allowed by law.
- AA. Successful Bidders contract directly with Fulton County and are the party or parties obligated to perform. Contracts may not be assigned and any failure to perform the Contract in accordance with the specifications will constitute a breach of Contract and may result in a Bidder being found to be "non-responsive" in the future.
- BB. In case of default by the successful Bidder, Fulton County may procure the articles for services from another source and hold the successful Bidder responsible for any resulting excess cost.
- CC. The County may award any Bid in whole or in part to one or more vendors or reject all Bids and/or waive any technicalities if it is in the best interests of the County to do so. In the event that all Bids are not rejected, Bids for items including goods,

materials, equipment, and services will be awarded to the lowest “responsible” Bidder(s) as determined by Fulton County. Submitting the lowest Bid, as published at the Bid opening, does not constitute an award or the mutual expectation of an award of a Contract and purchase order. For purposes of this notice and the attached Bid sheets, a purchase order is a Contract to provide items including goods, materials, equipment, and services and is intended to have the full force and effect of a Contract. A breach of the terms and conditions of a purchase order constitutes a breach of Contract.

- DD. Bids for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may withdrawn as follows:
- a. Competitive sealed Bids (“Bid”) may not be revoked or withdrawn until 60 days after the time set by the governmental entity for opening of Bids. At the end of this time period, the Bid will cease to be valid, unless the Bidder provides written notice to the County prior to the scheduled expiration date that the Bid will be extended for a time period specified by the County.
- EE. In the evaluation of the Bids, any award will be subject to the Bid being:
- a. Compliant to the specification – meets form, fit, and function requirements stated or implied in the specification.
  - b. Lowest cost to the County over projected useful life.
  - c. Administratively Compliant – Including all required bonds, insurance, established quality of work and general reputation, financial responsibility, relevant experience, and related criteria.
- FF. All proposals and Bids submitted to Fulton County are subject to the Georgia “Open Records Act”, Official Code of Georgia, Annotated (O.C.G.A.) §50-18-70 et seq.
- GG. All proposals and Bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractors, O.C.G.A. §43-14-8.2(h). The Utility Contractor License number of the person who will perform the utility work shall be written on the face of the Bid envelope.
- HH. The apparent silence of this specification, and any supplement thereto, as to details, of the omission from it of a detailed description concerning any point, will be regarded as meaning only the best commercial practices are to prevail. Only materials of the highest quality, correct type, size, and design are to be used. All interpretations of this specification will be made upon the basis of this statement, with Fulton County interpretation to prevail.
- II. It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.
- a. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager’s recommendation to the Board of Commissioners for award of the subject

contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.

- b. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
  - c. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted Bid or proposal of the person, firm, or entity in violation is “non-responsive”, and same shall not be considered for award.
- JJ. Any Bidder intending to respond to this solicitation as a Joint Venture must submit an executed Joint Venture Agreement with this Bid. This agreement must designate those persons or entities authorized to execute documents or otherwise bind the Joint Venture in all transactions with Fulton County, or are accompanied by a document, binding upon the Joint Venture and its constituent members, making such designation. Bids from Joint Ventures that do not include these documents will be rejected as being “non-responsive”.
- KK. Any Bidder intending to respond to this solicitation must complete all of the Procurement Affidavit Forms provided in this solicitation. Bids that do not include these completed documents will be rejected as being “non-responsive”.

**END OF SECTION**

## EXHIBIT 1

### Required Proposal Submittal Check List for Invitation to Bid (ITB)

*The following submittals shall be completed and submitted with each proposal (see table below "Required Bid Submittal Check List."). Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your bid non-responsive.*

Submit one (1) Original bid, signed and dated and typically at least three (3) copies) **complete** copies of the Original Bid including all required documents.

Item #	Required Bid Submittal Check List	Check (√)
1	One (1) Proposal marked " <b>Original</b> "	
2	*Form E: Georgia Security and Immigration Contractor Affidavit(s) and Agreements  <i>Note: If prime contractor is a joint venture, partnership, LLC, each member of the entity must submit an affidavit</i>	
3	*Form F: Georgia Security and Immigration Subcontractor Affidavit(s)	
4	Bid Form. All dollar amounts must be Both in writing AND figures and represent prices for the published scope of work without exceptions.	
5	Bid Breakdown Form	
6	Acknowledgement of each Addendum	
7	Bid Bond (separate envelope if Public Works Construction project)	
8	Purchasing Forms  Form A: Certificate Regarding Debarment  Form B: Non-Collusion Affidavit of Bidder/Offer or  Form C: Certificate of Acceptance of Request Proposal requirements  Form D: Disclosure Form & Questionnaire	
9	Office of Contract Compliance Requirements (separate envelope)  Exhibit A: Promise of Non-Discrimination  Exhibit B: Employment Record  Exhibit C: Schedule of Intended Subcontractor Utilization  Exhibit D: Letter of Intent to Perform as Subcontractor  Exhibit E: Declaration Regarding Subcontractor Practices  Exhibit F: Joint Venture Disclosure Affidavit  Exhibit G: Prime Contractor/Subcontractor Utilization Report  Equal Business Opportunity Plan (EBO Plan)  Exhibit H: First Source Jobs Program – Form 2 (if applicable)	
10	Evidence of Insurability, proposer must submit one (1) of the following:	

## EXHIBIT 1

### Required Proposal Submittal Check List for Invitation to Bid (ITB)

	Letter from insurance carrier Certificate of Insurance An umbrella policy in excess of required limits for this project	
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**SECTION 2**

**BID FORM**

Elevator and Escalator Maintenance Services

Submitted \_\_\_\_\_, 2012.

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Board of Commissioners of Fulton County, Atlanta, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the Board of Commissioners of Fulton County, Atlanta, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RESPONSIBLE BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

**BASE BID AMOUNT** (Do not include any Bid Alternates)

\$ \_\_\_\_\_  
**(Dollar Amount in Numbers)**

\_\_\_\_\_  
**(Dollar Amount in Words)**

The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on or before a date to be specified in the written 'Notice to Proceed' from the County and to fully complete the project within the time limits identified in the owner-contractor agreement.

The Bidder declares that he understands that the quantities shown for the unit prices items are subject to either increase or decrease, and that should the quantities of any of the items of work be increased, the Bidder proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for anticipated profits for

any decrease in quantities; and that actual quantities will be determined upon completion of work, at which time adjustments will be made to the contract amount by direct increase or decrease.

The Bidder furthermore agrees that, in the case of a failure on his part to execute the Contract Agreement and Bonds within ten days after receipt of conformed contract documents for execution, the Bid Bond accompanying his bid and the monies payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure.

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.

ADDENDUM # \_\_\_\_\_ DATED \_\_\_\_\_

**BIDDER:** \_\_\_\_\_

Signed by: \_\_\_\_\_  
[Type or Print Name]

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Phone: \_\_\_\_\_

Bidder's Contractor License No: \_\_\_\_\_  
[State/County]

License Expiration Date: \_\_\_\_\_

Enclosed is a Bid Bond in the approved form, in the sum of:

\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_) according to the conditions of "Instructions to Bidders" and provisions thereof.

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full name and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

END OF SECTION

## PURCHASING FORMS & INSTRUCTIONS

This section contains the procurement forms that are required to be executed and submitted with the bid package. This section does not contain all forms required to be included with the bid package submittal.

To be deemed responsive to this ITB, Bidders must provide the information requested and complete in detail all Purchasing Forms. The appropriate individual(s) authorized to commit the Bidder to the Project must sign the Purchasing Forms. Bidders should reproduce each Purchasing Form, as required, and complete the appropriate portions of the forms provided in this section.

- Form A: Non-Collusion Affidavit of Prime Bidder/Offeror
- Form B: Certificate of Acceptance of Request for Bid Requirements
- Form C: Georgia Professional License Certification (*if applicable*)
- Form D: Certification Regarding Debarment
- Form E: Disclosure Form and Questionnaire
- Form F: Georgia Security and Immigration Contractor Affidavit and Agreement
- Form G: Georgia Security and Immigration Subcontractor Affidavit

**FORM A: NON-COLLUSION AFFIDAVIT OF BIDDER/OFFEROR**

**STATE OF GEORGIA**

**COUNTY OF FULTON**

I, \_\_\_\_\_ certify that pursuant to Fulton County Code Section 2-320 (11), this bid or proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), \_\_\_\_\_ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of \_\_\_\_\_ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

\_\_\_\_\_  
(COMPANY NAME)

\_\_\_\_\_  
(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

Notary Public: \_\_\_\_\_

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**NOTE:**

**IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.**

**IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.**

**FORM B: CERTIFICATE OF ACCEPTANCE OF REQUEST FOR BID REQUIREMENTS**

This Is To Certify That On This Day Bidder/Proposer Acknowledges That He/She Has Read This Bid Document, Pages \_\_\_\_\_ To \_\_\_\_\_ Inclusive, Including Addendum(s) \_\_\_\_ To \_\_\_\_, And/Or Appendices \_\_\_\_ To \_\_\_\_, In Its Entirety, And Agrees That No Pages Or Parts Of The Document Have Been Omitted, That He/She Understands, Accepts And Agrees To Fully Comply With The Requirements Therein, And That The Undersigned Is Authorized By The Bidding/Proposing Company To Submit The Bid/Proposal Herein And To Legally Obligate The Bidder/Proposer Thereto.

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(Corporate Seal)

**FORM C: GEORGIA PROFESSIONAL LICENSE CERTIFICATION**

**NOTE: Please complete this form for the work your firm will perform on this project.**

Contractor's Name: \_\_\_\_\_

Performing work as: Prime Contractor \_\_\_\_\_ Sub-Contractor \_\_\_\_\_

Professional License Type: \_\_\_\_\_

Professional License Number: \_\_\_\_\_

Expiration Date of License: \_\_\_\_\_

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**(ATTACH COPY OF LICENSE)**

**FORM D: CERTIFICATION REGARDING DEBARMENT**

- (1) The Offeror certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the Fulton County Government.
- (2) If the Offeror is unable to certify to any of the statements in this certification, such Offeror or subcontractor shall attach an explanation to this bid or proposal.

**INSTRUCTIONS FOR CERTIFICATION**

By signing and submitting this certification, the Offeror is providing the certification set out below:

- (1) The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective vendor knowingly rendered a false certification, the Purchasing Agent may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.
- (2) The prospective Offeror shall provide immediate written notice to the Purchasing Agent if at anytime the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (3) Offeror shall be under a continuing duty to immediately inform the Purchasing Agent in writing of any changes, if as a result of such changes, the Offeror certification regarding debarment is affected.

**DEBARMENT ORDINANCE**

The following Section 2-322 of Fulton County Code of Laws establishes the procedure for the debarment of contractors.

**(a) Authority to suspend.**

After reasonable notice to the entity involved and reasonable opportunity for that entity to be heard, the Purchasing Agent, after consultation with user department, the County Manager and the County Attorney shall have the authority to suspend an entity for cause from consideration for award of county contracts. As used in this section, the term entity means any business entity, individual, firm, contractor, subcontractor or business corporation, partnership, limited liability corporation, firm, contractor, subcontractor or business structured; provided, further, that any such entity shall also be subject to suspension under this section if any of its constituents, members, subcontractors at any tier of such entity's and the entity, or any constituent or member, knew or should have known of the commission of the act. The suspension shall be for a period not to exceed three (3) years unless cause is based on a felony conviction for an offense related or associated with fraudulent contracting or misappropriation of funds wherein the suspension shall not exceed seven (7) years.

**(b) Causes for Suspension. The causes for suspension include:**

- (1) Conviction for commission of a criminal offense as an incident to obtain or attempting to obtain a public or private contract or subcontract, or in performance of such contract or subcontract;

- (2) Conviction of state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a county contractor.
- (3) Conviction of state or federal anti-trust statutes arising out of the solicitation and submission of bids and proposals;
- (4) Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify suspension action:
  - a. Failure to perform in accordance with the specifications within a time limit provided in a county contract;
  - b. A recent record of failure to perform or unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for suspension;
  - c. Material representation of the composition of the ownership or workforce or business entity certified to the county as a minority business enterprise; or
  - d. Falsification of any documents.
- (5) For violation of the ethical standards set forth in Fulton County Code Chapter 9, Code of Ethics.
- (6) Knowing misrepresentation to the county, of the use which a majority owned contractor intends to make a minority business enterprise (a business entity at least 51 percent of which is owned and controlled by minority persons, as defined in Fulton County Code Chapter 6, Article B, Minority Business Enterprise Affirmative Action Program and certified as such by the County) as a subcontractor or a joint venture partner, in performing work under contract with the County.

Failure to fully and truthfully provide the information required, may result in the disqualification of your bid/proposal from consideration or termination of the Contract, once awarded. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty of perjury, I declare that I have examined this certification and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
(Legal Name of Offeror) (Date)

\_\_\_\_\_  
(Signature of Authorized Representative) (Date)

\_\_\_\_\_  
(Title)

**FORM E: DISCLOSURE FORM AND QUESTIONNAIRE**

1. Please provide the names and business addresses of each of the Offeror's firm's officers and directors.

For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid. Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

2. Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.

3. Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or had within the last five (5) years: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.

**LITIGATION DISCLOSURE:**

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:
  - (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;
 

Circle One:                      YES                                      NO
  - (b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and
 

Circle One:                      YES                                      NO
  - (c) whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.
 

Circle One:                      YES                                      NO
2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?
 

Circle One:                      YES                                      NO
3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government?
 

Circle One:                      YES                                      NO
4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?
 

Circle One:                      YES                                      NO
5. Has any offeror, member of offeror's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?
 

Circle One:                      YES                                      NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction,

termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

**NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.**

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
(Legal Name of Proponent) (Date)

\_\_\_\_\_  
(Signature of Authorized Representative) (Date)

\_\_\_\_\_  
(Title)

**Sworn to and subscribed before me,**

This \_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
(Notary Public) (Seal)

Commission Expires \_\_\_\_\_  
(Date)

**FORM F: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT**

**Instructions:**

Contractors must attest to compliance with the requirements of O.C.G.A 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02 by executing the Contractor Affidavit provided.

STATE OF GEORGIA

COUNTY OF FULTON

FORM F: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with [insert name of prime contractor] on behalf of Fulton County Government has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with Fulton County Government, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A./ 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Fulton County Government at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer of Agent  
(Insert Subcontract Name)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Notary Public: \_\_\_\_\_

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**NOTE:**

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**FORM G: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT****Instructions:**

In the event that your company is awarded the contract for this project, and will be utilizing the services of any subcontractor(s) in connection with the physical performance of services pursuant to this contract, the following affidavit must be completed by such subcontractor(s). Your company must provide a copy of each such affidavit to Fulton County Government, Department of Purchasing & Contract Compliance with the proposal submittal.

All subcontractor affidavit(s) shall become a part of the contract and all subcontractor(s) affidavits shall be maintained by your company and available for inspection by Fulton County Government at any time during the term of the contract. All subcontractor(s) affidavit(s) shall become a part of any contractor/subcontractor agreement(s) entered into by your company.

STATE OF GEORGIA

COUNTY OF FULTON

**FORM G: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with **[insert name of prime contractor]** behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer of Agent  
(Insert Subcontract Name)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Notary Public: \_\_\_\_\_

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**NOTE:**

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**SECTION 4**

**BID BOND REQUIREMENTS**

A bid bond is not required for this project.

**END OF SECTION NO. 4**

**SECTION 5****CONTRACT COMPLIANCE REQUIREMENTS****NON-DISCRIMINATION IN PURCHASING AND CONTRACTING**

It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners ("Board") that Fulton County and all vendors and contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board without regard to the race, color, gender or national origin of the ownership of any such business. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors or vendors seeking to obtain contracts with Fulton County.

**Implementation of Equal Employment Opportunity (EEO) Policy**

The County effectuates Equal Employment Opportunity thru Policy #800-8, Non-Discrimination in Contracting and Procurement. This policy considers racial and gender workforce availability. The availability of each workgroup is derived from the work force demographics set forth in the 2000 Census EEO file prepared by the United States Department of Commerce for the applicable labor pool normally utilized for the contract.

**Monitoring of EEO Policy**

Upon award of a contract with Fulton County, the successful bidder/proposer must complete an Equal Employment Opportunity Report (EEO Report), describing the racial and gender make-up of the firm's work force. If the EEO Report indicates that the firm's demographic composition indicates underutilization of employee's of a particular ethnic group for each job category, the firm will be required to submit an aggressive action plan setting forth steps the firm will take to address the identified underutilization.

**DETERMINATION OF GOOD FAITH EFFORTS**

During the course of the project, the Prime Contractor shall demonstrate that they have made all efforts reasonably possible to ensure that Minority and Female Business Enterprises (MFBE) have had a full and fair opportunity to compete and win subcontracts on this project. The Prime Contractor is required to include all outreach attempts that would demonstrate a "Good Faith Effort" in the solicitation of sub-consultants/subcontractors.

Written documentation demonstrating the Prime Contractor's outreach efforts to identify, contact, contract with or utilize Minority or Female owned businesses shall include holding pre-bid conferences, publishing advertisements in general circulation media, trade association publications, minority-focused media, and the County's bid board, as well as other efforts.

Include a list of publications where the advertisement was placed as well as a copy of the advertisement. Advertisement shall include at a minimum, scope of work, project location, location(s) of where plans and specifications may be viewed or obtained and trade or scopes of work for which subcontracts are being solicited.

**EQUAL BUSINESS OPPORTUNITY PLAN (EBO PLAN)**

In addition to the proposal submission requirements, each vendor **must** submit an Equal Business

Opportunity Plan (EBO Plan) with their bid/proposal. The EBO Plan is designed to enhance the utilization of a particular racial, gender or ethnic group by a bidder/proposer, contractor, or vendor or by Fulton County. The respondent **must** outline a plan of action to encourage and achieve diversity and equality in the available procurement and contracting opportunities with *this solicitation*.

The EBO Plan **must** identify and include:

1. Potential opportunities within the scope of work of *this solicitation* that will allow for participation of racial, gender or ethnic groups.
2. Efforts that will be made by the bidder/proposer to encourage and solicit minority and female business utilization in *this solicitation*.

Fulton County encourages joint ventures, teaming, partnering and mentor-protégé relationships with minority and female businesses in an effort to achieve contracting and procurement diversity.

**Prompt Payment:** The prime contractor **must** certify in writing and **must** document all subcontractors, sub-consultants and suppliers have been promptly paid for work and materials, (less any retainage by the prime contractor prior to receipt of any further progress payments). In the event the prime contractor is unable to pay subcontractors, sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime contractor shall pay all subcontractors, sub-consultants or suppliers funds due from said progress payment within forty-eight (48) hours of receipt of payment from Fulton County. In no event shall a subcontractor, sub-consultant or supplier be paid later than fifteen (15) days as provided for by state law.

## REQUIRED FORMS AND EBO PLAN

In order to be compliant with the intent and provisions of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance (99-0960), bidders/proposers **must** submit the following completed documents. Failure to provide this information **shall** result in the proposal being deemed non-responsive.

- Exhibit A – Promise of Non-Discrimination
- Exhibit B – Employment Report
- Exhibit C – Schedule of Intended Subcontractor Utilization
- Exhibit D – Letter of Intent to Perform as a Subcontractor or Provide Materials or Services
- Exhibit E – Declaration Regarding Subcontractors Practices
- Exhibit F – Joint Venture Disclosure Affidavit
- Equal Business Opportunity Plan (EBO Plan). This document is not a form rather a statement created by the bidder/proposer on its company letter head addressing the EBO Plan requirements.
- Exhibit H – First Source Jobs Program Information, Form 2

The following document must be completed as instructed if awarded the project:

- Exhibit G – Prime Contractor's Subcontractor Utilization Report
- Exhibit H – First Source Jobs Program Agreement, Form 3

All Contract Compliance documents (Exhibits A – H and EBO Plan) are to be placed in a **separate sealed envelope** clearly marked "Contract Compliance". The EBO Plan must be submitted on company letterhead. These documents are considered part of and should be submitted with the Technical Proposal.

**EXHIBIT A – PROMISE OF NON-DISCRIMINATION**

“Know all persons by these presents, that I/We ( \_\_\_\_\_ ),  
Name

\_\_\_\_\_ Title Firm Name  
Hereinafter “Company”, in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Contract Compliance pursuant to Section 4.4 of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance.

**SIGNATURE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**EXHIBIT B – EMPLOYMENT REPORT**

The demographic employment make-up for the bidder must be identified and submitted with this bid/proposal. In addition, if subcontractors will be utilized by the bidder/proposer to complete this project, then the demographic employment make-up of the subcontractor(s) must be identified and submitted with this bid.

JOB CATEGORIES	TOTAL EMPLOYED		TOTAL MINORITIES		WHITE (Not Hispanic Origin)		BLACK or AFRICAN AMERICAN (Not of Hispanic Origin)		HISPANIC or LATINO		AMERICAN INDIAN or ALASKAN NATIVE (AIAN)		ASIAN		NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (NHOP)		TWO or MORE RACES		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
EXECUTIVE/SENIOR LEVEL OFFICIALS and MANAGERS																			
FIRST/MID LEVEL OFFICIALS and MANAGERS																			
PROFESSIONALS																			
TECHNICIANS																			
SALES WORKERS																			
ADMINISTRATIVE SUPPORT WORKERS																			
CRAFT WORKERS																			
OPERATIVES																			
LABORERS & HELPERS																			
SERVICE WORKERS																			
<b>TOTAL</b>																			

FIRMS'S NAME  
 ADDRESS  
 TELEPHONE

This completed form is for (Check only one):  
 Submitted by: \_\_\_\_\_

Bidder/Proposer

Subcontractor

Date Completed: \_\_\_\_\_

**EXHIBIT C - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION**

If the bidder/proposer intends to subcontract any portion of this scope of work/service(s), this form **must be** completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** include Letter(s) of Intent (Exhibit D) in the bid document for all subcontractors who will be utilized under the scope of work/services.

**Prime Bidder/Proposer:** \_\_\_\_\_

**ITB/RFP Number:** \_\_\_\_\_

**Project Name or Description of Work/Service(s):** \_\_\_\_\_

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

1. My firm, as Prime Bidder/Proposer on this scope of work/service(s) is \_\_\_\_\_ is not \_\_\_\_\_ a minority or female owned and controlled business enterprise. (Please indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly):

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

2. If the Prime Bidder/Proposer is a Joint Venture, please complete Exhibit F: Joint Venture Disclosure Affidavit and attach a copy of the executed Joint Venture Agreement.

3. Sub-Contractors (including suppliers) to be utilized in the performance of this scope of work/service(s), if awarded, are:

SUBCONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ETHNIC GROUP\*: \_\_\_\_\_ COUNTY CERTIFIED\*\* \_\_\_\_\_

WORK TO BE PERFORMED: \_\_\_\_\_

DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE VALUE: \_\_\_\_\_ %

**\*Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); \*\*If yes, please attach copy of recent certification.**

SUBCONTRACTOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ETHNIC GROUP\*: \_\_\_\_\_ COUNTY CERTIFIED\*\* \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE VALUE: \_\_\_\_\_ %

---

SUBCONTRACTOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ETHNIC GROUP\*: \_\_\_\_\_ COUNTY CERTIFIED\*\* \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE VALUE: \_\_\_\_\_ %

---

SUBCONTRACTOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ETHNIC GROUP\*: \_\_\_\_\_ COUNTY CERTIFIED\*\* \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE VALUE: \_\_\_\_\_ %

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SUBCONTRACTOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ETHNIC GROUP\*: \_\_\_\_\_ COUNTY CERTIFIED\*\* \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE VALUE: \_\_\_\_\_ %

**\*Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); \*\*If yes, please attach copy of recent certification.**

**Total Dollar Value of Subcontractor Agreements: (\$)**

**Total Percentage Value: (%)**

**CERTIFICATION:** The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein without prior approval of the County, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Firm or Corporate Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** (     ) \_\_\_\_\_

**Fax Number:** (     ) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**EXHIBIT D**

**LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR  
OR  
PROVIDE MATERIALS OR SERVICES**

This form **must** be completed by **ALL** known subcontractor and submitted with the bid/proposal. The Prime Contractor **must** submit Letters of Intent for **ALL** known subcontractors at time of bid submission.

To: \_\_\_\_\_  
(Name of Prime Contractor Firm)

From: \_\_\_\_\_  
(Name of Subcontractor Firm)

ITB/RFP Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided):

Description of Work	Project Commence Date	Project Completion Date	Estimated Dollar Amount

\_\_\_\_\_  
(Prime Bidder)

\_\_\_\_\_  
(Subcontractor)

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT E - DECLARATION REGARDING SUBCONTRACTING PRACTICES**

If the bidder/proposer **does not intend to subcontract** any portion of the scope of work services(s), this form **must be** completed and submitted with the bid/proposal.

\_\_\_\_\_ hereby declares that it is my/our intent to  
(Bidder)

perform 100% of the work required for \_\_\_\_\_  
(ITB/RFP Number)

\_\_\_\_\_  
(Description of Work)

In making this declaration, the bidder/proposer states the following:

1. That the bidder/proposer does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform **all elements** of the work on this project with his/her own current work forces;
2. If it should become necessary to subcontract some portion of the work at a later date, the bidder/proposer will comply with all requirements of the County's Non-Discrimination Ordinance in providing equal opportunities to all firms to subcontract the work. The determination to subcontract some portion of the work at a later date shall be made in good faith and the County reserves the right to require additional information to substantiate a decision made by the bidder/proposer to subcontract work following the award of the contract. Nothing contained in this provision shall be employed to circumvent the spirit and intent of the County's Non-Discrimination Ordinances;
3. The bidder will provide, upon request, information sufficient for the County to verify Item Number one.

**AUTHORIZED COMPANY REPRESENTATIVE**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**EXHIBIT F - JOINT VENTURE DISCLOSURE AFFIDAVIT**

ITB/RFP No. \_\_\_\_\_

Project Name \_\_\_\_\_

This form must be completed and submitted with the bid/proposal if a joint venture approach is to be undertaken.

In order to evaluate the extent of small, minority and female business involvement being proposed by a Bidder/Proposer, certain relevant information must be provided prior to contract award. The information requested below is to clearly identify and explain the extent of small business participation in the proposed joint venture. All items must be properly addressed before the business entity can be evaluated.

**1. Firms:**

- 1) **Name of Business:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**Telephone No.:** \_\_\_\_\_  
**Nature of Business:** \_\_\_\_\_
  
- 2) **Name of Business:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**Telephone No.:** \_\_\_\_\_  
**Nature of Business:** \_\_\_\_\_
  
- 3) **Name of Business:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**Telephone No.:** \_\_\_\_\_  
**Nature of Business:** \_\_\_\_\_

**NAME OF JOINT VENTURE (If applicable):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PRINCIPAL OFFICE:** \_\_\_\_\_

**OFFICE PHONE:** \_\_\_\_\_

**Note:** Attach additional sheets as required

1. Describe the capital contributions by each joint venturer and accounting thereof.
2. Describe the financial controls of the joint venture, e.g., will a separate cost center be established? Which venturer will be responsible for keeping the books? How will the expense therefore be reimbursed? What is the authority of each joint venture to commit or obligate the order?
3. Describe any ownership, options for ownership, or loans between the joint ventures. Identify terms thereof.
4. Describe the estimated contract cash flow for each joint venturer.
5. To what extent and by whom will the on-site work be supervised?
6. To what extent and by whom will the administrative office be supervised?
7. Which joint venturer will be responsible for material purchases including the estimated cost thereof? How will the purchase be financed?
8. Which joint venturer will provide equipment? What is the estimated cost thereof? How will the equipment be financed?
9. Describe the experience and business qualifications of each joint venturer.
10. Submit a copy of all joint venture agreements and evidence of authority to do business in the State of Georgia as well as locally, to include all necessary business licenses.
11. Percent of Minority/Female Business Enterprises ownership by each joint venture in terms of profit and loss sharing: \_\_\_\_\_  
\_\_\_\_\_
12. The authority of each joint venturer to commit or obligate the other: \_\_\_\_\_  
\_\_\_\_\_
13. Number of personnel to be involved in project, their crafts and positions and whether they are employees of the Minority/Female Business Enterprises enterprise, the majority firm or the joint venture: \_\_\_\_\_  
\_\_\_\_\_
14. Identification of control and participation in venture; list those individuals who are responsible for day-to-day management and policy decision-maker, including, but not limited to, those with prime responsibility for areas designated below; (use additional sheets if necessary)

<u>Name</u>	<u>Race</u>	<u>Sex</u>	<u>Financial Decisions</u>	<u>Supervision Field Operation</u>
_____	_____	_____	_____	_____

\_\_\_\_\_  
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In connection with any work that these firms, as a joint venture, might be authorized to perform in connection with above captioned contract, we each do hereby authorize representatives of the Fulton County Department of Contract Compliance, Departments of Purchasing and Contract Compliance, and Finance, under the direction of the County Manger's Office, to examine, from time to time, the books, records and files to the extent that such relate to this County project.

**WE DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT WE ARE AUTHORIZED, ON BEHALF OF THE ABOVE FIRMS, TO MAKE THIS AFFIDAVIT AND GRANT THE ABOVE PRIVILEGE.**

FOR \_\_\_\_\_  
(Company)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Company)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
(Printed Name)

State of \_\_\_\_\_:

County of \_\_\_\_\_:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, appeared \_\_\_\_\_, the undersigned officer, personally appeared \_\_\_\_\_ known to me to be the person described in the foregoing Affidavit and acknowledges that he (she) executed the same in the capacity therein stated and for the purpose therein contained.

**EXHIBIT – G PRIME CONTRACTOR/SUB-CONTRACTOR UTILIZATION REPORT**

This report **must** be submitted by the **tenth day** of each month, along with a copy of your monthly invoice (schedule of values/payment application) to Contract Compliance. Failure to comply **shall** result in the County commencing proceedings to impose sanctions to the prime contractor, in addition to pursuing any other available legal remedy. Sanctions may include the suspending of any payment or part thereof, termination or cancellation of the contract, and the denial of participation in any future contracts awarded by Fulton County.

<b>REPORTING PERIOD</b>		<b>PROJECT NAME:</b>
<b>FROM:</b>	<b>PROJECT NUMBER:</b>	
<b>TO:</b>	<b>PROJECT LOCATION:</b>	

PRIME CONTRACTOR		Contract Award Date	Contract Award Amount	Change Order Amount	Contract Period	% Complete to Date
Name:						
Address:						
Telephone #:						

AMOUNT OF REQUISITION THIS PERIOD: \$ \_\_\_\_\_  
 TOTAL AMOUNT REQUISITION TO DATE: \$ \_\_\_\_\_  
 TOTAL AMOUNT REQUISITION TO DATE: \$ \_\_\_\_\_

SUBCONTRACTOR UTILIZATION (add additional rows as necessary)						
Name of Sub-Contractor	Description of Work	Contract Amount	Amount Paid To Date	Amount Requisition This Period	Contract Period Starting Date	Contract Period Ending Date
TOTALS						

Executed By: \_\_\_\_\_

(Signature)

(Printed Name)

Notary: \_\_\_\_\_

Date: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**Should you have questions regarding any of the documents contained in Section 6, please feel free to contact the Office of Contract Compliance at (404) 763-6300, for further assistance.**

## EXHIBIT H

### FULTON COUNTY FIRST SOURCE JOBS PROGRAM

#### **STATEMENT OF POLICY:**

It is the policy of Fulton County Government to provide employment opportunities to the citizens of Fulton County. This policy will apply to all contracts procured through the Department of Purchasing & Contract Compliance valued in excess of \$200,000. The Prime Contractor is expected to utilize the First Source Jobs Program to fill 50% of the entry level jobs which arise as a result of any project funded in whole or in part with County funds with residents of Fulton County.

#### **PURPOSE:**

The purpose of this policy is to create a pool of employable persons who are residents of Fulton County to be called upon as a source to fill jobs created as a result of any eligible project funded in whole or in part with County funds in order to provide stable economic opportunities for families throughout the County. The First Source Jobs Program will be implemented by the Department of Purchasing & Contract Compliance and the Office of Workforce Development.

#### **MONITORING POLICY:**

Upon execution of a contract with Fulton County Government, the First Source Jobs Agreement (FSJ Form 2) will become a part of the contract between the bidder/proposer and Fulton County Government. The First Source Jobs Program will be monitored during routine site visits by the Office of Contract Compliance along with the Office of Workforce Development.

**FORM 1**

**FULTON COUNTY**

**First Source Jobs Program Information**

**Company Name:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

The following entry-level positions will become available as a result of the above referenced contract with Fulton County.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Include a job description and all required qualifications for each position listed above.

Identify a company representative and contact phone number who will be responsible for coordinating with the First Source Jobs Program:

**Company Representative:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**FORM 2**

**FULTON COUNTY**  
**First Source Jobs Program Agreement**

Awarded Contractor's Name: \_\_\_\_\_

Formal Contract Name: \_\_\_\_\_

RFP/ITB Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

The contractor listed above agrees to the following:

1. The contractor shall make a good faith effort to fill 50% of the entry level position(s) created by this project using the Fulton County First Source Jobs Program.
2. The contractor shall provide the applicable details of every entry level job in writing within the required form.
3. The contractor shall be expected to present documentation that confirms employment terms to both the employee and Fulton County.

The Office of Contract Compliance will assist with monitoring the participation of First Source Jobs Program employees during routine site visits and report findings to the Office of Workforce Development for confirmation and follow-up. The Office of Workforce Development shall notify the Director of Human Services and the Purchasing Agent of any determination of non-compliance with the requirements of this policy and recommend a resolution or action to be taken.

Upon a determination by the Purchasing Agent and the Director of Human Services that a contractor has failed to comply with any portion of this policy, the County may impose the following:

1. Ten percent (10%) of all future payments under the involved eligible project shall be entitled to be withheld from a contractor that has violated this policy until the contractor complies with the provisions of this policy.

The undersigned agrees to the terms and conditions set forth in this agreement.

Contractor's Official Title: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

**FORM 3**

**SECTION 6****Insurance and Risk Management Provisions  
Elevator and Escalator Maintenance Service**

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Description must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government.

**Accordingly the Respondent shall provide a certificate evidencing the following:**

1. **WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)**

Employer's Liability Insurance	BY ACCIDENT - EACH ACCIDENT	\$500,000.
Employer's Liability Insurance	BY DISEASE - POLICY LIMIT	\$500,000.
Employer's Liability Insurance	BY DISEASE - EACH EMPLOYEE	\$500,000.

2. **COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)**

Bodily Injury and Property Damage Liability	Each Occurrence-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate-	\$2,000,000

\*\*To include Designated Per Project/Location Endorsement #CG2503/CG2504\*\*

Products/Completed Operations	Aggregate Limit-	\$2,000,000
Personal and Advertising Injury	Limits -	\$1,000,000
Fire Damage	Limits -	\$100,000

3. **BUSINESS AUTOMOBILE LIABILITY INSURANCE**

<b>Combined Single Limits</b>	Each Occurrence	-	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).			

**4. UMBRELLA LIABILITY**

(In excess of Auto GL and Employers Liability)	Each Occurrence	-	\$1,000,000
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**Certificates:**

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government, Its Employees, Servants and Agents as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as additional insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Contractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices shall be sent to:

Fulton County Government – Purchasing Department  
130 Peachtree Street, S.W.  
Suite 1168  
Atlanta, Georgia 30303-3459

**Important:**

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

**USE OF PREMISES**

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials.

**PROTECTION OF PROPERTY**

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by Law, Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with its acceptance, or the performance, or nonperformance, of its obligations under this agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**SECTION 7****SCOPE OF WORK AND TECHNICAL SPECIFICATIONS****SECTION 1: SCOPE OF PREVENTIVE MAINTENANCE****1 ELEVATORS, DUMBWAITERS, LIFTS:**

This specification provides for complete maintenance coverage including examinations, cleaning, painting, lubrication, adjusting, parts replacement, repairs and testing on all parts of the elevator equipment including, but not limited to: machines, worms, gears, thrust bearings, drive sheaves, sheave bearings, brake pulleys, brakes, brake coils, linings, motors, motor generator, hydraulic power units, hydraulic pumps and valves silencers, mufflers, controllers, selectors, relays, contacts, solid state devices, transformers, resistors and all related control hardware.

It also includes speed governors, governor sheaves, car safeties, counterweight safeties, hydraulic plunger, bolster plate, jack packing, deflector and secondary sheaves, bearings, car and counterweight buffers, car and counterweight guide rails, limit switches, guide shoes (slide and roller), door operators, car and hoist way door hangers, contacts, interlocks, auxiliary door closing devices, safety edges, photo eyes, car emergency light systems including batteries, car fans, car frames, platforms and all other elevator related devices, except those identified in section 3 (Performance Standards).

**2 ESCALATORS:**

This specification provides for complete maintenance coverage including examinations, cleaning, painting, lubrication, adjusting, parts replacement, repairs and testing on all parts of the escalator equipment including, but not limited to: drive machines, including motor bearings, drive chains, handrail chains, tracks, guides, handrails, handrail chains, sprockets or pulleys and related components and parts; controllers, including relays, contacts, transformers, fuses, wiring, magnets and magnetic coils, resistors; Step assemblies including, step treads, step risers, step rollers, step brackets, step wheel tracks, step demarcation lighting and inserts, missing step device, comb plates and comb plate finger sections and all related components; Starting switches, stop buttons, stop button covers and alarm, caution signs, slack step chain switches, skirt safety switches, step up-thrust switches and all other such safety devices as may have been installed; Balustrades, skirt and deck panels, and all other escalator related devices, except the items identified in section 3 (Performance Standards).

**3. CONTRACT EXCLUSIONS:**

The Contractor shall not be responsible for the following, under the basic maintenance contract:

- 3.1 Repairs required because of negligence, accident or misuse of the equipment by anyone other than the Contractor, his employees, subcontractors, servants or agents, or other cause beyond the Contractor's control except ordinary wear and tear.
- 3.2 Making other safety test or installing new attachments on the elevators when recommended by insurance companies or governmental authorities outside of Facilities and Transportation Department.
- 3.3 Making any alterations to the elevator equipment, including control circuits, without prior written approval from Owner.
- 3.4 For maintaining the main line power feeders and associated disconnect switches and breakers.

- 3.5 The following items associated with Elevators, Dumbwaiters, and Lifts:  
Car enclosures (including removable panels, door panels, car gates, plenum chambers, hung ceilings, light diffusers, light tubes and bulbs, handrails, mirrors, carpets and tile flooring), hoist way enclosure, hoist way doors and/or gates, frames and sills, underground hydraulic jack cylinders including underground piping and fittings, audio and two-way communications equipment and smoke sensors.
- 3.6 Escalator exterior panels and cladding, power switches, fuses and feeders to the controllers.

FOR THE PURPOSE OF CLARIFIATION, ANY ITEM NOT SPECIFICALLY EXCLUDED SHALL BE CONSIDERED THE CONTRACTOR'S RESPONSIBILITY.

1. SCHEDULED MAINTENANCE:

All preventive maintenance performed by the Contractor shall be scheduled elevator by elevator prior to commencement of this contract and subject to final approval of the Owner.

Minimum preventive maintenance frequency visits shall be monthly for gearless equipment, semi-annual for geared equipment, quarterly for hydraulic equipment and monthly for escalator equipment.

The preventive maintenance schedule, as prepared by the Contractor, shall show building name, elevator serial numbers, examination frequency, examination hours and be keyed to a preventive maintenance schedule prepared for the specific equipment covered by this specification.

Maintenance schedules shall be permanently located in the equipment rooms for each elevator. The schedules shall be accessible for the Owner's or Owner's representative monitoring. Schedules shall be maintained by indicating the work performed, signature of the technician performing the work and dated the day the work was performed.

Removal of elevators from service shall be coordinated with the approval by the Owner or Owner's representative. To the extent possible all preventive maintenance which requires removal of elevator from service shall be scheduled during off peak hours of building operation. No elevator shall be taken out of service during the normal business day without prior notification to the Owner or Owner's representative except under emergency conditions. Contractor shall not remove from service more than one (1) 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.

4.1 EXAMINE:

The Contractor shall examine the equipment at regular intervals sufficient to ensure smooth operation and to preserve the life of the equipment. When, as a result of a Contractor examination, corrective action is determined to be the responsibility of the Contractor, the Contractor shall proceed immediately to make (or cause to be made) replacements, repairs and corrections.

When such work is determined not to be the Contractor's responsibility, a written report signed by the Contractor, shall be delivered to the Owner promptly. If the Owner disagrees with the Contractor's determination, Owner and Contractor shall use their best efforts to resolve the disagreement in a manner mutually agreeable to the parties.

Items of an emergency nature shall be communicated by the Contractor to the Owner immediately and followed up in a written form. Examination of the equipment shall follow the basic procedures recognized by the vertical transportation industry.

## 4.2 CLEAN:

The Contractor shall clean all of the elevator equipment as well as the elevator equipment room and hoist ways. Cleaning of the equipment shall occur at regular intervals sufficient to maintain a professional appearance and preserve the life of the equipment. Minimum cleaning intervals shall be as set forth in Section 3 of this specification. The Contractor shall report to the Owner the need for cleaning and/or janitorial services for all items not covered by the contract or which are otherwise not the responsibility of the Contractor.

## 4.3 PAINT:

The Contract shall paint the elevator equipment at intervals to maintain a professional appearance, prevent rusting and preserve the equipment. All paint shall be suitable for the purpose intended and be of a high quality. Paint shall not emit hazardous or offensive odors. Application of the paint shall, in all circumstances, comply with applicable local and/or current ASME Codes. Coordinate paint colors and painting schedule with Owner.

## 4.4 LUBRICATE:

The Contractor shall lubricate all moving parts of the equipment. Lubricants shall be applied at intervals recommended by the equipment manufacturer or as dictated through use of the equipment. All lubricants shall be suitable for the purpose intended and shall meet or exceed the minimum requirements specified by the manufacturer of the equipment to which the lubricant is applied.

## 4.5 ADJUST:

The Contractor shall make all the necessary equipment adjustments when the operation of the equipment varies from its normal designed performance standards. See Section 4 for performance standards.

Qualified individuals: Employed by the Contractor, shall make adjustments with appropriate tools and instruments. Adjustments shall be made at regular intervals to maintain the elevator in optimum operating conditions.

Parts or assemblies which have worn or otherwise deteriorated beyond normal adjustment limits shall be replaced.

## 4.6 REPLACE:

The Contractor shall replace all items covered under the contract during the course of scheduled preventive maintenance. In the opinion of the Contractor and/or Owner, a replacement shall be made to prevent an unscheduled elevator shutdown and to ensure the continued normal operations of the elevator. Replacements shall be made to extend the useful life of the elevator.

## 4.7 REPLACEMENT PARTS:

The Contractor shall be required to furnish metal cabinets with a supply of spare parts sufficient for normal maintenance and repair of the elevators. The value of the replacement parts maintained on the job shall be adequate to perform an effective preventive maintenance program. These cabinets will be inspected by the Central Zone Manager for adequate parts.

Motors, armatures, field coils, and any other major component shall be delivered to the job site within two (2) days of known requirements. Used parts or parts that are not equal to or better than genuine manufacturer's parts are not acceptable and shall not be used by the Contractor on the Owner's elevating equipment.

#### 4.8 REPAIRS:

##### **Repairs which are the responsibility of the Contractor:**

Repairs shall be made by the Contractor to elevator components covered by this agreement. The Contractor shall make (or cause to be made) all repairs which become necessary for all cost of labor, materials, expenses and supplies which occur as a result of the stated repair.

##### **Repairs which are the responsibility of the Owner:**

Prior to any repairs being made by the Contractor, where such repairs are not included in the base maintenance contract, the Contractor submit a written proposal to the Owner to obtain formal approval to proceed. The Owner reserves the right to obtain comparison proposals from other contractors. If authorized to proceed, the Contractor shall supply all labor, materials and supplies at the Contractors billing rates as stated. Material and supplies shall be billed at cost plus 10% for overhead and plus 10% for profit. On completion of all repair work, the Contractor shall submit to the Owner for payment an invoice detailing the nature of the work performed and related charges.

#### 4.9 PERFORMANCE OF PERIODIC TEST(S)

The Contractor shall perform all periodic safety test(s) of the elevator components. The periodic test(s) shall be conducted in accordance with standards and procedures stated in ASME A17.1 Safety Code Elevators and Escalators. Test results shall be recorded on forms supplied by the Contractor and acceptable to the Owner. Upon completion of test(s), copies shall be submitted to the Owner signed by the elevator technician who performed the test(s) and an authorized representative of the Contractor. Inspections performed by the City, County, State, or Federal Government and/or insurance agencies or representative are not included in this specification.

#### 4.10 MANAGEMENT PERFORMANCE DATA:

Before a system can be managed successfully, it first must be measured. The Contractor within ninety (90) days of notice to proceed shall conduct a computerized group and individual performance evaluation covering all elevating equipment as set forth in Exhibit 1, of this specification. The information given in Attachment 'P' is a guide to measure performance. A copy of the performance data shall be provided to the owner within fourteen (14) calendar days after completion of the evaluation.

#### 4.11 CALLBACK SERVICE:

For the purpose of this specification, a callback is a request from the Owner to the Contractor requesting the Contractor to go to a specific elevator to correct any elevator problem and/or condition which needs attention before the Contractor's next scheduled preventive maintenance visit. Additionally, a callback is work which is performed by one (1) person working alone, at the job site, for a period of less than two (2) hours. Work in excess of two (2) hours or requirement of a second person shall be considered repair work and shall be governed by Section 4, ITEM 4.6 of this specification. The Contractor shall provide twenty-four (24) hour callback service to the Owner at no additional cost. The Contractor shall respond (between the hours of 7:00 am and 6:00 pm) within of one half (1/2) hour for passenger entrapment. At all other hours the contractor shall respond within one (1) hour for passenger entrapment. The Contractor shall respond within one (1) hour for any other callback from the time in which the callback was reported to the Contractor. The Contractor shall be able to communicate with the Owner, using portable radio receivers. For this purpose, the Contractor shall supply, for the duration of the contract period, the Owner with at least one radio set tuned to call the technicians of the Contractor and receive communication from them with clarity.

## 4.12 PERFORMANCE BY THE OWNER:

The Owner agrees to the following:

- 4.12.1 To provide the Contractor access to the vertical transportation equipment;
- 4.12.2 To keep the elevator pit(s) and equipment room(s) free from water and/or to be responsible for removing water from elevator pits and maintaining the drainage facilities for the pits, or for damage there from;
- 4.12.3 Not to use the elevator rooms and equipment spaces for storage;
- 4.12.4 To be responsible for refinishing of elevator cabs, hoist ways or equipment room interiors unless damaged by Contractor;  
To be responsible for the main line switch providing electricity to the equipment;  
To be responsible for the maintenance and service of the lights and fire extinguishers in the equipment room(s) and penthouse;
- 4.12.7 To report to the Contractor any conditions discovered by the Owner which may indicate the need for correction before the next regularly scheduled examination;
- 4.12.8 That the Contractor does not at any time assume possession or control of any part of the equipment, but such remains exclusively as the Owner thereof.

NOTE: Failure to list a specific task below does not excuse contractor from performing such task if it is a reasonable and prudent activity commonly recognized in the industry as a normal part of the type of maintenance being requested.

**SECTION 2 - MINIMUM PREVENTIVE MAINTENANCE FREQUENCY AND TASK**

## 5. EACH VISIT:

During each visit to a building the following shall be complete:

- 5.1 Check in/Check out, in accordance with SECTION 9 ITEM 6 of this specification.
- 5.2 Ride each elevator car and/or escalator. During this ride, listen, look, and feel for any unusual noises or abnormal operation.
- 5.3 Check the operation of the following:
  - A. Emergency alarm bell;
  - B. Emergency stop switches (if the car is so equipped);
  - C. Door open buttons;
  - D. Lights and gongs on each floor;
  - E. Emergency communication system;
  - F. Car door photo rays, sensitive edge (passenger & freight) and freight door open and close sequence operation;
  - G. Car landing accuracy.
- 5.4 Check all system event logs.
- 5.5 Examine machine room equipment.
- 5.6 Correct any observed deficiency as required.
- 5.7 Record all work completed.
- 5.8 Check the expiration date on the fire extinguisher in the machine room. Inform building representative when extinguisher is past the expiration date.

**6 GEARLESS ELEVATING EQUIPMENT****MONTHLY MAINTENANCE**

## 6.1 MACHINE ROOM:

Examine and clean machine, generator, governor, controller, and floor. Remove trash.

## 6.2 CONTROLLER:

Check loop, direction, and brake contactor operation and mountings. Check relay contacts for excessive burning and proper contact wipe. Check cabinet cooling fans for operation.

## 6.3 GENERATOR:

Check motor cooling fan/blower for operational air flow. Check tachometer/encoder, surface. Check oil/slinger and ring/chain operation. Observe brushes while car is in operation for arcing and bounce. Check bearings for noise or heating. Check commutators for carbon, high mica and discoloration. Check armature clearance and connections. Check brushes, rigging, insulators, fastenings and spring tension on brush holders. Check oil reservoir for proper lubrication level.

## 6.4 CAR AND HOISTWAY:

Check condition of glass, panels, handrails, car lighting, and fixtures. Check sills for trash. Lubricate sheaves when car rated speed exceeds 800 fpm (4.06 m/s).

## 6.5 MACHINE

Check commutators for carbon, high mica and discoloration. Check armature clearance and connections. Check hoist motor brushes, rigging, insulators, fastenings and spring tension on brush holders. Check oil reservoir for proper lubrication level.

## 6.6 GOVERNOR:

Check oil cups for proper lubrication level. Check, clean and lubricate bearings, fastenings, gears, bushings, pins and links. Check governor tension weight sheave and lubricate.

## 6.7 CAR AND HOISTWAY:

Lubricate sheaves when car rated speed exceeds 500 rpm (2.54 m/s). Check pit switch and light for proper operation. Check that pit light guard is in place. Clean pit. Check operation of all signal lights, lanterns and gongs. Check hall button operation.

## 6.8 CAR TOP:

Check inspection station operation, light and guard. Make certain emergency exit doors are secure.

**QUARTERLY - (13 weeks)**

## 6.9 CONTROLLER:

Check peak and system clocks for correct time.

## 6.10 MECHANICAL SELECTOR DRIVE:

Clean and apply light film of oil on tape, cable or chains. Check oil pan reservoir.

## 6.11 MACHINE:

Check all machine mountings and isolation, fastenings and drive sheave.

## 6.12 BRAKE:

Check operation, electrical contact, pins, fastenings and adjustments. Check brake friction surfaces for oil contamination, discoloration, foreign material, wear and clearances.

## 6.13 DOOR AND GATE OPERATIONS:

Check, clean and lubricate operator. Check cams and micro switches. Check tightness of cam set screws, levers and fastenings. Check door torque, setting not to exceed 30 lbs. (133N). Check nudging operation. Check door opening and closing speed. All group cars must be equal. Check belt tension and shaft bearings for wear. Make certain door operator cover is securely fastened.

## 6.14 CAR DOORS:

Check door clutch and restrictive clutch operation, wear, clearance and alignment. Lubricate pivot points. Make certain safety edge mountings are secure. Lubricate pivot points. Check condition of nylon retracting clip. Check and clean tracks, sheaves, sprockets and chains. Check relating cable. Disassemble and clean door (gate) contract. Check door (gate) roller for wear. Check for contact wipe. Check for proper running clearance between door panels, door jambs and header. Check condition of gibs and sills. Clean and check alignment of electric eyes and reflector/receiver. Check eccentric rollers for proper clearance.

## 6.15 HOISTWAY DOORS - CAR TOP

Clean car top. Check leveling switches. Lubricate and clean car fan or blower. Check all sheave fastenings and grooves. Check sheave grooves for wear. Check adjustment of car and counterweight shoes and/or roller guides. Lubricate guide shoe stems.

## 6.16 RETIRING CAM:

Check retiring cam for proper operation. Lubricate pivot points.

**SEMI-ANNUALLY - (26 weeks)**

## 6.17 CONTROLLER:

Clean dust from controller and filters. Check all resistance tubes, grids and connections.

## 6.18 MECHANICAL SELECTOR DRIVE:

Check and clean switches, floor bars contacts, brushes and holders. Check springs, shunts and fastenings. Check condition of travel cable wire. Check wire connections for tightness. Check and lubricate selector sheaves, gearing and advancing mechanism. Check condition of selector cable or tape, hitches. Check operation of slack cable switch.

## 6.19 MACHINE:

Check tachometer brush length and clean out carbon dust. Return brush to original position and holder.

## 6.20 HOISTWAY DOORS - CAR TOP:

Check TM switch contacts, cams, spring and roller. Check encoder drive wheel, coupling and running surface.

6.21 HOISTWAY - CAR:

Check car and counterweight safeties for proper clearance. Clean and lubricate pivots. Check travel cable for damage. Check limit switches by hand for proper operation. Clean limit switch contacts, roller and check for wear. Check limit switch cam alignment. Check oil level in buffers. Check alignment of buffer to strike plate. Make sure fastenings are secure. Check main and counterweight rail block ups, jack bolts or shims. Check overhead rail clearance. Check D.B.G.

6.22 ROPES:

Check all hoist ropes sheaves for wear. Check rope height at hoist machine using a straight edge across drive sheave. Check for equal hoist rope tension. Make certain shackles, nuts and cotter pins are in place. Check hoist ropes for wear, rouge and diameter. Check governor rope for wear, rouge and diameter. Check governor rope cable clamps. Check car and counterweight run-by (striker plate, car and counterweight to buffer). Make certain releasing carrier fastening is secure. Check compensating chain/rope fastenings and hitches.

6.23 GOVERNOR:

Check and clean electrical contacts. Check circuit integrity.

**ANNUALLY - (52 weeks)**

6.24 CONTROLLER:

Check wire connections for tightness and relay shunts for wear. Check power supply and calibration voltages. Lubricate contactor armature shafts. Check settings and operation of overloads. Remove and clean fuses, clean fuse holders. Check, clean lubricate damping motor, speed regulator (pilot generator). Check brushes, commutators. Check "static control" for power removal on hoist motor by (2) independent devices (not required with main generator).

6.25 MACHINE:

Remove relief plug and grease hoist motor (ball bearing type). Lubricate machine sheave shaft bearings. Check tachometer/encoder for loose or worn coupling and alignment.

6.26 MOTOR AND GENERATOR:

Remove relief plug and grease (ball bearing).

6.27 BRAKE:

Clean brake plunger. Lubricate as necessary. Check brake voltage(s) and brake timer.

6.28 HOISTWAY DOORS - CAR TOP:

Check operation and adjustment of interlock, hook and pickup roller assemblies. Check condition and alignment of roller and lift rod. Check hook to box clearance. Clean tracks, sheaves/sprockets and chains. Check tracks and sheave/sprockets for wear and chains.

for stretch. Check condition of relating cable. Check door closer (reel, weighted, or spring type). Check condition for door gibs, sills and struts. Check for proper running clearance between door panels, door jambs and header. Check eccentrics for .005" clearance. Check all car mounted cams and switches. Check each cab stabilizer.

6.29 HOISTWAY - CAR:

Check terminal slowdown cam fastenings. Clean hoist way, rails, counterweights and car sides. Check fascia slip joints for free vertical movement. Make certain fastenings are secure. Check travel cable for damage, twisting or chafing. Make certain fastenings are secure. Check hoist way duct for distortion, shrinkage or bowing. Check guide rail clips, brackets and fastenings for tightness. Lubricate slide type rail clips. Check stiles for cracks, bends, rust, loose bolts. Check slant rods and nuts for tightness.

6.30 ROPES:

Lubricate hoist ropes as necessary.

6.31 SAFETY TESTS:

Perform the one (1) year inspection and test requirements for car and counterweight safeties and buffers in accordance with Rule 1002.2 ASME A17.1.

**60 MONTHS - (5 years)**

6.32 SAFETY TESTS:

Perform the five (5) year full load safety test requirements for car and counterweight safeties, governors, buffers and brake in accordance with Rule 1002.3 ASME A17.1

7 GEARED ELEVATING EQUIPMENT:

**QUARTERLY - (13 weeks)**

7.1 CONTROLLER:

Check peak and system clocks for correct time.

7.2 MECHANICAL SELECTOR DRIVE:

Check all Machine mountings and isolation, fastenings and drive sheave. Check ring gear bolts, gear back lash, leaks and oil level.

7.3 MACHINE:

Check operation, electrical contact, pins, fastenings and adjustments. Check brake friction surfaces for oil contamination, discoloration, foreign material, wear and clearances.

7.4 BRAKE:

Check operation, electrical contact, pin, fastenings and adjustments. Check brake friction surfaces for oil contamination, discoloration, foreign material, wear and clearances.

## 7.5 DOOR AND GATE OPERATOR:

Check, clean and lubricate operator. Check cams and micro switches. Check tightness of cam set screws, levers and fastenings. Check door torque, setting not to exceed 30 lbs. (133N). Check nudging operation. Check door opening and closing speed. All group cars must be equal. Check belt tension and shaft bearings for wear. Make certain door operator cover is securely fastened.

## 7.6 CAR DOORS:

Check door clutch and restrictive clutch operation, wear, clearance and alignment. Lubricate pivot points. Make certain safety edge mountings are secure. Lubricate pivot points. Check condition of nylon retracting clip. Check and clean tracks, sheaves, sprockets and chains. Check relating cable. Disassemble and clean door (gate) contact. Check door (gate) roller for wear. Check for contact wipe. Check for proper running clearance between door panels, door jambs and header. Check condition of gibs and sills. Clean and check alignment of electric eyes and reflector/receiver. Check eccentric rollers for proper clearance.

## 7.7 HOISTWAY DOORS - CAR TOP:

Clean car top. Check leveling switches. Lubricate and clean car fan or blower.

## 7.8 HOISTWAY - CAR

Check all sheave fastenings and grooves. Check sheave grooves for wear. Check adjustment of car counterweight shoes and/or roller guides. Lubricate guide shoe stems. Lubricate sheaves.

## 7.9 RETIRING CAM:

Check retiring cam for proper operation. Lubricate pivot points.

**SEMI - ANNUALLY - (26 weeks)**

## 7.10 CONTROLLER:

Clean dust from controller and filters. Check all resistance tubes, grids and connections.

## 7.11 MECHANICAL SELECTOR DRIVE:

Check and Clean switches, floor contacts, brushes and holders. Check springs, shunts and fastenings. Check condition of travel cable wire. Check wire connections for tightness. Check and lubricate selector sheaves, gearing and advancing mechanism. Check condition of selector cable or tape, hitches. Check operation of slack cable switch.

## 7.12 MACHINE:

Check tachometer brush length and clean out carbon dust. Return brush to original position and holder.

## 7.13 HOISTWAY DOORS - CAR TOP:

Check TM switches contacts, cams, spring and roller. Check encoder drive wheel, coupling and running surface.

## 7.14 HOISTWAY - CAR:

Check car and counterweight safeties for proper clearance. Clean and lubricate pivots. Check travel cable for damage. Check limit switches by hand for proper operation. Clean limit switch contacts, roller and check for wear. Check limit switch cam alignment. Check oil level in buffers. Check alignment of buffer to strike plate. Make sure fastenings are secure. Check main and counterweight rail block ups, jack bolts or shims. Check overhead rail clearance. Check D.B.G.

## 7.15 ROPES:

Check all hoist ropes sheaves for wear. Check rope height at hoist machine using a straight edge across drive sheave. Check for equal hoist rope tension. Make certain shackles, nuts, and cotter pins are in place. Check hoist rope wear, rouge and diameter. Check governor rope for wear, rouge and diameter. Check governor rope cable clamps. Check car and counterweight run-by (striker plate, car and counterweight to buffer). Make certain releasing carrier fastening is secure. Check compensating chain/rope fastenings and hitches.

## 7.16 GOVERNOR:

Check and clean electrical contacts. Check circuit integrity.

**ANNUALLY - (52 weeks)**

## 7.17 CONTROLLER:

Check wire connections for tightness and relay shunts for wear. Check power supply and calibration voltages. Lubricate contactor armature shafts. Check settings and operation of overloads. Remove and clean fuses, clean fuse holders. Check, clean and lubricate dampening motor, speed regulator (pilot generator). Check brushes, commutators. Check "static control" for power removal on hoist motor by two (2) independent devices (not required with generator).

## 7.18 MACHINE:

Remove relief plug and grease hoist motor (ball bearing type). Lubricate machine sheave shaft bearings. Check tachometer/encoder for loose or worn coupling and alignment.

## 7.19 MOTOR AND GENERATOR:

Remove relief plug and grease (ball bearing).

## 7.20 BRAKE:

Clean brake plunger. Lubricate as necessary. Check brake voltage(s) and brake timer.

## 7.21 HOISTWAY CAR:

Check operation and adjustment of interlock, hook and pickup roller assemblies. Check condition and alignment of roller and lift rod. Check hood to box clearance. Clean tracks, sheaves/sprockets and chains. Check tracks and sheaves/sprockets for wear and chains for stretch. Check condition of relating cable. Check door closer (reel, weighted, or spring type). Check condition for door gibs, sills, and struts. Check for proper running clearance between door panels, door jambs and header. Check eccentrics for .005" clearance. Check all car mounted cams and switches. Check each cab stabilizer.

## 7.22 HOISTWAY - CAR:

Check terminal slowdown cam fastenings. Clean hoist way, rails, counterweights and car sides. Check fascia slip joints for free vertical movement. Make certain fastenings are secure. Check travel cable for damage, twisting or chafing. Make certain fastenings are secure. Check hoist way duct for distortion, shrinkage or bowing. Check guide rail clips, brackets and fastenings for tightness. Lubricate slide type rail clips. Check stiles for cracks, bends, rust, loose bolts. Check slant rods and nuts for tightness.

## 7.23 ROPES:

Lubricate hoist ropes as necessary.

## 7.24 SAFETY TESTS:

Perform the one (1) year inspection and test requirements for car and counterweight safeties and buffers in accordance with Rule 1002.2 ASME A17.1.

**60 MONTH - (5 years)**

## 7.25 SAFETY TESTS:

Perform the five (5) year full load safety test requirements for car and counterweight safeties, governors, buffers and brake in accordance with Rule 1002.3 ASME A17.1.

**8 HYDRAULIC ELEVATING EQUIPMENT:****QUARTERLY - (13 weeks)**

## 8.1 CONTROLLER:

Check peak and system clocks for correct time.

## 8.2 MECHANICAL SELECTOR DRIVE:

Clean and apply light film of oil on tape, cable or chains.

## 8.3 PUMP UNIT

Check the V belts for wear and correct tension. Check gaskets and hoses for deterioration

## 8.4 DOOR AND GATE OPERATOR:

Check, clean and lubricate operator. Check cams and micro switches. Check tightness of cam set screws, levers and fastenings. Check door torque, setting no to exceed 30 lbs (133N). Check nudging operation. Check door opening and closing speed. All group cars must be equal. Check belt tension and shaft bearing for wear. Make certain door operator cover is securely fastened.

## 8.5 CAR DOORS:

Check, door clutch and restrictive clutch operation, wear, clearance and alignment. Lubricate pivot points. Make certain safety edge mountings are secure. Lubricate pivot points. Check condition of nylon retracing clip. Check and clean tracks, sheaves, sprockets and chains. Check relating cable. Disassemble and clean door (gate) contact. Check door (gate) roller for wear. Check for contact wipe. Check for proper running clearance between door panels, door jambs and header. Check condition of gibs and sills. Clean and check alignment of electric eyes and reflector/receiver. Check eccentric rollers for proper clearance.

8.6 HOISTWAY - CAR TOP:

Clean car top. Check leveling switches. Lubricate and clean car fan or blower. Check oil reservoir levels in rail lubricators.

8.7 HOISTWAY - CAR:

Clean all sheave fastenings and grooves. Check sheave grooves for wear. Check adjustment of car shoes and/or roller guides. Lubricate guides shoes stems.

8.8 RETIRING CAM:

Check retiring cam for proper operation. Lubricate guides pivot points.

**SEMI-ANNUALLY - (26 weeks)**

8.9 CONTROLLER:

Clean dust from controller and filters. Check all resistance tubes, grids and connections.

8.10 MECHANICAL SELECTOR DRIVE:

Check and clean switches, floor bars contacts, brushes and holders. Check springs, shunts and fastenings. Check condition of travel cable wire. Check wire connections for tightness. Check condition of selsyn motor brushes. Check and lubricate selector sheaves and gearing. Check condition of selector cable or table and hitches. Check operation of slack cable switch.

8.11 CAR DOORS:

Check and clean tracks, sheaves sprockets and chains. Check relating cable.

8.12 HOISTWAY - CAR:

Check limit switches by hand for proper operation. Clean limit switch contacts, rollers and check wear. Check limit switch cam alignment. Check oil levels in buffers. Check alignment of buffer to strike plate. Make sure fastenings are secure.

**ANNUALLY - (5 weeks)**

8.12 CONTROLLER:

Check wire connections for tightness and relay shunts for wear. Check power supply and calibration voltages. Check low oil protection timer for proper operation. Check settings and operation of overloads. Remove and clean fuses, clean fuse holders.

## 8.13 PUMP UNIT:

Lubricate pump motor per manufacture's instruction. Check valves, muffler and mounting for tightness.

## 8.14 HOISTWAY DOORS - CAR TOP:

Check operation and adjustment of interlock, hook and pickup roller assemblies. Check conditions and alignment of roller and lift rod. Check hook to box clearance. Clean tracks, sheaves/sprockets and chains. Check tracks and sheaves/sprockets for wear and chains for stretch. Check condition of relating cable. Check door closer (reel, weighted, or spring type). Check condition for door gibs, sills and struts. Check for proper running clearance between door panels, door jambs and header. Check eccentrics for .005" clearance. Check all car mounted cams and switches. Check each stabilizer.

## 8.15 HOISTWAY - CAR:

Check supports for hydraulic pipe. Check terminal slowdown cam fastenings. Make sure piston and platen plate fastening are secure. Clean hoist way, rails and car side. Check travel cables for damage, twisting or chafing. Make certain fastenings are secure. Check guide rail clips, brackets and fastenings for tightness. Check stiles for cracks, bends, rust, or loose bolts. Check slant rods and nuts for tightness.

## 8.16 SAFETY TESTS:

Perform the one (1) year inspection and test requirements to relief valves, cylinders, flexible hose and fittings, pressure switch and slack rope device in accordance with Rule 1005.2 ASME A17.1

**60 MONTHS - (5 years)**

## 8.17 SAFETY TESTS:

Perform the five (5) year inspection and test requirements for governors, safeties and oil buffers in accordance with Rule 1005.4 ASME A17.1.

## 9. ESCALATOR EQUIPMENT:

**MONTHLY - (4 weeks)**

- 9.1 Run escalator in reverse direction for a short period.
- 9.2 Thoroughly clean the machine. Check the machine bearings for excessive heating. Check the oil level in the machine and examine for oil leaks.
- 9.3 Press each stop button and check for proper stopping distance. Observe that the brake action is correct. Adjust brake as required. Test all skirt switches.
- 9.4 Check step chain for proper tension and lubricate. Check sprockets.
- 9.5 Clean truss pans, well ways, and top and bottom pans of all debris.

**SEMI-ANNUALLY - (26 weeks)**

- 9.6 Check handrail guides, newel and rollers.
- 9.7 Check handrail motion detectors, handrail tension, handrail appearance, brush guards, moldings and clearances.
- 9.8 Check step clearances, up-thrust, alignment, switches and appearance.
- 9.9 Check motor commutators, renew or reseat brushes as required.

- 9.10 Check mainline switch fuses for heating.
- 9.11 Trip governor by hand. Check all parts of the mechanism for freeness and clean and lubricate as required.
- 9.12 Vacuum clean the motor (do not use a blower).
- 9.13 Examine the machine gear teeth for wear.
- 9.14 Examine the drive chain for wear.
- 9.15 Clean the controller, examine all equipment and replace worn parts. Tighten all power circuit wiring connections. Pay particular attention to overload relay wire connections.
- 9.16 Check overloads to ensure that they are correctly set.

#### **ANNUALLY - (52 weeks)**

- 9.17 Remove steps for a thorough inspection, lubricate and adjust equipment as required. Inspect step welds. Slide step axle bushings to center of axle, clean and lubricate.
- 9.18 Steam clean thoroughly all steps and other parts of the escalator
- 9.19 Clean truss, pan underside of steps.
- 9.20 Check condition of track for wear, joints, wheel clearances both laterally and vertically.
- 9.21 Check step chain for wear, and lubrication of side bars and pin connector holes.
- 9.22 Check setting and operation of all safety devices, including skirt switches, handrail switches, broken chain switches, tension devices, etc.
- 9.23 Check operation of tension carriage, clearances. Lubricate rollers and pivots as required.
- 9.24 Check tightness of main sprockets on shaft and the condition and lubrication of main bearings.
- 9.25 Check handrail chain, countershaft bearings, and sprockets. Check setting and wear of tangential and step guides. Lubricate as required.
- 9.26 Check upper landing handrail sheave bearings, sprockets and handrail tension device. Clean and lubricate as required.
- 9.27 Clean surface of handrail tension rollers. Check and lubricate handrail guide wheels.
- 9.28 Check lower handrail sheave bearings and rollers, lubricate as required.
- 9.29 Reassemble and check entire unit for running clearances and operation.
- 9.30 Keep the exterior of the machinery clean and properly painted if previously painted.
- 9.31 Keep escalator machine room floors clean and properly painted.

#### **10 CAB AND LOBBY LIGHTING (As required)**

- 10.1 The Contractor will be responsible for maintaining sufficient lighting levels in the elevator cars and elevator lobby. This applies to all elevators under maintenance.
- 10.2 While replacing lights and control circuit elements, the contractor must use same or equivalent type of material
- 10.3 Consumables required for such upkeep of lighting levels will be supplied by Central Zone Maintenance Manager
- 10.4 Maintenance of lights and electrical control gear will be the responsibility of Facilities and Transportation Department.

#### **SECTION 3 - PERFORMANCE STANDARDS:**

It is the intent of this specification that the elevator equipment be maintained so as to preserve the operating characteristics in accordance with the manufacturer's design.

The following are performance levels which are a part of the original design and which shall be maintained at all times.

A. Rated (contract) speed of all elevators, escalators, dumbwaiters and lifts. Variance from rated speed, regardless of load, shall not exceed the following:

1. Hydraulic Elevators	$\pm 20\%$
2. Geared Elevators	$\pm 5\%$
3. Gearless Elevators	$\pm 5\%$
4. Escalators	$\pm 5\%$
5. Dumbwaiter & Lifts	$\pm 5\%$

B. Motion and Performance Times.

C. Accuracy of leveling shall be measured under all load conditions. An accuracy of leveling with 1/2 in. (13mm) of the floor is required.

D. Opening and closing times for all hoist way and car doors shall be within limits of ASME A17.1 Safety Code of Elevators and Escalators, latest edition.

E. Door reversal devices, detectors and/or all passenger sensor devices.

F. Variable car and hall door open times.

G. Individual car and group operations and devices.

H. Firefighters' Service emergency power operation and emergency car lights and alarm bells.

1. For the purpose of these specifications, the following performance criteria shall apply:

A. Motion Time is the elapsed time measured in seconds from start of car movement until car is stopped within a predetermined stopping zone. Measured at a typical adjacent landing.

B. Performance Time is the elapsed time measured in seconds from the start of closing to doors open 32 in. (813mm) at an adjacent floor, with a car in a specified stopping zone. Measured using a typical floor height.

C. Door opening time is the elapsed time measured in seconds from the time of start of car door opening motion, with door full closed, until car door full opened and until car door motion stops, measured at a typical landing.

D. Door closing time is the elapsed time measured in seconds from the time of start of car door closing motion, from door full open, until car door opening motion stops. Measured at a typical landing.

E. Door Closing Force. The force necessary to prevent closing of the hoist way door (or the car door or gate if power operated) from rest shall be not more than 30 foot pound (133N). This force shall be measured on the leading edge of the door with the door at any point between 1/3 and 2/3 of its travel. Door closing force shall not exceed the requirements of Rule 112.4 ASME A17.1.

2. NOISE AND VIBRATION CONTROL:

Elevator equipment, shall be maintained and adjusted to meet the performance specified herein within the following parameters with tests performed in accordance with Vibration Measurements as defined in NEII Vertical Transportation Standards, Latest Edition.

A. Horizontal acceleration within cars during all riding and door operating conditions shall not exceed 25 mg peak in the 1 to 10Hz range.



Door Opening (in.)	30	32	34	36	38	40	42	44	46	48	54	60	66	72
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**SINGLE SPEED SIDE OPENING (SSSO):**

Open	2.3	2.4	2.5	2.5	2.6	2.7	2.7							
Close	3.0	3.2	3.4	3.6	3.7	3.8	3.8							

**TWO SPEED SIDE OPENING (2SSO):**

OPEN				2.1	2.2	2.3	2.4	2.5	2.6	2.7	3.3	3.9	4.5	5.1
CLOSE				3.3	3.5	3.6	3.7	3.8	4.0	4.5	5.0	5.5	5.6	6.1

**SINGLE SPEED CENTER OPENING (SSCO):**

OPEN				1.5	1.6	1.6	1.7	1.8	1.8	1.9	2.3	2.5	2.7	2.9
CLOSE				2.1	2.2	2.3	2.4	2.5	2.7	2.9	3.2	3.5	3.8	4.1

**TWO SPEED CENTER OPENING (2SCO):**

OPEN							1.8	1.9	2.0	2.1	2.3	2.5	2.7	2.9
CLOSE							2.1	2.2	2.4	2.5	2.8	3.0	3.3	3.6

**SECTION 4 - CODES AND STANDARDS:**

7.1 All Preventive Maintenance Practices including, but not limited to Examinations, cleaning, painting lubrication, adjusting, parts replacement, repairs and testing on all parts of the vertical transportation equipment, performed under this Specification shall comply with all applicable requirements of the Latest Editions of the following Codes and Standards, including all revisions and authorized changes.

1. **ASME A17.1** Safety Code for Elevators and Escalators
2. **ASME A17.2.1** Inspector's Manual for Electric Elevators
3. **ASME A17.2.2** Inspector's Manual for Hydraulic Elevators
4. **ASME A17.2.3** Inspector's Manual for Escalators
5. **ASME A17.3** Safety Code for Existing Escalators
6. **ASME A17.5** Elevator and Escalator Electrical Equipment
7. **ANSI/NFPA 70** National Electrical Code
8. **IEEE** Institute of Electrical and Electronic Engineers
9. **ADAAG** Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities
10. **ANSI A117.1** Specifications for Making Building and Facilities Accessible to and Usable by Physically Challenged People
11. **UFAS** Uniform Federal Accessibility Standards
1. **VTS/NEII** Vertical Transportation Standards for Elevators, Escalators and Dumbwaiters

12. **NFPA 101** Life Safety Code
13. **SBC** Southern Building Code
14. **GA CODE** Georgia Laws and Rule Regulating Escalators and Elevators

**Where Codes and Standards conflict, the stringent requirement(s) shall supersede.**

**SECTION 8**  
**GENERAL CONDITIONS**

**BIDDER COMPETENCE AND QUALIFICATIONS:**

1. The Bidder shall be competent and experienced in the field of elevator service with a minimum of five (5) years prior experience on comparable or more complex elevating equipment and currently have service contracts on similar equipment.
2. The bidder(s) shall have a local service office and demonstrate the ability to answer trouble calls, during normal business hours (7:00 A.M. to 6:00 P.M.), within one-half (1/2) hour, for passenger entrapment and within one (1) hour for other calls. Normal work hours for the County are 8:00 A.M. to 5:00 P.M. Monday through Friday, excluding designated County holidays.
3. Contractor must have arrangements to respond to entrapment and emergency calls made after normal hours of work. Contractor must respond to such calls within one (1) hour of receipt of call. Please see Section 1- Paragraph 4.11 also.
4. Contractor shall have at least two (2) personnel on duty in the downtown location (defined as the County's Government and Judicial Center Complexes) between the hours of 7:00 A.M. and 6:00 P.M. on regularly schedule County workdays. The personnel posted shall consist of at least the categories and staffing levels shown below.
  - Technician – (2) Two
  - OR**
  - Technician – (1) One and
  - Helper – (1) One

**A list of designated personnel must be submitted to the Central Zone Manager at the beginning of the contract period and these personnel shall not be substituted or removed from defined down town areas without prior approval from the Central Zone Manager**

Contractor shall furnish a list of personnel and a defined route for regular maintenance in all facilities located outside of down town location

Response time for calls made from locations outside the down town designated facilities shall be as follows:

Emergency Calls:	Response within one-half (1/2) hours of call
High Priority Calls:	Response within four (4) hours of call
Routine Calls:	Response within eight (8) hours of call

The Bidder shall provide the following information with the bid (All statements shall be dated and signed by an authorized agent, representative or employee of Bidder, with title of position):

1. A statement that the firm is regularly engaged in the business of installing and/or servicing equipment of the same type and character as this project
2. A complete list of projects which have been completed locally. List shall include company name, address, contact person and telephone number. This requirement shall mean past and present customers

3. A list including names of personnel directly employed by the bidder, whose responsibilities include management, coordinating, installing and servicing elevating equipment, giving the length of time each has been employed by the bidder, training, certification and the amount of experience each has in similar projects
4. A signed statement confirming compliance to Paragraph 2 Section 1
5. A signed statement confirming compliance to Paragraph 3 Section 1 clearly indicate what the response system will be
6. A signed statement indicating the number of personnel that will be dedicated against requirements in Paragraph 4 Section 1 and 5 Section 2
7. A signed statement confirming compliance to requirements in Paragraph 6 Section 2
8. An outline of office and warehousing facilities with a complete list of equipment and parts to properly install and/or maintain equipment for this project.
9. A statement agreeing to allow the inspection of these facilities by the Owner or Owner's Vertical Transportation Consultant,
10. A list of technical information and engineering data to prove the bidder's technical capacity to perform,
11. A current financial statement,
12. A bid bond in the amount of five percent (5%) of the annual (12 month) bid amount plus proof of ability to provide a performance and payment bond in the amount of 100% of the total bid and the required insurance. Any limitations of bonds shall be outlined.
13. A description of any factors that would strengthen the Bidder's position to be considered as an approved Vendor for this project.
14. All pages of this Invitation for Bid, with all blanks properly filled in.
15. Listing of all equipment covered showing monthly cost for each item.
16. Any additional attachments needed to complete or clarify the bid.

PLEASE NOTE THAT THE BID WILL BE CONSIDERED NON-RESPONSIVE IF THE SUBMITTAL REQUIREMENTS SHOWN ABOVE ARE NOT SATISFIED.

**SECTION 9****SPECIAL CONDITIONS****INSPECTION OF EQUIPMENT AND CONDITIONS AT JOB SITE:**

The equipment is offered in an "As Is" condition. The bidder must submit along with the bid, an evaluation of any pre-existing defects in any of the elevators. Include the cost of any such necessary corrections.

1. No claims shall be allowed for correction of deficiencies claimed to exist prior to award of contract unless they have been clearly detailed in the bid response.

2. **BILLING PROCEDURE:**

A monthly billing shall be rendered for regular monthly maintenance service and any Owner approved extra work, broken down by building name, building asset number, and equipment number along with the purchase order where applicable. A brief description of the work performed must appear on the bill. Lump sum billings shall not be allowed.

3. **EXTRA BILLING RATES:**

Any regular time or overtime work not otherwise included in the contract shall be billed to the Owner as an extra charge at the Contractor's billing rates as specified on the bid form.

- 3.1 Extra billing will not be admitted for re-calls made for power outage situations and where resetting the equipment will be performed by Elevator Mechanics.
- 3.2 All invoices requiring extra billing must be supported by time sheet/s approved by authorized representative of Facilities and Transportation Department

4. **TIME SHEETS/TIME TICKETS:**

A time sheet or ticket shall be submitted to the Owner for approval upon completion of maintenance and/or repair. The time sheet and ticket shall include the date and time the work was performed and the building name, building asset number, elevator number and a detailed description of the work performed. Additionally, the time sheet will include the Fulton County Customer Service Center Service Order/Work Order number on all tickets AND invoices.

- 4.1 The contractor will be required to complete services against Service Orders generated by Facilities and Transportation Department's Customer Service Center on repairs called in by tenant. Contractor will report back to the Customer Service Center after completion of the emergency Service Order.

5. **ADDITION OR DELETION OF EQUIPMENT:**

Equipment may be added during the contract term, in the form of a change order to the original contract, at a unit price agreed to by both parties. Deleted units shall reduce the contract price by the same amount as originally included in the Contractor's bid.

## 6. WIRING DIAGRAMS:

The successful Contractor shall provide to the Owner, a clean set of reproducible wiring diagrams covering all changes, modification, etc., which took place during the contract term. The diagrams are to be furnished to the Owner immediately following modifications at the sole expense of the Contractor. Any and all wiring diagrams, maintenance manuals and parts list, furnished by the owner, remain the property of the Owner and shall be delivered to the Owner, thirty (30) days prior to the expiration of this contract.

## 7. CHECK-IN/CHECK-OUT:

The Contractor's personnel shall check in with the Owner's representative prior to commencing work and check out after completing the work. This requirement applies to regular maintenance, repair and call backs. The following procedures will be used for problem reporting:

- A. When an elevator-related maintenance deficiency is noted by the County, Facilities and Transportation Department's Customer Service Center (hereafter referred to as the "CSC"), will notify Contractor of the deficiency. Contractor hereby certifies that a local phone number will be useable as a means to contact the appropriate on-call, and as necessary, other service personnel, twenty-four (24) hours per day, seven (7) days a week throughout the term of this contract. The CSC will provide Contractor with the following information:

Building name and number  
Elevator number and location  
The time of the incident  
The reported problem

- B. When the elevator is repaired or fixed by Contractor, the Contractor's elevator mechanic will call the CSC and notify them that the elevator is back in service
- C. When an elevator is being taken out of service for maintenance and upon completion the work, the Contractor will notify the Central Zone Manager CSC of the related status.

The owner's representative shall provide Contractor's personnel with a list of any other problems in addition to those reported through the established reporting procedures that require the Contractor's attention.

## 8. ANALYSIS AND ADJUSTMENTS:

Elevators operating under a Group Supervisory System shall operate at all times in accordance with design specifications as originally installed. A computerized traffic analysis shall be performed annually to ensure optimum performance. All necessary adjustments shall be included to maintain appropriate operation. Any computerized traffic analysis shall be for a consecutive five (5) day (Monday through Friday) twenty-four (24) hour period. The Contractor will provide a copy of the results of the computerized traffic analysis to Fulton County Facilities and Transportation Department.

## 9. CONTINUITY OF SERVICES:

The Contractor will correct any and all failures which take any equipment out of service within two (2) regular workdays from the day of the failure. If the equipment is not back in service by such time, the Owner shall receive a credit to the monthly preventive maintenance payment prorated for the period the equipment was out of service.

## 10. INSPECTION FEES

Inspections fees charged by State Enforcing Authorities shall be paid by the Owner. Fees for re-inspection due to failure to eliminate deficiencies covered by this Specification will be paid by the Owner and deducted from fees otherwise due the Contractor.

## 11. REPAIRS, PARTS AND ADJUSTMENTS

All repairs, replacement parts and/or adjustments called for shall be performed in full compliance with the latest editions of ASME A17.1 Safety Code for Elevators and Escalators and ASME A17.2.1, ASME A17.2.2 and ASME A17.2.3 Inspector's Manuals, including amendments thereto and with applicable regulations of the State of Georgia and Fulton County. In case of conflict, the more stringent regulations apply.

## 12. OWNER'S RIGHT TO INSPECT AND REQUIRE WORK:

Owner or its authorized representative(s) reserves the right to make such inspections and tests as are necessary to ascertain that the requirements of this contract are being fulfilled. The Owner's right to make inspections or tests may be exercised by its elevator consultant, as it may designate, who will, if the Owner so advises, have the same authority to inspect and test as the Owner, as provided hereunder. Contractor agrees to furnish personnel and tools necessary to conduct such tests. Deficiencies reported shall be promptly corrected at Contractor's expense. If Contractor fails to perform the work required by the terms of this contract in a diligent and satisfactory manner, Owner may, in addition to any other remedies Owner may have, after ten (10) days written notice to Contractor, perform or cause to be performed all or any part of the work required hereunder. Contractor agrees that it shall reimburse Owner for any expenses incurred by Owner in exercising its right under this item, and Contractor agrees that Owner, in Owner's sole and obsolete discretion, may deduct the amount of such expenses from any sum owing to Contractor.

## 13. WARRANTY:

Owner's request shall, at Owner's option, release Owner from any obligations under this contract. Contractor warrants that the elevator maintenance services will be provided to Owner in accordance with the terms of this contract and with prevailing industry standards for elevator and escalator maintenance services. Contractor shall use its best efforts under the circumstances to remedy any delays, interruptions, omissions, mistakes, accidents or errors in such services and restore any service to compliance with the terms of this contract.

## 14. ASSIGNMENT:

Contractor, shall not without prior written consent of the Owner, assign, in whole or part, its interest in or the rights to or obligations under this contract to a third party.

## SECTION 10

## PRICING FORMS

## FIRST YEAR CONTRACT PERIOD

## A. Contract Price:

The Contractor bids the total sum of \$\_\_\_\_\_ (A1) per month for an initial one (1) year period (**From January 1, 2013 Through December 31, 2013**). (Bidder shall attach a sheet which shows monthly cost for each piece of equipment listed in Exhibit 1-Attachment A for our records)

This is the same as \$\_\_\_\_\_ (A2) per year (12 x the monthly bid above) for all items.

## B. Extra Billing Rates:

The Contractor bids the following extra billings rates for any regular time and overtime work not otherwise include.

Regular Working Hours: \$\_\_\_\_\_ per hour (One (1) Technician) (A3)

Regular Working Hours: \$\_\_\_\_\_ per hour (Technician & Helper) (A4)

Overtime Working Hours: \$\_\_\_\_\_ per hour (One (1) Technician) (A5)

Overtime Working Hours: \$\_\_\_\_\_ per hour (Technician & Helper) (A6)

Sundays and County Holidays: \$\_\_\_\_\_ per hour (One (1) Technician) (A7)

Sundays and County Holidays: \$\_\_\_\_\_ per hour (Technician & Helper) (A8)

## SECOND YEAR OF CONTRACT (From January 1, 2014 Through December 31, 2014)

## A. Contract Price:

The Contractor bids the total sum of \$\_\_\_\_\_ (B1) per month for additional one (1) year period (**From January 2014 Through December 2014**) (Bidder shall attach a sheet which shows monthly cost for each piece of equipment listed in Exhibit 1-Attachment A for our records)

This is the same as \$\_\_\_\_\_ (B2) per year (12 x the monthly bid above) for all items.

## B. Extra Billing Rates:

The Contractor bids the following extra billings rates for any regular time and overtime work not otherwise include.

Regular Working Hours: \$\_\_\_\_\_ per hour (One (1) Technician) (B3)

Regular Working Hours: \$\_\_\_\_\_ per hour (Technician & Helper) (B4)

- Overtime Working Hours: \$ \_\_\_\_\_ per hour (One (1) Technician) (B5)
- Overtime Working Hours: \$ \_\_\_\_\_ per hour (Technician & Helper) (B6)
- Sundays and County Holidays: \$ \_\_\_\_\_ per hour (One (1) Technician) (B7)
- Sundays and County Holidays: \$ \_\_\_\_\_ per hour (Technician & Helper) (B8)

**THIRD YEAR OF CONTRACT (From January 1, 2015 Through December 31, 2015)**

A. Contract Price:

The Contractor bids the total sum of \$ \_\_\_\_\_ (C1) per month for option year **PERIOD (From January 2015 Through December 2015)**. (Bidder shall attach a sheet which shows monthly cost for each piece of equipment listed in Exhibit 1-Attachment A for our records)

This is the same as \$ \_\_\_\_\_ (C2) per year (12 x the monthly bid above) for all items.

B. Extra Billing Rates:

The Contractor bids the following extra billings rates for any regular time and overtime work not otherwise include.

- Regular Working Hours: \$ \_\_\_\_\_ per hour (One (1) Technician)
- Regular Working Hours: \$ \_\_\_\_\_ per hour (Technician & Helper)
- Overtime Working Hours: \$ \_\_\_\_\_ per hour (One (1) Technician)
- Overtime Working Hours: \$ \_\_\_\_\_ per hour (Technician & Helper)
- Sundays and County Holidays: \$ \_\_\_\_\_ per hour (One (1) Technician)
- Sundays and County Holidays: \$ \_\_\_\_\_ per hour (Technician & Helper)



# FULTON COUNTY

*Vision*  
*People Families Neighborhoods*

*Mission*  
*To serve, protect and govern in concert with local municipalities*

*Values*  
*People Customer Services*  
*Ethics Resource Management*  
*Innovation Equal Opportunity*

**CONTRACT DOCUMENTS FOR**

**PROJECT NUMBER**

**PROJECT TITLE**

**For**

**DEPARTMENT NAME**

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# CONTRACT AGREEMENT

Contractor: *[Insert Contractor Name]*

Contract No.: *[Insert Project Number and Title]*

Address: *[Insert Contractor Address]*  
City, State

Telephone: *[Insert Contractor telephone #]*

Email: *[Insert Consultant Email]*

Contact: *[Insert Contractor Contact Name]*  
*[Insert Contractor Contact Title]*

This Agreement made and entered into effective the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia, hereinafter referred to as "**County**", and **[Insert Contractor Company Name]** to provide professional consulting services in Georgia, hereinafter referred to as "**Contractor**".

## WITNESSETH

WHEREAS, County through its *[Insert User Department Name]* hereinafter referred to as the "**Department**", desires to retain a qualified and experienced Contractor to perform *[Insert project description/services to be provided]*, hereinafter, referred to as the "**Project**".

WHEREAS, Contractor has represented to County that it is experienced and has qualified and local staff available to commit to the Project and County has relied upon such representations.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, County and Contractor agree as follows:

## ARTICLE 1. CONTRACT DOCUMENTS

County hereby engages Contractor, and Contractor hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following contract documents:

- I. Form of Agreement;
- II. Addenda;
- III. Exhibit A: General Conditions;
- IV. Exhibit B: Scope of Work
- V. Exhibit C: Compensation;
- VI. Exhibit D: Purchasing Forms;

- VII. Exhibit E: Contract Compliance Forms;
- VIII. Exhibit F: Insurance and Risk Management Form;
- IX. Exhibit G: Payment & Performance Bonds (if applicable)

The foregoing documents constitute the entire Agreement of the parties pertaining to the Project hereof and is intended as a complete and exclusive statement of promises, representations, discussions and agreements oral or otherwise that have been made in connection therewith. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to Fulton County Policy and Procedure 800-6 governing change orders, is signed by the County's and the Contractor's duly authorized representatives, and entered upon the meeting minutes of the Fulton County Board of Commissioners.

If any portion of the Contract Documents shall be in conflict with any other portion, the various documents comprising the Contract Documents shall govern in the following order of precedence: 1) the Agreement, 2) the Bid document, 3) any Addenda, 4) change orders, 5) the exhibits, and 6) portions of Contractor's proposal that was accepted by the County and made a part of the Contract Documents.

The Agreement was approved by the Fulton County Board of Commissioners on **[Insert Board of Commissioners approval date and item number]**.

#### ARTICLE 2. **SEVERABILITY**

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

#### ARTICLE 3. **DESCRIPTION OF PROJECT:**

County and Contractor agree the Project is to perform **[Insert project description]**. All exhibits referenced in this agreement are incorporated by reference and constitute an integral part of this Agreement as if they were contained herein.

#### ARTICLE 4. **SCOPE OF SERVICES**

Unless modified in writing by both parties in the manner specified in the agreement, duties of Contractor shall not be construed to exceed those services specifically set forth herein. Contractor agrees to provide all services, products, and data and to perform all tasks described in Exhibit B, Scope of Services.

#### ARTICLE 5. **SERVICES PROVIDED BY COUNTY**

Contractor shall gather from County all available non-privileged data and information pertinent to the performance of the services for the Project. Certain services as described in Exhibit C, Scope of Services, if required, will be performed and furnished by County in a timely manner so as not to unduly delay Contractor in the performance of said obligations. County shall have the final decision as to what data and information is pertinent.

County will appoint in writing a County authorized representative with respect to work to be performed under this Agreement until County gives written notice of the appointment of a successor. The County's authorized representative shall have complete authority to transmit instructions, receive information, and define County's policies, consistent with County rules and regulations. Contractor may rely upon written consents and approvals signed by County's authorized representative that are consistent with County rules and regulations.

#### ARTICLE 6. MODIFICATIONS

If during the course of performing the Project, County and Contractor agree that it is necessary to make changes in the Project as described herein and referenced exhibits, such changes will be incorporated by written amendments in the form of Change Orders to this Agreement. Any such Change Order and/or supplemental agreement shall not become effective or binding unless approved by the Board of Commissioners and entered on the minutes. Such modifications shall conform to the requirements of Fulton County Policy 800-6, which is incorporated by reference herein.

#### ARTICLE 7. SCHEDULE OF WORK

Contractor shall not proceed to furnish such services and County shall not become obligated to pay for same until a written authorization to proceed (Notice to Proceed) has been sent to Contractor from County. The Contractor shall begin work under this Agreement no later than five (5) days after the effective date of notice to proceed.

#### ARTICLE 8. CONTRACT TERM

***[Insert contract term and any renewal options]***

## ARTICLE 9. COMPENSATION

Compensation for work performed by Contractor on Project shall be in accordance with the payment provisions and compensation schedule, attached as Exhibit C, Compensation.

The total contract amount for the Project shall not exceed *[Insert amount approved by BOC]*, which is full payment for a complete scope of services.

## ARTICLE 10. PERSONNEL AND EQUIPMENT

Contractor shall designate in writing a person(s) to serve as its authorized representative(s) who shall have sole authority to represent Contractor on all matters pertaining to this contract.

Contractor represents that it has secured or will secure, at its' own expense, all equipment and personnel necessary to complete this Agreement, none of whom shall be employees of or have any contractual relationship with County. All of the services required hereunder will be performed by Contractor under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

Written notification shall be immediately provided to County upon change or severance of any of the authorized representative(s), listed key personnel or subcontractor performing services on this Project by Contractor. No changes or substitutions shall be permitted in Contractor's key personnel or subcontractor as set forth herein without the prior written approval of the County. Requests for changes in key personnel or subcontractors will not be unreasonably withheld by County.

## ARTICLE 11. SUSPENSION OF WORK

**Suspension Notice:** The County may by written notice to the Contractor, suspend at any time the performance of all or any portion of the services to be performed under this Agreement. Upon receipt of a suspension notice, the Contractor must, unless the notice requires otherwise:

- 1) Immediately discontinue suspended services on the date and to the extent specified in the notice;
- 2) Place no further orders or subcontracts for material, services or facilities with respect to suspended services, other than to the extent required in the notice; and
- 3) Take any other reasonable steps to minimize costs associated with the suspension.

**Notice to Resume:** Upon receipt of notice to resume suspended services, the Contractor will immediately resume performance under this Agreement as required in the notice.

## ARTICLE 12. DISPUTES

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the [insert user department name] designated representative. The representative shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The Contractor shall have 30 days from date the decision is sent to appeal the decision to the County Manager or his designee by mailing or otherwise furnishing to the County Manager or designee, copy of the written appeal. The decision of the County Manager or his designee for the determination of such appeal shall be final and conclusive. This condition shall not be pleaded in any suit involving a question of fact arising under this Agreement, unless the same is fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or is not supported by substantial evidence. In connection with any appeal proceeding under this clause, Contractor shall be afforded an opportunity to be heard and to offer evidence in support of an appeal. Pending any final decision of a dispute hereunder, Contractor shall proceed diligently with performance of the Agreement and in accordance with the decision of the [insert user department name] designated representative.

## ARTICLE 13. TERMINATION OF AGREEMENT FOR CAUSE

- (1) Either County or Contractor may terminate work under this Agreement in the event the other party fails to perform in accordance with the provisions of the Agreement. Any party seeking to terminate this Agreement is required to give thirty (30) days prior written notice to the other party.
- (2) Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.
- (3) **TIME IS OF THE ESSENCE** and if the Contractor refuses or fails to perform the work as specified in Exhibit B, Scope of Services and maintain the scheduled level of effort as proposed, or any separable part thereof, with such diligence as will insure completion of the work within the specified time period, or any extension or tolling there of, or fails to complete said work within such time. The County may exercise any remedy available under law or this Agreement. Failure to maintain the scheduled level of effort as proposed or deviation from the aforesaid proposal without prior approval of County shall constitute cause for termination
- (4) The County may, by written notice to Contractor, terminate Contractor's right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the County may take over the work and perform the same to completion, by contract or otherwise, and Contractor shall be required to provide all copies of finished or unfinished documents prepared by Contractor under this Agreement.

- (5) Contractor shall be entitled to receive compensation for any satisfactory work completed on such documents as reasonably determined by the County.
- (6) Whether or not the Contractor's right to proceed with the work has been terminated, the Contractor shall be liable for any damage to the County resulting from the Contractor's refusal or failure to complete the work within the specified time period, and said damages shall include, but not be limited to, any additional costs associated with the County obtaining the services of another Contractor to complete the project.

#### ARTICLE 14. **TERMINATION FOR CONVENIENCE OF COUNTY**

Notwithstanding any other provisions, the County may terminate this Agreement for its convenience at any time by a written notice to Contractor. If the Agreement is terminated for convenience by the County, as provided in this article, Contractor will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by Contractor which shall itemize each task element and briefly state what work has been completed and what work remains to be done.

If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the government.

#### ARTICLE 15. **WAIVER OF BREACH**

The waiver by either party of a breach or violation of any provision of this Agreement, shall not operate or be construed to be, a waiver of any subsequent breach or violation of the same or other provision thereof.

#### ARTICLE 16. **INDEPENDENT CONTRACTOR**

Contractor shall perform the services under this Agreement as an independent contractor and nothing contained herein shall be construed to be inconsistent with such relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute Contractor or any of its agents or employees to be the agent, employee or representative of County.

#### ARTICLE 17. **RESPONSIBILITY OF CONTRACTOR**

Contractor represents that it has, or will secure at its own expenses, all personnel appropriate to perform all work to be completed under this Agreement;

All the services required hereunder will be performed by Contractor or under the direct supervision of Contractor. All personnel engaged in the Project by Contractor shall be fully qualified and shall be authorized or permitted under applicable State and local law to perform such services.

None of the work or services covered by this Agreement shall be transferred, assigned, or subcontracted by Contractor without the prior written consent of the County.

#### ARTICLE 18. INDEMNIFICATION

Contractor hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor obligation to protect, defend, indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

These indemnity provisions are for the protection of the County indemnities only and shall not establish, of themselves, any liability to third parties. The provisions of this article shall survive termination of this Agreement.

#### ARTICLE 19. COVENANT AGAINST CONTINGENT FEES

Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding

for a commission, percentage, brokerage or contingent fee, excepting bona fide employees maintained by Contractor for the purpose of securing business and that Contractor has not received any non-County fee related to this Agreement without the prior written consent of County. For breach or violation of this warranty, County shall have the right to annul this Agreement without liability or at its discretion to deduct from the Contract Price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

## ARTICLE 20. INSURANCE

Contractor agrees to obtain and maintain during the entire term of this Agreement, all of the insurance required as specified in the Agreement documents, Exhibit G, Insurance and Risk Management Forms, with the County as an additional insured and shall furnish the County a Certificate of Insurance showing the required coverage. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

## ARTICLE 21. PROHIBITED INTEREST

### Section 21.01 Conflict of interest:

Contractor agrees that it presently has no interest and shall acquire no interest direct or indirect that would conflict in any manner or degree with the performance of its service hereunder. Contractor further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

### Section 21.02 Interest of Public Officials:

No member, officer or employee of County during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

## ARTICLE 22. SUBCONTRACTING

Contractor shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of County.

## ARTICLE 23. ASSIGNABILITY

Contractor shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of County. Any attempted assignment or subcontracting by Contractor without the prior expressed written consent of County shall at County's sole option terminate this Agreement without any notice to Contractor of such termination. Contractor binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

#### ARTICLE 24. ANTI-KICKBACK CLAUSE

Salaries of engineers, surveyors, draftsmen, clerical and technicians performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law. Contractor hereby promises to comply with all applicable "Anti-Kickback" Laws, and shall insert appropriate provisions in all subcontracts covering work under this Agreement.

#### ARTICLE 25. AUDITS AND INSPECTORS

At any time during normal business hours and as often as County may deem necessary, Contractor shall make available to County and/or representatives of the County for examination all of its records with respect to all matters covered by this Agreement.

It shall also permit County and/or representative of the County to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. Contractor's records of personnel, conditions of employment, and financial statements (hereinafter "Information") constitute trade secrets and are considered confidential and proprietary by Contractor. To the extent County audits or examines such Information related to this Agreement, County shall not disclose or otherwise make available to third parties any such Information without Contractor's prior written consent unless required to do so by a court order. Nothing in this Agreement shall be construed as granting County any right to make copies, excerpts or transcripts of such information outside the area covered by this Agreement without the prior written consent of Contractor. Contractor shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for eight years from the date of final payment under the Agreement, for inspection by County or any reviewing agencies and copies thereof shall be furnished upon request and at no additional cost to County. Contractor agrees that the provisions of this Article shall be included in any Agreements it may make with any subcontractor, assignee or transferee.

#### ARTICLE 26. ACCOUNTING SYSTEM

Contractor shall have an accounting system, which is established, and maintaining in accordance with generally accepted accounting principles. Contractor must account for cost in a manner consistent with generally accepted accounting procedures, as approved by Fulton County.

#### ARTICLE 27. VERBAL AGREEMENT

No verbal agreement or conversation with any officer, agent or employee of County either before, during or after the execution of this Agreement, shall affect or modify any of the terms of obligations herein contained, nor shall such verbal

agreement or conversation entitle Contractor to any additional payment whatsoever under the terms of this Agreement. All changes to this shall be in writing and the form of a change order in supplemental agreement, approved by the County, and entered on the Minutes of the Board of Commissioners.

#### ARTICLE 28. NOTICES

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

Notice to County, shall be addressed as follows:

***[Insert User Department Representative Position for project]***

***[Insert User Department Address]***

Atlanta, Georgia 30303

Telephone:

Facsimile:

Attention: ***[Insert User Department Representative for project]***

#### **With a copy to:**

Fulton County Department of Purchasing

Purchasing Director

130 Peachtree Street, Suite 1168

Atlanta, Georgia 30303

Telephone: (404) 730-5800

Facsimile: (404) 893-6273

Attention: Felicia Strong-Whitaker, Interim Director

Notices to Contractor shall be addressed as follows:

***[Insert Contractor Representative for project]***

***[Insert Contractor Address]***

Telephone:

Facsimile:

Attention: ***[Insert Contractor Representative for project]***

#### ARTICLE 29. JURISDICTION

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the Fulton County Superior Courts. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the

standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

### ARTICLE 30. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Agreement, Contractor agrees as follows:

Section 30.01 Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin;

Section 30.02 Contractor will, in all solicitations or advertisements for employees placed by, or on behalf of, Contractor state that all qualified applicants, will receive consideration for employment without regard to race, creed, color, sex or national origin;

Section 30.03 Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

### ARTICLE 31. FORCE MAJEURE

Neither County nor Contractor shall be deemed in violation of this Agreement if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to acts of God, civil or military authority, act of public enemy, accidents, fires, explosions, earthquakes, floods or catastrophic failures of public transportation, provided however, that nothing herein shall relieve or be construed to relieve Contractor from performing its obligations hereunder in the event of riots, rebellions or legal strikes.

### ARTICLE 32. OPEN RECORDS ACT

The Georgia Open Records Act, O.C.G.A. Section 50-18-70 et seq., applies to this Agreement. The Contractor acknowledges that any documents or computerized data provided to the County by the Contractor may be subject to release to the public. The Contractor also acknowledges that documents and computerized data created or held by the Contractor in relation to the Agreement may be subject to release to the public, to include documents turned over to the County. The Contractor shall cooperate with and provide assistance to the County in rapidly responding to Open Records Act requests. The Contractor shall notify the County of any Open Records Act requests no later than 24 hours following receipt of any such requests by the Contractor. The Contractor shall promptly comply with the instructions or requests of the County in relation to responding to Open Records Act requests.

### ARTICLE 33. CONTRACTOR'S COMPLIANCE WITH ALL ASSURANCES OR PROMISES MADE IN RESPONSE TO PROCUREMENT

Where the procurement documents do not place a degree or level of service relating to the scope of work, M/FBE participation, or any other matter relating to the services being procured, should any Contractor submit a response to the County promising to provide a certain level of service for the scope of work, M/FBE participation, or any other matter, including where such promises or assurances are greater than what is required by the procurement documents, and should this response containing these promises or assurances be accepted by the County and made a part of the Contract Documents, then the degree or level of service promised relating to the scope of work, M/FBE participation, or other matter shall be considered to be a material part of the Agreement between the Contractor and the County, such that the Contractor's failure to provide the agreed upon degree or level of service or participation shall be a material breach of the Agreement giving the County just cause to terminate the Agreement for cause, pursuant to ARTICLE 14 of the Agreement.

#### ARTICLE 34. INVOICING AND PAYMENT

Contractor shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed during the preceding phase. The County shall review for approval of said invoices. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion.

**Time of Payment:** Invoices for payment shall be submitted to County by the first (1st) calendar day of the month to facilitate processing for payment in that same month. Invoices received after the first (1st) calendar day of the month may not be paid until the last day of the following month. The County shall make payments to Contractor by U.S. mail approximately thirty (30) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term shall supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

**Submittal of Invoices:** Contractor shall submit all invoices in original and one (1) copy to:

***[Insert User Department Representative Position for project]***

***[Insert User Department Address]***

Atlanta, Georgia 30303

Telephone:

Facsimile:

Attention: ***[Insert User Department Representative for project]***

Contractor's cumulative invoices shall not exceed the total not-to-exceed fee established for this Agreement.

Optional: [A narrative of one (1) page only, listing the scope of services billed for shall accompany each invoice.]

**County's Right to Withhold Payments:** The County may withhold payments for services that involve disputed costs, involve disputed audits, or are otherwise performed in an inadequate fashion. Payments withheld by the County will be released and paid to the Contractor when the services are subsequently performed adequately and on a timely basis, the causes for disputes are reconciled or any other remedies or actions stipulated by the County are satisfied. The County shall promptly pay any undisputed items contained in such invoices.

**Payment of Sub-contractors/Suppliers:** The Contractor must certify in writing that all sub-contractors of the Contractor and suppliers have been promptly paid for work and materials and previous progress payments received. In the event the prime Contractor is unable to pay sub-contractors or suppliers until it has received a progress payment from Fulton County, the prime Contractor shall pay all sub-contractors or supplier funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County and in no event later than fifteen days as provided for by State Law.

**Acceptance of Payments by Contractor; Release.** The acceptance by the Contractor of any payment for services under this Agreement will, in each instance, operate as, and be a release to the County from, all claim and liability to the Contractor for work performed or furnished for or relating to the service for which payment was accepted, unless the Contractor within five (5) days of its receipt of a payment, advises the County in writing of a specific claim it contends is not released by that payment.

#### ARTICLE 35. TAXES

The Contractor shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Contractor which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Contractor shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to the County at all reasonable times for inspection and copying. The Contractor shall apply for any and all tax exemptions which may be applicable and shall timely request from the County such documents and information as may be necessary to obtain such tax exemptions. The County shall have no liability to the Contractor for payment of any tax from which it is exempt.

## ARTICLE 36. PERMITS, LICENSES AND BONDS

All permits and licenses necessary for the work shall be secured and paid for by the Contractor. If any permit, license or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Contractor, the Contractor shall not be entitled to additional compensation or time.

## ARTICLE 37. NON-APPROPRIATION

This Agreement states the total obligation of the County to the Contractor for the calendar year of execution. Notwithstanding anything contained in this Agreement, the obligation of the County to make payments provided under this Agreement shall be subject to annual appropriations of funds thereof by the governing body of the County and such obligation shall not constitute a pledge of the full faith and credit of the County within the meaning of any constitutional debt limitation. The Director of Finance shall deliver written notice to the Contractor in the event the County does not intend to budget funds for the succeeding Contract year.

Notwithstanding anything contained in this Agreement, if sufficient funds have not been appropriated to support continuation of this Agreement for an additional calendar year or an additional term of the Agreement, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year of its execution and at the close of each succeeding calendar year of which it may be renewed, unless a shorter termination period is provided or the County suspends performance pending the appropriation of funds.

## ARTICLE 38. WAGE CLAUSE

Contractor shall agree that in the performance of this Agreement the Contractor will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

**IN WITNESS THEREOF**, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

**FULTON COUNTY, GEORGIA**

CONTRACTOR:

***[Insert Contractor COMPANY NAME ]***

---

John H. Eaves, Commission Chair  
Board of Commissioners

ATTEST:

---

***[Insert Name & Title of person authorized to sign contract]***

ATTEST:

---

Mark Massey  
Clerk to the Commission (Seal)

---

Secretary/  
Assistant Secretary

(Affix Corporate Seal)

APPROVED AS TO FORM:

---

Office of the County Attorney

APPROVED AS TO CONTENT:

---

***[Insert Department Head Name  
Insert Department Head Title]***

# **ADDENDA**

Instructions for Users: Acknowledgement(s) of any addenda should be inserted behind this cover sheet.

# **EXHIBIT A**

## **GENERAL CONDITIONS**

Instructions for Users: Insert any General Conditions that were in the solicitation document behind this cover sheet.

Example: "Fulton County Purchasing Department Request For Proposal (RFP) General Requirements".

# **EXHIBIT B**

## **SCOPE OF WORK**

Instructions for Users: Insert the detailed Scope of Work to be provided by the Contractor behind this cover sheet.

# **EXHIBIT C**

## **COMPENSATION**

Instructions for Users: Insert the detailed Compensation to Contractor (payment to contractor providing service) behind this cover sheet.

# **EXHIBIT D**

## **PURCHASING FORMS**

Instructions for Users: Insert the Purchasing forms submitted by the Contractor. Please contact Purchasing to insure you have the correct forms. Insert forms behind this cover sheet.

## **EXHIBIT E**

# **CONTRACT COMPLIANCE FORMS**

Instructions for Users: Insert the Contract Compliance forms submitted by the Contractor. Please contact Contract Compliance to insure you have the correct forms. Insert forms behind this cover sheet.

# **EXHIBIT F**

## **INSURANCE AND RISK MANAGEMENT FORMS**

Instructions for Users: Insert the following information behind this cover sheet.

1. Insurance and Risk Management Provisions from Solicitation Document

The following information should be inserted after you have received submittals from the Contractor:

1. Certificate of Insurance

## **EXHIBIT G**

### **PAYMENT & PERFORMANCE BONDS**

Instructions for Users: The following information should be inserted after you have received submittals from the Contractor.

**EXHIBITS**

**Exhibits 1 - VERTICAL TRANSPORTATION COVERED BY THIS SPECIFICATION  
-1- (Tables in RED indicate equipment's currently not included in the scope of work)**

BUILDING NAME OR NUMBER: GOVERNMENT CENTER (B613052)										
ADDRESS: 141 PRYOR STREET - ATLANTA, GEORGIA										
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED (FPM)	OPEN FRONT	OPEN REAR	INSTALL DATE	
1	PASS	WESTINGHOUSE	GL76944SS1	GLS	3500	500	10	NA	12/87	
2	PASS	WESTINGHOUSE	GL76944SS2	GLS	3500	500	10	NA	12/87	
3	PASS	WESTINGHOUSE	GL76944SS3	GLS	3500	500	10	NA	12/87	
4	PASS	WESTINGHOUSE	GL76944SS4	GLS	3500	500	10	NA	12/87	
5	PASS	WESTINGHOUSE	GL76944SS5	GLS	3500	500	NA	4	12/87	
6	PASS	WESTINGHOUSE	GL7699SS6	GLS	3500	500	10	NA	12/87	
7	FRT	WESTINGHOUSE	GR76946B6AY	WGT	5000	350	10	NA	10/87	

BUILDING NAME OR NUMBER: GOVERNMENT CENTER ASSEMBLY BUILDING (B613012)										
ADDRESS: 141 PRYOR STREET - ATLANTA, GEORGIA										
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED (FPM)	OPEN FRONT	OPEN REAR	INSTALL DATE	
8	PASS	WESTINGHOUSE	H676947	HYD	5000	150	3	NA	10/87	

BUILDING NAME OR NUMBER: GOVERNMENT CENTER MIDRISE (B613022)										
ADDRESS: 141 PRYOR STREET - ATLANTA, GEORGIA										
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED (FPM)	OPEN FRONT	OPEN REAR	INSTALL DATE	
9	PASS	WESTINGHOUSE	HG76948-09	HYD	5000	150	4	NA	10/87	

BUILDING NAME OR NUMBER: GOVERNMENT CENTER PUBLIC SAFETY BUILDING (B613042)										
ADDRESS: 141 PRYOR STREET - ATLANTA, GEORGIA										
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED (FPM)	OPEN FRONT	OPEN REAR	INSTALL DATE	
10	PASS	WESTINGHOUSE	HG76949-10	HYD	4000	150	4	NA	10/87	

11	PASS	WESTINGHOUSE	HG76949-11	HYD	4000	150	4	NA	10/87
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**BUILDING NAME OR NUMBER:** GOVERNMENT CENTER ATRIUM (B613062)  
**ADDRESS:** 141 PRYOR STREET - ATLANTA, GEORGIA

ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED (FPM)	OPEN FRONT	OPEN REAR	INSTALL DATE
12 (DN)	ESC	WESTINGHOUSE	76590-01	WGT	500	90	1	NA	87
13 (UP)	ESC	WESTINGHOUSE	76590-02	WGT	500	90	1	NA	87

**-2- VERTICAL TRANSPORTATION COVERED BY THIS SPECIFICATION: continued**

**BUILDING NAME OR NUMBER:** CENTRAL LIBRARY (B400012)

**ADDRESS:** 1 MARGARET MITCHELL SQUARE - ATLANTA, GEORGIA

ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	WESTINGHOUSE	SO84762-1	WGT	3000	350	8	NA	11/93
2	PASS	WESTINGHOUSE	SO84762-2	WGT	3000	350	8	NA	11/93
3	PASS	WESTINGHOUSE	SO84762-3	WGT	3000	350	8	NA	11/93
4	FRT	WESTINGHOUSE	HG565-4	WGT	4000	350	10	NA	6/78
5	PASS	WESTINGHOUSE	HG17032-A1	HYD	2000	125	2	NA	6/78
6	BC	WESTINGHOUSE	SVCA81099R80	GEAR	8 containers	per minute	4	NA	2/80
7	DW	WESTINGHOUSE	13392	GEAR	500	50	3	NA	2/80

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**BUILDING NAME OR NUMBER:** AUBURN LIBRARY(B451011)

**ADDRESS:** 101 AUBURN AVENUE - ATLANTA, GEORGIA

ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	DOVER	CD1097	WGT	2500	350	4	NA	8/92

2	PASS	DOVER	CD7813	WG	2500	350	4	NA	8/92
3	PASS	DOVER	ER1098	HYD	2500	125	3	NA	8/92

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<b>BUILDING NAME OR NUMBER:</b> PEACHTREE LIBRARY (B420012)									
<b>ADDRESS:</b> 1315 PEACHTREE STREET - ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	DOVER	E86362	HYD	3500	125	5		1986

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<b>BUILDING NAME OR NUMBER:</b> PUBLIC DEFENDER BUILDING (B852012)									
<b>ADDRESS:</b> STREET - ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE

**- 6 - VERTICAL TRANSPORTATION COVERED BY THIS SPECIFICATION: continued**

<b>BUILDING NAME OR NUMBER:</b> 137 PEACHTREE STREET - ATLANTA, GEORGIA									
<b>ADDRESS:</b> 137 PEACHTREE STREET - ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	OTIS	281846	HYD	2000	125	4	NA	12/86
2	PASS	OTIS	281845	HYD	2000	125	4	NA	12/86

<b>BUILDING NAME OR NUMBER:</b> C.M.F. BUILDING (B501022)									
<b>ADDRESS:</b> 895 MARIETTA BOULEVARD - ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	FRT	DOVER	868283	HYD	5000	75	2	2	10/86

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BUILDING NAME OR NUMBER: COLLEGE PARK HEALTH CENTER (B8320013)									
ADDRESS: 1920 JOHN WESLEY AVE. - COLLEGE PARK, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	DOVER	40K848	HYD	4500	125	2		7/1996

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BUILDING NAME OR NUMBER: FULTON COUNTY FAMILY RESOURCES CENTER (B811023)									
ADDRESS: 2836 SPRINGDALE ROAD - ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	DOVER	ED1438	HYD	2000	125	3		6/1992

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BUILDING NAME OR NUMBER: MAIN (ALDREDGE) HEALTH CENTER (B326012)									
ADDRESS: 99 JESSE HILL JR DR. SE - ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	SOUTHEASTERN	99908A	WGT	2500	200	4	NA	1960
2	PASS	SOUTHEASTERN	99908B	WGT	2500	200	4	NA	1960
3	DW	SOUTHEASTERN	RARC031U	GEAR	200	25	3	NA	1960

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BUILDING NAME OR NUMBER: SOUTH FULTON SERVICE CENTER (B602013)									
ADDRESS: 5600 STONEWALL TELL ROAD - COLLEGE PARK, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	SOUTHEASTERN	0889	HYD	3500	125	2		

**VERTICAL TRANSPORTATION COVERED BY THIS SPECIFICATION: continued**

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<b>BUILDING NAME OR NUMBER:</b> NORTH FULTON SERVICE CENTER (B601011)									
<b>ADDRESS:</b> 7741 ROSWELL ROAD - ROSWELL, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	SOUTHEASTERN	6230	HYD	3500	125	2		

**VERTICAL TRANSPORTATION COVERED BY THIS SPECIFICATION (continued):**

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<b>BUILDING NAME:</b> TOM LOWE SHOOTING CENTER 10 METER BUILDING (B229013)									
<b>ADDRESS:</b> 3025 MERK ROAD, SW - ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	LIFT	DOVER		HYD			2		
2	LIFT	NATIONAL WHEEL-O-VATOR	E600155097		550	9 FT/MIN			
3	LIFT	NATIONAL WHEEL-O-VATOR	E600155291		550	9 FT/MIN			

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<b>BUILDING NAME:</b> LEWIS R. SLATON COURTHOUSE OF FC (B600012)									
<b>ADDRESS:</b> 136 PRYOR STREET - ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
13	PASS	SWIFT/OTIS	224472	GLS	3500	400	10		
14	PASS	SWIFT/OTIS	224471	GLS	3500	400	11		
15	PASS	SWIFT/OTIS	224470	GLS	3500	400	10		
16	PASS	SWIFT/OTIS	246516	WGT	4000	400	11		
19	PASS	SWIFT/OTIS	246619	WGT	2500	350	10		

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BUILDING NAME		JUSTICE TOWER (B600052)									
ADDRESS:		185 CENTRAL AVENUE - ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE		
1	PASS	MONTGOMERY	70745	GLS	3500	500	10		9/1993		
2	PASS	MONTGOMERY	70477	GLS	3500	500	10		9/1993		
3	PASS	MONTGOMERY	70476	GLS	3500	500	10		9/1993		
4	PASS	MONTGOMERY	70478	GLS	3500	500	10		9/1993		
5	PASS	MONTGOMERY	70479	GLS	3500	500	10		9/1993		
6	PASS	MONTGOMERY	70480	GLS	3500	500	10		9/1993		
7	FRT	MONTGOMERY	70481	WGT	6500	350	10		9/1993		
8	PASS	MONTGOMERY	70482	WGT	4000	450	10		9/1993		
9	PASS	MONTGOMERY	70483	WGT	4000	450	10		9/1993		
10	PASS	MONTGOMERY	70484	WGT	2500	200	10		9/1993		
11	PASS	MONTGOMERY	70485	WGT	2500	200	10		9/1993		
12	PASS	MONTGOMERY	70486	WGT	2500	200	10		9/1993		
20	LIFT	GARAVENTA	91-0840-34	GEAR	450	20	10		9/1993		
14	ESC	MONTGOMERY		WGT	500	90	1		9/1993		
15	ESC	MONTGOMERY		WGT	500	90	1		9/1993		
1A	LIFT	CARRIER	194955	GEAR	450	20	2		2002		

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BUILDING NAME OR NUMBER:		HOUSING AUTHORITY									
ADDRESS:		144 ALLEN ROAD - ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE		
1	PASS	MCE/OTIS		WGT			8				
2	PASS	MCE/OTIS		WGT			8				

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<b>BUILDING NAME OR NUMBER:</b> CHARLES L CARNES JUSTICE CENTER BUILDING (B600032)									
<b>ADDRESS:</b> 160 PRYOR STREET - ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
17	PASS	Motion Control	12421	WGT	3500	350	5	NA	3/95
18	PASS	Motion Control	12422	WGT	3500	350	5	NA	3/95

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<b>BUILDING NAME OR NUMBER:</b> NORTH FULTON SENIOR CITIZEN CENTER (B810013)									
<b>ADDRESS:</b> 1250 WARSAW ROAD - ROSWELL, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	U.S.		HYD			2		

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<b>BUILDING NAME OR NUMBER:</b> CLIFTONDALE RECREATION CENTER (B203013)									
<b>ADDRESS:</b> 4645 BUTNER ROAD, COLLEGE PARK GA 30349									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	CHAIR LIFT	ACCESS INDUSTRIES	B0298-10433	HYD	450				

**VERTICAL TRANSPORTATION COVERED BY THIS SPECIFICATION: continued**

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<b>BUILDING NAME OR NUMBER:</b> SOUTH FULTON TENNIS CENTER, CLUB HOUSE (B205013)									
<b>ADDRESS:</b> 5645 MASON ROAD, SW, COLLEGE PARK GA 30349									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	CHAIR LIFT	GARAVENTA	1687-3A		500				

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<b>BUILDING NAME OR NUMBER:</b> MEDICAL EXAMINERS FACILITY (B815013)									
<b>ADDRESS:</b> 430 PRYOR STREET, ATLANTA GA 30303									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	OTIS	456976	HYD	2500				

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<b>BUILDING NAME OR NUMBER:</b> JUDGE ROMAEE T. POWELL JUVENILE JUSTICE CENTER (B506011)									
<b>ADDRESS:</b> 395 PRYOR STREET - ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	THYSSEN KRUPP	EN 5932	HYD	3500	200	9		11/21/02
2	PASS	THYSSEN KRUPP	EN 5933	HYD	3500	200	9		11/21/02
3	PASS	THYSSEN KRUPP	EN 5934	HYD	3500	200	9		11/21/02
4	PASS	THYSSEN KRUPP	EN 5935	HYD	4500	150	9		11/21/02
5	PASS	THYSSEN KRUPP	EN 5936	HYD	4500	150	9		12/16/02
6	PASS	THYSSEN KRUPP	EN 5937	HYD	4500	150	9		12/16/02
7	PASS	THYSSEN KRUPP	EN 5938	HYD	3000	150	9		11/21/02
8	PASS	THYSSEN KRUPP	EN 5939	HYD	2500	160	9		1/3/03

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<b>BUILDING NAME OR NUMBER:</b> SOUTH FULTON MULTI-PURPOSE RECREATION FACILITY (B217013)									
<b>ADDRESS:</b> 4225 WILL LEE ROAD - COLLEGE PARK, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	OTIS		HYD			2		

**VERTICAL TRANSPORTATION COVERED BY THIS SPECIFICATION: continued**

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BUILDING NAME OR NUMBER: CENTER FOR REHABILITATIVE SERVICES (B314012)									
ADDRESS: 265 BOULEVARD - ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	ELEVATOR CONTROLS	107411	HYD	4000		4		
2	PASS	ELEVATOR CONTROLS	10742	HYD	4000		5		

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BUILDING NAME OR NUMBER: H.J.C BOWDEN SENIOR MULTI-PURPOSE FACILITY (B710013)									
ADDRESS: 2885 CHURCH STREET - EAST POINT, GEORGIA 30344									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	MOWREY	216512	HYD	3500	50	1	1	

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BUILDING NAME OR NUMBER: HAMMOND HOUSE (B426013)									
ADDRESS: 503 PEEPLES STREET, ATLANTA, GEORGIA									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	NATIONAL WHEELOVATOR	97097	LIFT	750	9	1	1	

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BUILDING NAME OR NUMBER: Martin Luther King, Jr. Library--LEASED (B981012)									
ADDRESS: 409 John Wesley Dobbs, ATLANTA, GEORGIA 30312									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	LIFT	NATIONAL WHEELOVATOR	91236	LIFT	750	9	1	1	2004

<b>BUILDING NAME OR NUMBER:</b> JEFFERSON PLACE HOMELESS SHELTER (B54032)									
<b>ADDRESS:</b> 1135 JEFFERSON ST, NW ATLANTA, GA 30318									
ELEVATOR NUMBER	ELEVATOR TYPE	MAKE	SERIAL NUMBER	MACH TYPE	CAPACITY (lbs)	RATED SPEED	OPEN FRONT	OPEN REAR	INSTALL DATE
1	PASS	MEI/MI		HYD	2500	100 RPM	3		2007

**VERTICAL TRANSPORTATION LEGEND**

PASS - PASSENGER	BC - BOOK CONVEYER	DRM - DRUM
FRT - FREIGHT	WGT - GEARED TRACTION	SVC - SERVICE
GLS - GEARLESS TRACTION	ESC - ESCALATOR	HYD - HYDRAULIC
MW- MOVING WALK	RHYD- ROPED HYDRAULIC	DW- DUMBWAITER
GEAR- GEARDED	SWL- SIDEWALK LIFT	