Request for Proposal

#DM091907

Elevator Replacement at Campbell Hall and Elevator Modernization at the Shelburne Building

September 19, 2007

Issued by
Diane Morse, VCO
Buyer Specialist
Facilities Management, Materials Division
Charlottesville, Virginia
REQUEST FOR PROPOSAL
RFP # DM091907

Facilities Management – Materials Division

Issue Date: September 19, 2007

Title: Elevator Replacement – Campbell Hall
Elevator Modernization – Shelburne Building

Issuing Agency: University of Virginia
Facilities Management – Materials Division
575 Alderman Road
Charlottesville, VA  22903

An optional (firms are strongly urged to attend) Pre-Proposal Conference will be held on Monday, October 1, 2007 @ 10:00 AM. At the Facilities Management Annex Conference Room, 575 Alderman Road Charlottesville, Virginia (map may be viewed at this website: http://www.virginia.edu/webmap/). The purpose of the pre-proposal conference is to allow potential interested parties an opportunity to present questions and obtain clarification relative to any facet of this solicitation. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you.

Any questions concerning this RFP must be sent to the buyer listed below no later than 12:00PM, Monday, October 16, 2007.

The Proposal Due Date is 2:00PM, Tuesday October 23, 2007. Proposals may be sent by US Postal Service, Overnight Courier, or hand delivered to the addresses listed below. All firms shall submit five copies of each proposal. The University of Virginia reserves the right to reject proposals received after the stated due date and time.

All inquiries for information should be directed to:
Diane Morse, VCO, Buyer Specialist,
Phone: (434) 982-5076 Fax: (434) 982-5077
e-mail: dm5h@virginia.edu

Proposals should be mailed or sent by overnight courier to one of the following:

Address to use for U.S. Postal Services:  Address for overnight courier:
University of Virginia University of Virginia
Facilities Management Facilities Management
Materials Division Materials Division
ATTN: Diane Morse ATTN: Diane Morse
P. O. Box 400726 575 Alderman Road
Charlottesville, VA  22904-4726 Charlottesville, VA 22903
A. TERMS AND CONDITIONS

This solicitation and any subsequent award are subject to:

- The provisions of the Commonwealth of VA Purchasing Manual for Institutions of Higher Education,
- The University’s Purchasing Terms and Conditions
- The Selected Firm(s) registering as a vendor with the University of Virginia. https://www.procurement.virginia.edu/forms/USVendorRegForm.html
- The Selected Firm(s) registering and accepting eVA Terms and Conditions prior to award. http://www.eva.virginia.gov/
- The University’s Mandatory Contractual Provisions, Attachment 1
- The University’s Preferred Contractual Provision, Attachment 2
- The University's Procedure for Resolution of Contractual Claims, Attachment 3
- These documents can be accessed electronically at http://www.fm.virginia.edu/MaterialsDivision/MaterialsDivision.aspx

This RFP has been posted on the Facilities Management Materials Division web site for your convenience. Addenda and attachments are posted if issued. It is the firm’s responsibility to ensure that the entire RFP and associated links, in its latest version, is reviewed prior to the due date of a proposal. To receive a hard copy of the RFP or addenda, please contact Diane Morse, Buyer Specialist, at (434) 982-5076 or email dm5h@virginia.edu.

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm(s).” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

B. SCOPE OF GOODS & SERVICES

The University of Virginia (“University”) is seeking a qualified firm(s) to provide for the replacement of one passenger elevator located in Campbell Hall, Attachment 6, Specifications Replacement of one Passenger Elevator and the modernization of one elevator located at the Shelburne Building, Attachment 7, Hydraulic Elevator Modernization,. The intent of the specifications is to replace the existing passenger elevator with basically a new elevator at Campbell Hall; provide and install a new controller, selector, wiring, pumping unit for the elevator located at the Shelburne Building. Items that will remain are identified in the specifications. All incidental work related to the installation, whether specifically defined or implied, that may be required will be performed by the Selected Firm(s) and is included in the scope of this work.

It is the University's intent to issue a Purchase Order to the Selected Firm(s) for those products (“Goods and Services”) necessary to help the University achieve the goal as
outlined in the RFP. The specifications provided in Attachment 6, for the Replacement Passenger Elevator at Campbell Hall and Attachment 7, Hydraulic Elevator Modernization at the Shelburne Building provides the general requirements for the elevators. The Selected Firm(s) will be responsible to ascertain that its equipment will meet the specifications provided and supply adequate documentation showing dimensions, and full details to the University for proper operations and maintenance of the elevators. Proposals submitted on equal products must include product data and/or specification sheets and other full descriptive details. Only data, specifications, drawings, and details submitted with proposal documents will be used in the comparative evaluation process by the University. Failure to submit adequate required documentation or note in detail any exceptions to the specifications will be sufficient grounds for rejection of any proposal. Any exceptions from the specifications must be clearly identified and fully described in performance and function and included with the proposal submission documents. All material that is specified to be used can be purchased by any elevator company.

The University reserves the right to award this procurement in whole or in part or on an individual line basis. In order to be considered responsive each firm will submit separate line item pricing for each elevator and a total price will also be listed if one firm is selected to perform the scope of work on both elevators.

C. BASIS OF SELECTION

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to provide the University with the services as described in the Scope of Good and Services section;

2. The firm’s experience in providing Services similar to those described in this RFP; and the experience of the individuals which the firm proposes to provide such Services;

3. The firm’s cost proposal, which will consist of line item pricing for each elevator and a total price if only one firm is selected to provide the scope of work for both elevators;

4. State three of the firm’s references comparable to the University, including the name and telephone number of a contact person the University may call;

5. The contractual terms which will govern the relationship between the University and the Selected Firm(s);
6. The firm’s Small, woman-owned and Minority-owned (SWAM) businesses status and/or the firm’s plan for the utilization of SWAM businesses. Firms can only be considered a Small, Women-owned or a Minority-owned Business Enterprise if certified by the Commonwealth of Virginia’s Department of Minority Business Enterprise (DMBE) and assigned a specific identification number. No SWAM firm is required to certify under this program and no SWAM firm will be excluded from doing business with the Commonwealth because of their failure to certify as a SWAM firm. However, if your firm does qualify as a SWAM firm, we strongly suggest that you register with DMBE. (http://www.dmbe.state.va.us/)

Note: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu.

Overall value will be judged based upon the information provided in the firm’s proposal in response to the applicable submission requirements of this solicitation. Selection will be made of the firm(s) deemed to be fully qualified and best suited among those submitting proposals. The University reserves the right to conduct negotiations with one or more firms. The University may also make an award without conducting negotiations. Therefore, firms are strongly encouraged to submit a comprehensive proposal fully addressing all applicable submission requirements. Failure to do so may result in the elimination of the firm’s proposal from consideration by the University. The University may cancel this solicitation or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

D. CONTENTS OF PROPOSAL

Proposals should be prepared simply and economically, providing a straightforward concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content, and should be organized in the order in which the requirements are presented in the RFP. Firms should provide the following information:

1. Provide a brief history of the firm and its experience, qualifications and success in providing the type of product requested.

2. Provide a detailed description and full specifications of the products you are proposing. Each firm should indicate in their proposal the firm’s ability to comply with each specification detailed in Attachment 6, Specifications Replacement of one Passenger Elevator -Campbell Hall and Attachment 7, Hydraulic Elevator Modernization- Shelburne Building.
the event that the firm wishes to propose an alternate specification that, in any way, differs from the specifications, the firm should detail their proposed change(s) and how the proposed change would compare to the listed specification. Proposals should be formatted in such a way to address each of the specifications in a line-by-line process.

3. The estimated ship date of the materials and equipment from the time of the order (i.e., 10 wks after order).

4. Provide information on the warranty associated with the product you are proposing and any extended warranty (include the cost) that might be available.

5. The firm’s proposed price for providing the Goods and Services, to include shipping charges. The University’s shipping terms are FOB Destination.

6. Include any additional discounts available for early payment of invoices.

7. All firms will complete the information requested on Attachment 5, Firm Information and submit with the firm’s proposal.

8. Specify whether your firm is a Small, Women-owned or a Minority-owned Business Enterprise (SWAM), or how it intends to utilize SWAM firms in regards to this particular procurement.

**NOTE:** Virginia Freedom of Information Act:
Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. Firms may not request that its entire proposal be treated as proprietary information.
Attachment 1
Mandatory Contractual Provisions

A. Nondiscrimination
During the performance of this Agreement, the Selected Firm(s) will comply with the contract provisions contained in Section 2.2-4311 (1) & (2) of the Code of Virginia or any successor provisions which may be applicable to this Agreement. Also, in accordance with Section 2.2-4343.1, the University does not discriminate against faith-based organizations.

B. Conflict of Interests
The Selected Firm(s) represents to the University that its entering into this Agreement with the University and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by the Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 et seq), the Virginia Ethics In Public Contracting Act (Va. Code 2.2-4367 et seq), the Virginia Governmental Frauds Act (Va. Code 18.2-498.1 et seq) or any other applicable law or regulation.

C. Assignment
Neither party to this Agreement will have the right to assign this Agreement in whole or in part without the prior written consent of the other.

D. Amendments
No amendment of this Agreement will be effective unless it is reduced to writing and executed by the University's Director of Procurement Services and by the individual signing the Selected Firm(s)'s proposal or by other individuals named by either party as specified in Section E, Notices below. If the Selected Firm(s) deviates from the terms of this Agreement without a written amendment, it does so at its own risk.

E. Notices
Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt; or (4) if sent by facsimile, when received (as verified by sender’s machine) if delivered no later than 4:00 p.m. (receiver’s time) on a business day or on the next business day if delivered (as verified by sender’s machine) after 4:00 p.m. (receiver’s time) on a business day or on a non-business day. All such notices will be addressed to a party at such party’s address or facsimile number as shown below.
If to the University:
Eric N. Denby
Director of Procurement Services
University of Virginia, Carruthers Hall
1001 North Emmet Street, P.O. Box 400202
Charlottesville, Virginia 22904-4202
Fax: (434) 924-6154

If to the Selected Firm(s):
The person signing the Selected Firm(s)'s proposal in response to the University's RFP, at the Selected Firm(s)'s address indicated in such proposal; or to such other person or address as either may designate for itself in writing and provide to the other.

F. Independent Contractor
Selected Firm(s) is not an employee of the University, but is engaged as an independent contractor. The Selected Firm(s) will indemnify and hold harmless the Commonwealth of Virginia, the University, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Selected Firm(s)'s performance of this Agreement. Nothing in this Agreement will be construed as authority for the Selected Firm(s) to make commitments that will bind the University or to otherwise act on behalf of the University, except as the University may expressly authorize in writing.

G. Workers' Compensation and Employers' Liability
The Selected Firm(s) will (i) maintain Employers Liability coverage of at least $100,000 and (ii) comply with all federal or state laws and regulations pertaining to Workers' Compensation Requirements for insured or self-insured programs.

H. Drug-Free Workplace
The Selected Firm(s), its agents and employees are prohibited, under the terms of this Agreement, Code of Virginia Section 2.2-4312, and the Commonwealth of Virginia, Department of Human Relations Management Policy Number 1.05, from manufacturing, distributing, dispensing, possessing, or using any unlawful or unauthorized drugs or alcohol while on University property. During the performance of this Agreement, the Selected Firm(s) agrees to 1) provide a drug-free workplace for the Selected Firm(s)'s employees; 2) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Selected Firm(s)'s workplace and specifying the actions that will be taken against employees for violations of such prohibition; 3) state in all solicitations or advertisements for employees placed by or on behalf of the Selected Firm(s) that it maintains a drug-free workplace; and 4) include the
provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific agreement awarded to a Selected Firm(s), the employees of who are prohibited from engaging in the unlawful manufacturing, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the agreement.

I. eVA Business To Government Registration
The eVA Internet electronic procurement solution, web site portal www.eva.state.va.us, is the Commonwealth of Virginia's comprehensive electronic procurement system. The portal is the gateway for firms to conduct business with state agencies and public bodies. All agencies and public bodies are expected to utilize eVA. All firms desiring to provide goods and/or services in the Commonwealth are encouraged to participate in the eVA Internet e-procurement solution. The Selected Firm(s) is required to register in the eVA Internet e-procurement solution prior to an award being made.

J. eVA Transaction Fee
The Selected Firm(s) agrees, by accepting an award as a result of this RFP, that it is a registered eVA vendor and will be subject to an eVA transaction fee, for which the Selected Firm(s) will be invoiced by the Commonwealth of Virginia, Department of General Services. Additional information is available at www.eva.state.va.us.

K. Contractor License Requirements
State statutes and regulatory agencies require that some firms be properly registered and licensed, or hold a permit, prior to performing specific types of services. If firms provide removal, repair, improvement, renovation or construction-type services they, or a qualified individual employed by the firm, must possess and maintain an appropriate State of Virginia Class A, B, or C Contractor License (as required by applicable regulations and value of services to be performed) for the duration of the Agreement. It is the firm’s responsibility to comply with the rules and regulations issued by the appropriate State regulatory agencies.

License #______________ Type___________________

A copy of the license must be furnished upon request to the University or VASCUPP member institution.
A. Goods and Services
During the term of this Agreement, the Selected Firm(s) will provide for the University the goods and services offered to the University by the firm in its proposal and/or any addenda to its proposal which has been approved in writing by the University and as may be further specified by the University in writing when it selected the firm.

B. Contract Administrator
The University will identify a Contract Administrator for any Agreement which results from this RFP. The individual will be the point of contact at the University for day-to-day operations, but cannot approve amendments to the Agreement or price changes.

C. Waiver
No waiver of any right will be deemed a continuing waiver, and no failure on the part of either party to exercise wholly or in part any right will prevent a later exercise of such or any other right.

D. Indemnification
The Selected Firm(s) will indemnify and hold harmless The Commonwealth of Virginia, The Rector and Visitors of the University of Virginia, and their agents, employees and officials from any and all costs, damage or loss, claims, liability, damages, expenses (including, without limitation, attorneys' fees and expenses) caused by or arising out of the performance or non performance of the Agreement by the Selected Firm(s) or its agents or subcontractors, including the provision of any services or products. The Selected Firm(s) warrants that the products, goods and services provided the University may be used by the University without being in violation of any copyright, patent or similar property right or claim by others and will defend, indemnify and hold harmless the University (its employees and agents) from and against any such claim.
E. Governing Law
This Agreement will be governed in all respects by the laws of the Commonwealth of Virginia.

F. Termination
If the Selected Firm(s) fails to provide quality goods or services in a professional manner, solely as determined by the University, and, upon receipt of notice from the University, does not correct the deficiency, to the University's satisfaction within a reasonable period of time, not to exceed five calendar days unless otherwise agreed to by both parties in writing, the University reserves the right to terminate this Agreement upon written notice to the Selected Firm(s).

G. Non-Appropriation
Funding for any Agreement between the University and a Selected Firm(s) is dependent at all times upon the appropriation of funds by the Virginia General Assembly and/or any other organization of the Commonwealth authorized to appropriate such funds. In the event that funding to support this Agreement is not appropriated, whether in whole or in part, then the Agreement may be terminated by the University effective the last day for which appropriated funding is available.

H. Right of Audit
The University reserves the right to audit or cause to be audited the Selected Firm(s)'s books and accounts regarding the University's account at any time during the term of this Agreement and for five years thereafter. The Selected Firm(s) will make available to the University all books and records relating to performance of this Agreement as may be requested during said period.

I. Contractual Claims
This Agreement is subject to the University's policy on Contractual Claims which is provided as Attachment 3, Procedure for Resolution of Contractual Claims.

J. Insurance
Listed below is the insurance the Selected Firm(s) must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm(s) construe these minimum required limits to be their limit of liability to the University. The Selected Firm(s) will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm(s) satisfies the insurance requirements of the University. The Selected Firm(s) may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm(s).
Comprehensive Commercial General Liability:
The Selected Firm(s) and any subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of limit of $2,000,000 per occurrence and $4,000,000 aggregate, to include coverage for premises/operations and products/completed operations, and contractual liability.

Commercial Automobile Liability:
The Selected Firm(s) and any Subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence, to include coverage for all owned, non-owned and hired vehicles.

Workers Compensation & Employers Liability:
The Selected Firm(s) and any Subcontractor will maintain workers compensation insurance in accordance with the Virginia Workers Compensation Act and also Employers Liability coverage with limits of not less than $500,000.

Additional Insured:
The University will be named as an Additional Insured, and the proper name is: “The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents.”

K. Favored Nations
The Selected Firm(s) represents that the prices, terms, warranties, and benefits specified in its proposal are comparable to or better than the equivalent terms being offered by the firm to any present customer.

L. Payment Terms
Invoices submitted to the University for Services will be paid Net 30 days after receipt and University approval of invoice.

M. Cancellation of Agreement
The University reserves the right to cancel a resulting Agreement, in part or in whole, without penalty, upon 30 days written notice to the Selected Firm(s). Any Agreement cancellation notice will not relieve the Selected Firm(s) of the obligation to deliver and/or perform on all outstanding issues prior to the effective date of cancellation.

N. Small, Women-owned and Minority (SWAM) Business Reporting
The Selected Firm(s) will identify and fairly consider SWAM firms for subcontracting opportunities when qualified SWAM firms are available to perform a given task in performing for the University under the resulting Agreement. The Selected Firm(s) will submit a quarterly SWAM business report to the University by the 8th of the month following each calendar quarter,
specifically the months of April, July, October, and January. The Selected Firm(s) will submit the quarterly SWAM business reports to:

Nancy Noblette
Administrative Assistant to the Director of Procurement Services
E-mail: nrm9g@virginia.edu

The quarterly SWAM business reports will contain this information:
- SWAM Firms name, address and phone number with which the Selected Firm(s) has contracted over the specified quarterly period.
- Contact person at the SWAM firm who has knowledge of the specified information.
- Type of goods and/or services provided over the specified period of time.
- Total amount paid to the SWAM firm as it relates to the University’s account.

The Selected Firm(s)’s failure to provide SWAM reports on a quarterly basis which contain the information required by this section and/or the Selected Firm(s)’s failure to comply with the plan for utilizing SWAM businesses submitted by the Selected Firm(s) as part of its proposal and/or negotiation response may be grounds for debarment pursuant to Section 4.M. of the “Purchasing Manual for Institutions of Higher Education and their Vendors.”
Attachment 3

Procedure for Resolution of Contractual Claims

The Virginia Acts of Assembly of 2007, Chapter 943, Chapter 3, Exhibit P and its attachments requires contractors with the University to submit any claims, whether for money or other relief, in writing no later than 60 days after final payment; however, written notice of the contractors' intention to file such a claim must be given at the time of the occurrence or beginning of the work upon which the claim is based.

The University's procedure for deciding such contractual claims is:

A. The Selected Firm(s) must provide the written claim to:
   Assistant Director of Procurement Services
   University of Virginia
   1001 North Emmet Street
   P. O. Box 400202
   Charlottesville, Virginia  22904-4202

B. Although the Selected Firm(s) may, if it chooses, attempt to resolve its claim by dealing with a University department other than the one stated in Section A above, the Selected Firm(s) must submit any unresolved claim in writing no later than 60 days after final payment to the Assistant Director of Procurement Services if it wishes to pursue its claim.

C. Upon receiving the written claim, the Assistant Director of Procurement Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm(s). If such discussion is to be held, the Assistant Director of Procurement Services will contact the Selected Firm(s) and arrange such discussion. The manner of conducting such discussion will be as the Assistant Director and the Selected Firm(s) mutually agree.

D. The Assistant Director of Procurement Services will mail his or her decision to the Selected Firm(s) within 60 days after receipt of the claim. The decision will state the reason for granting or denying the claim.

E. The Selected Firm(s) may appeal the decision to:
   Director of Procurement Services
   University of Virginia
   Carruthers Hall
   1001 North Emmet Street
   P.O. Box 400202
   Charlottesville, Virginia  22904-4202

   Provide a written statement explaining the basis of the appeal, within 15 days after the Selected Firm(s)'s receipt of the decision.
F. Upon receiving the written appeal, the Director of Procurement Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm(s). If such discussion is to be held, the Director of Procurement Services will contact the Selected Firm(s) and arrange such discussion. The manner of conducting such discussion will be as the Director of Procurement Services and the Selected Firm(s) mutually agree.

G. The Director of Procurement Services will mail his or her decision to the Selected Firm(s) within 60 days after the Director of Procurement Services receipt of the appeal. The decision will state the reasons for granting or denying the appeal.
Executive Vice President and Chief Operating Officer’s Request for Commitment

Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women-and minority-owned (SWAM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small Firms. We have been less effective in securing long-term business relationships with minority-and women-owned businesses. We are determined to improve our record.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Leonard W. Sandridge
Executive Vice President and Chief Operating Officer
LWS:dr
Madison Hall · Post Office Box 400228 · Charlottesville, Virginia 22904-4228
### Firm Information

**PROVIDE THE FOLLOWING INFORMATION:**

| **Full Legal Name** (Company name as it appears with your Federal Taxpayer Number): | __________________________________________________________ |
| Address: | ____________________________________________________________________ |
| Telephone No: | ____________________________________________________________________ |
| FEI/FIN No.: | ________________________ DUNS No: ________________________ |
| Email Address: | ________________________ |
| **Projected Time Line** (Anticipated Starting Date through completion Date): | ____________________________________________________________________ |
| Is your Firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE): | [ ] Yes [ ] No |
| Minority-Owned Business: | [ ] Yes [ ] No |
| Women-Owned Business: | [ ] Yes [ ] No |
| Small-Owned Business: | [ ] Yes [ ] No |
| Is your Firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)? | [ ] Yes [ ] No |
SCOPE AND INTENT
This specification will outline the scope of the work required and will provide general information about the existing installation. It is not intended to exempt the Selected Firm(s) from the requirement of making detailed inspection to determine existing conditions prior to submitting a proposal for this work. Failure to perform an on-site inspection or performance of an inadequate inspection will not relieve the Selected Firm(s) from full compliance with these specifications.

The intent is to replace the existing passenger elevator with basically a new elevator. All incidental work related to this installation, whether specifically defined or implied that may be required will be performed by the Selected Firm(s) and is included in the scope of this work.

The items that are to be retained will all be addressed later in this Request for Proposal under the section entitled Retained Equipment. It is expected that all other items will be new and reflected in the Selected Firm(s)’s price. It is the intent of this specification that the Selected Firm(s) be responsible for all items including main line disconnects smoke detectors, pit lights, heat detectors, shunt trips, pre-action system, fire panel, and cutting, patching, etc.

If upon the on-site inspection there are any items that have not been addressed they will be brought to the University’s attention prior to submitting a proposal for this work.

GENERAL NOTES AND REQUIREMENTS

GOVERNING CODES
All work will be performed in accordance with the requirements of ASME A17.1-1996, Safety Code for Elevators and Escalators. All new electrical work will conform to NFPA-70, 1996. All smoke detector installations will comply with NFPA-72 latest printed edition requirements. In the performance of the work, the Selected Firm(s) will comply with all VOSHA safety regulations, as well as with all specific safety regulations required by the University.

PERFORMANCE
The Selected Firm(s) will provide all materials, labor, tools, equipment, and supervision necessary to complete the work described by this specification. The Selected Firm(s) will submit a detailed project schedule prior to beginning work on the project, and the
Selected Firm(s) will diligently prosecute the work. The Selected Firm(s) is advised that “time is of the essence” for completion of this project.

SUBMITTALS
Prior to purchasing materials, the Selected Firm(s) will submit manufacturer’s data to the University’s designated project manager for all materials; including, but not limited to, controller and landing system, over speed governor assembly (including rope and tail sheave), car and counterweight guide assemblies, traveling cables, wire rope, wedge clamp rope sockets, electrical disconnects, and door operator and hardware, including top and bottom hoistway door retainers.

Five full sets of data will be submitted to the University’s designated Project Manager for review and approval. One approved set will be signed and returned to the Selected Firm(s). The Selected Firm(s) will certify, or will provide manufacturer’s certifications, that the materials supplied fully comply with the requirements of ASME A17.1-1996, and all other applicable codes. NOTE: Controllers will comply with the requirements of A17.5-1996, and will be so labeled.

All material and equipment that is specified to be used can be purchased by any elevator company.

TOOLS TO BE FURNISHED BY SELECTED FIRM(S)
For elevator microprocessor control systems, provide maintenance diagnostic tools, electrical schematic wiring diagrams, any and all access codes or passwords required for all maintenance functions, including diagnostics, adjustment, and parameter reprogramming. Tools must be built into the control system and will function for the life of the equipment. Tools that require recharging or reprogramming will not be used. Provide complete operations and maintenance manuals including diagnostics instruction for trouble-shooting the microprocessor system.

The following information relating to the elevator control system will be included:
1. University manual containing data on major components.
2. Adjuster’s manual
3. “AS-BUILT” wiring diagrams
4. Description of system operating features.

COORDINATION OF THE WORK
The Selected Firm(s) will coordinate the performance of this work with the University’s designated Project Manager. The Selected Firm(s) will notify the Project Manager when he intends to begin work. Prior to commencing work on the project, the Selected Firm(s) will provide at least 48 hours notice to the Project Manager. Work will not commence until the Project Manager grants permission.

DEMOLITION AND REMOVAL OF EXISTING MATERIAL
As part of this work, the Selected Firm(s) will remove all existing components required to facilitate the installation of replacement equipment. The Selected Firm(s) will not
remove any old materials from the site without the express designation by the University or its designated Project Manager. The Selected Firm(s) will promptly remove from the site all old materials so designated by the University and properly dispose of those materials.

CLEANING
During the execution of the work, the Selected Firm(s) will clean the work site daily. Upon completion of the project, the Selected Firm(s) will perform a thorough final cleaning of all work areas, including the car top, interior, sill, pit, machine room, etc. All construction debris will be removed from the site. The project will not be accepted until cleaning is completed.

PROJECT CLOSE OUT
Upon completion of the project and prior to final acceptance by the University, the Selected Firm(s) will provide three full sets of operation and maintenance manuals, five sets of drawings, all necessary keys and specific operating instructions.

The Selected Firm(s), in conjunction with his subcontractors and suppliers, will provide the University operations and maintenance personnel with instructions and training in the proper operation and maintenance of the equipment and related controls provided or altered in the work.

PERMITS AND INSPECTIONS
The Selected Firm(s) will furnish all licenses and permits and will arrange for all inspections and tests required.

ACCEPTANCE INSPECTIONS AND TESTING
During the course of the project, the University will secure the services of an independent consultant who will inspect the project. The independent consultant will witness the final acceptance tests, and will conduct the final acceptance inspection.

The Selected Firm(s) will perform a five-year full load test as described by ASME A17.2.1, including governor rope pull-through, and will also test the brake with 125% of rated load. All tests will be witnessed and verified by the University’s consultant.

The consultant will conduct a thorough final acceptance inspection. During the inspection, the consultant will verify that all required work has been performed, including final cleaning. Dust covers, electrical box (or duct) covers, and the like will be removed as required to verify that equipment has been satisfactorily installed and/or cleaned. The University will not accept the completed project until all deficiencies noted during the final inspection have been satisfactorily corrected.

WARRANTY AND MAINTENANCE AGREEMENT
Upon completion of the work, the Selected Firm(s) will fully warrant all equipment, new and retained, for one full year from the date of the University’s acceptance. Once the University has accepted that the elevators are functioning correctly; the Selected Firm(s)
can submit their invoice for payment. The entire elevator plant will be warranted for one full year from the date of the University final acceptance of the completed project. Defects or equipment failures occurring during that one-year period will be promptly corrected or repaired by the Selected Firm(s) at no cost to the University.

The Selected Firm(s) will provide one full year of complete maintenance service as part of this warranty. This service will include twice monthly maintenance inspections, full preventative maintenance service, and emergency call back service 24 hours a day, seven days a week. A standard response time of two hours is required by the Selected Firm(s) upon a telephonic or written request for emergency service by the University’s Contract Administrator or designee. Standard regular full maintenance will be performed a minimum of two times per month.

SPECIAL CONDITIONS
Prior to commencing the work, the Selected Firm(s) will schedule a meeting with the University’s designated representatives. Any special conditions relating to the project execution, including limitations of work hours, designated storage spaces, requirements for wall penetrations (and any required permits) will be reviewed.

DESCRIPTION OF EXISTING EQUIPMENT
   A. Capacity -2000
   B. 4 stops - 4 openings in line

RETAINED EQUIPMENT
   A. Guide rails
   B. Hoistway sills and frames
   C. Fascia
   D. Counterweight and frame
   E. Pit buffers
   F. Car frame

NEW EQUIPMENT REQUIRED
   A. Elevator controller
   B. All new piping and wiring throughout the whole system
   C. Traveling cables
   D. Hoistway door panels, locks, closers, tracks, hangers, etc.
   E. Rollers for existing car and counterweight guides
   F. Door operator
   G. Hall call stations, Braille and egress signs
   H. Limit switches and selector
   I. ADA telephone
   J. Mainline and light disconnects smoke detectors, GROUND FAULT CIRCUIT INTERRUPTER receptacle, and other machine room improvements as specified.
   K. Car doors
   L. Car sills
GUIDE RAILS
Existing car and counterweight rails are to be reused. Rails to be realigned and all brackets and splice plates checked for tightness. Rails will be completely cleaned, primed, and a coat of gray paint Coventry Gray HC-169 or an approved equal applied to rails and brackets.

Selected Firm(s) will determine that rails are located in proper position for new equipment. If it is necessary to relocate any rails it will be included as part of the Agreement.

PIT BUFFERS
Retain existing car and counterweight buffers. Clean, prime, and paint gray Coventry Gray HC-169 or an approved equal. Provide new data plate attached to each buffer.

CAR FRAME
Retain existing car frame. Clean frame, prime, and apply a coat of gray paint Coventry Gray HC-169 or an approved equal.

SAFETIES
Provide new safety devices.

PLATFORM
Retain existing platform. Provide any necessary fireproofing.

TOE GUARD
Provide new toe guard per code requirements.

GUIDE SHOES
Provide new roller guide assemblies for the car and the counterweight, both top and bottom. Install and adjust guide assemblies to provide a smooth, quiet ride, and to limit lateral movement of the car or counterweight within the rails. Car will be static balanced after installation of all new equipment.

GOVERNOR TENSION SHEAVE IN PIT
Provide a new tension sheave.
**SPEED GOVERNOR**
The existing car over speed governor will be removed and replaced with a new one. The manufacturer will be Hollister Whitney.

**HOIST MACHINE**
Provide new hoisting machine and any foundation bolts, beams, etc. that are required. The manufacturer will be Hollister Whitney.

**BRAKE**
Provide new brake. Manufacturer will be Hollister Whitney.

**HOIST MOTOR**
Provide a new drive motor that will be fully compatible with the new variable voltage variable frequency control system that is used. The motor will be properly sized to the rated speed and capacity. The motor will be designed so that all parts will be capable of meeting the severe requirements of elevator service.

**OVERHEAD SHEAVES**
Remove all overhead sheaves for re-furbishing. Sheaves are to be taken to machine shop and checked for soundness and wear. All new bearings are to be installed. Sheaves are to be replaced and properly aligned.

**ROPES**
All new hoist and governor ropes will be furnished. Provide new wedge sockets. The Selected Firm(s) will include any necessary shortening of ropes during the one-year service period.

The hoist ropes will be traction steel of size, construction and number to insure proper operation of the elevator and give satisfactory wearing qualities. Governor ropes will be steel. All ropes will consist of at least eight strands wound about a hemp core center.

**HOISTWAY ACCESS SWITCHES**
Provide hoistway access switches at the top and bottom landings. This switch will be the key-operated type, continuous pressure, and spring return with key removable only in the “off” position.

**ELEVATOR CAB**
Provide new car enclosure complete. The following items will be provided:
1. Sides and back to be 14 gauge steel with baked enamel interior.
2. Front return panels to be stainless steel finish with cutouts for car station, etc.
3. Entrance columns to be stainless steel finish.
4. Top to be reinforced 12 gauge steel with hinged exit that can be opened from car top only. Finish being white, reflective baked enamel.
5. Transom to be stainless steel finish to match front return panels and entrance
columns.
6. Cab sides and rear wall will have Wilsonart graphite nebula 4623-60 plastic laminate panels attached with finish as selected by the University.
7. Handrail to be provided at rear of the car. Handrail to be a 2” x 3/8” stainless steel bar turned on the ends.
8. Provide a new two speed exhaust fan.
9. Provide a new car sill made of cast or extruded aluminum with fluted surface and grooves for door guides.
11. Pads and hooks will be provided. Pad hooks will be mounted permanently to cab walls and front return panels. Hooks are to be mounted above ceiling line.
12. New lighting to be fluorescent fixtures.
13. New car door panels to be stainless steel finish matching the front return panels.
14. The interior cab walls only will be painted Benjamin Moore yellow finch 2024-40.

**CAR OPERATING PANEL AND POSITION INDICATOR**
The Selected Firm(s) will provide and install a new car-operating panel for the elevator. The new operating panel will be vandal-resistant and comply with all ADA requirements, and have LED car position indicators as an integral part of the panel assemblies. The car operating panel will be mounted so that no button will be higher than 48 inches above the finished floor. Emergency controls, including the emergency alarm and emergency stop, will be grouped at the bottom of the panel and will have their centerlines no less than 35 inches above the finished floor. The fixtures will be provided by PTL Equipment.

As part of the car operating panel also provide the following wording etched into the panel:
A. Certificate of inspection on file in Engineers office
B. Elevator capacity pounds
C. Phase II operating instructions
D. No smoking

**TELEPHONE**
A hands-free ADA compliant telephone will be provided as an integral part of the operating panel assembly. The telephone will be built into the car-operating panel, with a CLEARLY identified button provided for telephone activation. This button will be located so that there will be no confusion with door open, door close, or emergency alarm buttons.

**EMERGENCY CAR LIGHTING**
An emergency power unit employing a 12-volt sealed rechargeable battery and totally static circuits will be provided to illuminate the elevator car and provide current to the alarm bell in the event of power failure. The equipment will comply with the requirements of the latest revision of the ASME/ANSI A17.1. This lighting will be provided as an integral part of the car operating assembly.
SPECIAL EMERGENCY SERVICE
Special emergency service operation will be provided in compliance with the latest revision of the ASME/ANSI A17.1.

Special emergency service Phase I, which will return the elevator non-stop to a designated floor, will be initiated by an elevator smoke detector system or by a key switch provided in the lobby.

A key switch in the car will be provided for in-car control of the elevator when on Phase II of special emergency service.

If the elevator is on independent service when the elevator is recalled on Phase I operation, a buzzer will sound in the car and a message indicator displaying the message “Please exit when doors open” will be activated.

CAR TRAVELING LANTERN
The car-traveling lantern will be installed to comply with ADA requirements.

HALL BUTTONS
All old hall buttons and indicators are to be removed and all walls to be repaired. Install all new buttons, illuminated and set at proper height.

The new buttons will be vandal resistant and installed ADA compliant. Phase I instructions will be engraved on the station at the designated landing, and a fireman’s service Phase I key switch provided.

Also provide engraved elevator corridor call station pictograph signs on all hall stations. The fixtures will be provided by PTL Equipment.

POSITION INDICATOR
A new hall position indicator will be installed at the lobby floor complete with directional arrows.

CAR TOP INSPECTION STATION
Provide car top inspection station complete with light and Ground Fault circuit Interrupter protected outlet.

TRAVELING CABLES
New cables will be home run and fully comply with all code requirements. Cables will be flexible and suitably suspended to relieve strain on individual conductors.

HOISTWAY WIRING
All wiring and electrical interconnections will comply with the governing codes. Insulated wiring will have flame retardant and moisture-proof outer covering, and will be run...
in conduit, tubing or electrical wire ways. The wiring will be installed in a neat and orderly manner.

HOISTWAY SWITCHES
All new hoistway switches and cams to be provided.

FIRE RECALL SWITCH
Provide 3-position fire recall key switch for Phase I at the designated landing. Operating instructions will be engraved on the cover.

HOISTWAY SILL AND FRAMES
Existing hoistway sills and frames are to be retained. Frames are to be sanded, imperfections filled and refinished in color to be selected by University. Provide all new door bumpers.

HOISTWAY DOORS
All new hoistway door panels are to be provided complete with sight guards. Door panels are to be stainless steel and have proper fire labels attached.

HOISTWAY DOOR EQUIPMENT
All new hoistway door equipment will be provided. This includes door locks, tracks, hangers, closers, door gibbs, etc. Existing dust covers may be reused except that if any are damaged or missing then they must be replaced. Manufacturer for all door equipment will be GAL Manufacturing Corporation.

An approved positive interlock will be provided for each hoistway entrance. The interlock will prevent operation of the elevator unless all doors for that elevator are closed, and it will keep the hoistway doors closed while the elevator is away from the landing. Emergency access to the hoistway as required by governing codes will be provided. Provide new top and bottom retaining devices.

BRAILLE JAMB PLATES
Provide and install zinc die-cast raised and Braille jamb plates on both sides of the hoistway entrance frame at each landing. Securely fasten the plates using tamper-proof fasteners (adhesive will not be the primary attachment means for the jamb plates).

CAR DOOR OPERATOR
A new door operator package will be provided, complete with tracks, hangers, clutch, gib, etc. Operation will fully comply with the requirements of ASME A17.1-1996 and ADA. The installation will fully comply with all code requirements, including the requirements for car door restriction. The Selected Firm(s) will adjust the new doors and equipment for proper clearances and smooth operation the new door operator will be non-proprietary. The manufacturer will be GAL MFG. Corp. and the type will be MOVFR, and will be furnished with adjusting tool.
DOOR DETECTOR AND RESTRICTOR
Provide a new Tri Tronics Edge Corp. type door detector.
Provide a hatch latch type door restrictor.

LANDING CONTROL SYSTEM
Provide and install new landing control system utilizing a perforated stainless steel tape mounted in hoistway. System will have neither rotating parts nor mechanical magnetic switches. All adjustments will be from a digital keypad with LCD readout. All adjustments will be self explanatory on readout. System will have a minimum resolution of 0.125 inches. System will have binary floor encoding to ensure correct floor position at each floor. No mechanically adjusted or machine room encoders will be accepted. This system will be provided by Motion Control Engineering.

ENVIRONMENTAL CONSIDERATIONS
Ambient temperature: 32F degrees to 104F degrees (0C degrees to 40C degrees)
Humidity: not condensing up to 95%
Altitude: up to 7500 feet (2286 m).

CONTROLLER REPLACEMENT AND ADDITION OF VARIABLE FREQUENCY AC DRIVE UNIT
The existing controller will be replaced with a new, fully programmable microprocessor based controller. The new controller will provide selective collective simplex operation, will provide Phase I and Phase II fire service, and will conform to all code requirements defined by Part XII of ASME A17.1-1996. For firefighters; service, the main floor will be “1” and the alternate floor will be “2”.

The new controller system will provide comprehensive means to access the computer memory for elevator diagnostic purposes without need for any external devices, and will have permanent indicators to show important elevator statuses as an integral part of the controller. Systems that require attachment of external devices for troubleshooting must be submitted for approval before the Selected Firm(s)’s quotation can be evaluated. In the event that a system requiring an external device is accepted, a minimum of one (1) external device, including any/all software, passwords, parameters, etc. that may be needed for the operation of the device, will be provided to the University. External devices that require recharging and/or periodic reprogramming are prohibited. Additionally, comprehensive training for the University maintenance staff will be provided prior to final acceptance and final payment to the Selected Firm(s).

Failure of any single magnetically operated switch, contact, or relay to release in the intended manner, or the failure of any static control device, speed measuring circuit, or speed pattern generating circuit to operate as intended, or the occurrence of a single accidental ground or short circuit will not permit the car to start or run if any hoistway door or gate interlock is unlocked or if any hoistway door or car door or gate contact is not in the made position. Furthermore, while on car top inspection, failure of any single magnetically operated switch, contactor or relay to release in the intended manner, or the
failure of any static control device to operate as intended, or the occurrence of a single accidental ground will not permit the car to move even with the hoistway door locks and car door contacts in the closed or made position.

Dedicated permanent status indicators will be provided on the controller to indicate the following: when the safety circuit is open, when the door locks are open, when the elevator is running at high speed, when the elevator is on independent service, when the elevator is on firefighters’ service, when the elevator out of service timer has elapsed, and when the elevator has failed to successfully complete its intended movement.

An out of service timer will be provided which will automatically take the car out of service if the car is delayed in leaving the landing while there are calls existing in the building. The car will not respond to hall calls while in this mode of operation, and the detector screen input will be unresponsive in the event that a faulty screen unit was delaying the car.

Door protection timers will be provided for both the open and close directions which will help protect the door operator motor and which will help prevent the car from being “stuck” at a landing. The door open protection timer will cease attempting to open the door after a predetermined time in the event that the doors are prevented from reaching the open position. The door close protection timer will reopen the doors for a short time in the event that the door-closing attempt fails to make up the door locks after a predetermined time.

A minimum of four different door standing open times will be provided. A car call time value will predominate when a car call only is canceled. A hall call time value will predominate whenever a hall call is canceled. In the event of a door reopen from the detector screen, a separate short door time value will predominate. If the doors are prevented from closing for longer than a predetermined time, door-nudging operation will cause the doors to move at slow speed and reduced torque in the close direction. The detector screen will stop the door but not reverse it. A buzzer will sound while nudging operation is activated.

Hall call or car call registration and lamp acknowledgment will be by means of a single wire per call besides the ground and power buss.

The car will be equipped with two-way leveling to automatically bring the car within 1/4” of floor level regardless of load.

A test switch will be provided. In the “test” position, this switch will allow independent operation of the elevator without door open functioning for the purposes of adjustment or testing the elevator. The elevator will not respond to hall calls in this mode of operation.

A timer will be provided to limit the amount of time a car is held at a floor due to a defective hall call or car call including stuck pushbuttons. Call demand at another floor
will cause the car to ignore the defective call and continue to provide service in the
building.

The control equipment will have all control parameters stored permanently on erasable
programmable read-only memory. (EEPROM)

The microprocessor board will be equipped with on-board diagnostics for ease of
troubleshooting and the field programmability of a minimum of eight specific control
variables. The field changes should be stored permanently using non-volatile memory.

The microprocessor board will provide the following features:

On board diagnostic switches and alphanumeric display: These switches and displays
will provide user-friendly interaction between the serviceman and the controller.

On board Real Time Clock. The real time clock will display the time and date, and will
be reset by using on board switches.

Display calls on a per floor basis. All types of calls will be conveniently entered and/or
displayed using on board switches and buttons.

Field programmability of specific timer values: The value of these timers may be viewed
and/or altered through use of the on board switches and buttons.

Display the status of all of the inputs, outputs, and internal control variables and flags,
listed in order of their mnemonics.

The controller replacement will include the installation of a new variable frequency AC
drive. Acceptable drive manufacturers are General Electric Company, and Mitsubishi
Electric. Other manufactures whose product meets and/or exceeds the performance
characteristics of the equipment of these manufacturers will be accepted upon
documentation that the equipment is “equal”. The variable frequency drive unit will be
fully compatible with and complementary to the microprocessor-based controller. The
drive will not require any modification to the existing elevator motor.

The drive will utilize a three-phase, full wave rectifier and capacitor bank to provide DC
for the solid-state inverter. The solid state inverter will utilize power semiconductor
devices and a duty cycle modulation fundamental frequency of not less that one kilohertz
to synthesize three phase, variable voltage, variable frequency output to operate the hoist
motor in an essentially synchronous mode.

A means will be provided for removing regenerated power from the drive DC power
supply. This power will be dissipated in resistors or returned to the three-phase AC
power line. Failure of the system to remove the regenerated power will cause drive
output to be removed from the hoist motor.
A contactor will be used to disconnect the hoist motor from the output of the drive unit each time the elevator stops. This contactor will be monitored and the elevator will not start again if the contactor has not returned to the de-energized position when the elevator stops.

The drive will be heavy-duty type capable of delivering sufficient current required to accelerate the elevator to the required speed (200 fpm) with the rated load (2500 lb.). The drive will provide speed regulation appropriate to the open loop system mode.

Ambient temperature requirements (extremes) for the drive unit are -10 degrees C to 40 degrees C, and relative humidity (non-condensing) extremes are 20 to 90% RH.

The drive will be capable of providing an adjustable DC current to the AC motor for an adjustable time in order to provide a braking pulse to use in the stopping sequence.

The drive will have to ability to adjust or program the voltage/frequency curve as necessary to properly match the characteristics of the existing elevator hoist motor.

The drive will not create excessive audible noise in the elevator motor.

Standard functions will include: slip compensation, current limiting, restart after instantaneous power failure, multi-speed, jump frequency, automatic acceleration/deceleration, 2-wire/3-wire control selection, high or low limiter, bias frequency, pattern operation, selection of terminal function, terminal link.

Standard protection will include: stall prevention, over current, over voltage, under voltage, instantaneous power failure, inverter overload, inverter overheating, motor overload, CPU error, and short circuit for input terminal.

The unit will be self-cooling.

The controller will provide four independent speed adjustments.

The power control will be arranged to continuously monitor the performance of the elevator such that if the car speed exceeds 150 fpm during access, inspection, or leveling the car will shut down immediately, requiring a reset operation.

The leveling accuracy will be within 1/4” of floor level regardless of loading conditions.

All control equipment will be provided by Motion Control Engineering.
SPECIAL OPERATING FEATURES

INDEPENDENT SERVICE
The car will be provided with a switch to remove it from operation and it will operate in response to car calls only in an in car independent mode of operation.

DOOR TIMING
Separate adjustable timing will be provided to establish independent minimum passenger transfer times for car stops, hall stops, main lobby stops and door reversal protection.

DOOR NUDGING OPERATION
Should the doors be held open due to a stuck call button or the failure of an electronic door reopening device for a predetermined adjustable time, a buzzer will sound and the doors will close at a reduced torque of 2.5 ft/lb. or less, permitting the car to run.

Upon completion of the installation, the Selected Firm(s) will provide three complete sets of all user’s manuals, maintenance manuals, logic diagrams, computer software, access codes, password, wiring diagrams, electrical drawings, and all other materials required for on-going maintenance and use of the system. The Selected Firm(s) will also provide any hardware required to interface with, diagnose or maintain the system. If required, interface tools may be hand-held or built into the system, and will function for the life of the system.

RELATED WORK

In addition to the elevator specific requirements outlined above, the Selected Firm(s) will perform the following additional related work:

SMOKE DETECTORS
Installation of Smoke Detectors Required

For the proper operation of the elevators firefighters’ service required by code, smoke detectors will be installed in every elevator lobby, machine room, and wherever required in the hoistways. The smoke detectors will comply with NFPA 72 and all UL standards, both for materials and function. Installation will comply with NFPA 72. Final connection of the smoke detectors for proper activation of firefighters’ service, and final test of the system will be included in this scope of work.
CONTROL PANEL
Provide notifier addressable control panel to activate main recall, alternate recall and shunt trip breaker. This panel will be Siemens-Cerberus Pyrotronics, model CP-2ER control panel, release panel. No substitute will be allowed.

Provide programming of the notifier addressable control panel as required to monitor and to control the new addressable devices.

This panel is to be located at the mechanical room at the end of the tunnel on the machine room level. It will be located adjacent to the existing fire alarm panel.

Tests
Upon completion of the project, the fire service systems will be completely tested, including activation of each smoke detector as well as standard key operation. For fire service operation, the designated level will be “1” and the alternate level will be “2”.

MACHINE ROOM MODIFICATIONS
1. Provide new elevator equipment mainline disconnect switch. Provide a separate disconnect for the elevator’s lighting and accessories. Label disconnect clearly and locate the new disconnects on the machine room wall adjacent to the entrance door. Disconnects and installation will comply with NFPA 70/NEC 1996. The new disconnect will be provided as a shunt trip breaker. Also provide a fused lockable, labeled disconnect switch for the car lighting.

2. Upon completion of job, clean the machinery space and paint the floor dark gray. A minimum of one coat of primer and two finish coats of paint is required.

3. An air conditioner will be provided for the machine room.

4. A new dropped ceiling will be provided in the machine room.

5. All new fluorescent lighting with a switch located adjacent to the machine room doors and a new Ground fault circuit Interrupter type duplex will be provide in the machine room.

6. No pre-action system or heat detectors will be required since the building does not have a sprinkler system.

HOISTWAY MODIFICATIONS
Bevel any ledges and seal all penetrations in hoistway. The top surface of any setback or projection in the hoistway that measures 2” or more in width will be beveled at an angle of not less than 75 degrees from horizontal.

PIT
Provide a new pit stop switch; located to be accessible from the pit ladder, as required by code. A second pit switch will be provided at proper height above the pit floor. Provide a
new Ground fault circuit Interrupter type duplex receptacle in the pit. Provide new fluorescent lights in pit complete with wire guard to protect the tubes. A light switch will be provided adjacent to the pit ladder.

Upon completion, thoroughly clean the pit, and spray the pit walls and floor bright white. A minimum of one coat of primer and two finish coats of paint is required.

In addition to the elevator specific requirements outlined above, the Selected Firm(s) will perform the following additional related work:

Upon completion of the project, provide and install a new crosshead data plate with all information required by current code, plus the code edition under which this modernization was performed. Provide a similar tag in the machine room, affixed to the controller cabinet.

Provide and install test tags on the over speed governor, and on the car top on the governor rope releasing assembly.

REFURBISHING RETAINED EQUIPMENT
All retained equipment will be thoroughly cleaned and properly lubricated.

All hoistway equipment, including counterweights and frame, rails, and so forth will be thoroughly cleaned and properly lubricated as indicated by the OEM’s maintenance procedures.

Any defects of equipment designated to be retained, which are discovered during the course of the cleaning and reconditioning process, will be brought to the attention of the University.
SCOPE AND INTENT
This specification will outline the scope of the work required and will provide general information about the existing installation. It is not intended to exempt the Selected Firm(s) from the requirement of making a detailed inspection to determine existing conditions prior to submitting a proposal for this work. Failure to perform an on-site inspection or performance of an inadequate inspection will not relieve the Selected Firm(s) from full compliance with these specifications.

The intent is to provide a new controller, selector, wiring, pumping unit, etc. All incidental work related to this installation that may be required will be performed by the Selected Firm(s) and is included in the scope of this work.

The items that are to be retained will all be addressed. All other items will be new and reflected in the Selected Firm(s)’s price. It is the intent of this specification that the Selected Firm(s) be responsible for all items including main line disconnects, machine room lighting, pit lights, and cutting, patching, etc. No extra charges will be allowed.

If upon your on-site inspection there are any items that have not been addressed, they will be brought to the University attention prior to submitting a proposal for this work.

GOVERNING CODES
All references to codes will be the edition referenced by The Virginia Uniform Statewide Building Code - 2000 edition.

All work will be performed in accordance with the requirements of ASME A17.1-2000, Safety Code for Elevators and Escalators. All new electrical work will conform to NFPA-70, 2000. In the performance of the work, the Selected Firm(s) will comply with all VOSHA safety regulations, as well as with all specific safety regulations required by the University Project Manager.

PERFORMANCE
The Selected Firm(s) will provide all materials, labor, tools, equipment, and supervision necessary to complete the work described by this specification. The Selected Firm(s) will submit a detailed project schedule prior to beginning work on the project, and the Selected Firm(s) will diligently prosecute the work. The Selected Firm(s) is advised that “time is of the essence” for the completion of this project.

SUBMITTALS
Prior to purchasing materials, the Selected Firm(s) will submit manufacturer’s data for all materials; including, but not limited to, controller and landing system.
The Selected Firm(s) will certify, or will provide manufacturer’s certifications, that the materials supplied fully comply with the requirements of ASME A17.1-2000, and all other applicable codes. NOTE: Controllers will comply with the requirements of A17.5-2000, and will be so labeled.

**PROPRIETARY EQUIPMENT**
Under no conditions will any manufacturers or supplier’s proprietary equipment, systems, or software be accepted for this project.

**COORDINATION OF THE WORK**
The Selected Firm(s) will coordinate the performance of this work with the University’s designated project manager. The Selected Firm(s) will notify the Project Manager when the Firm intends to begin work.

Prior to commencing work on the project, the Selected Firm(s) will provide at least 48 hours notice to the Project Manager. Work will not commence until the Project Manager grants permission.

**DEMOLITION AND REMOVAL OF EXISTING MATERIAL**
As part of this work, the Selected Firm(s) will remove all existing components required to facilitate the installation of replacement equipment. The Selected Firm(s) will promptly remove from the site all old materials, so designated by the University or its designated project manager, and will properly dispose of those materials upon completion of the installation.

**CLEANING**
During the execution of the work, the Selected Firm(s) will clean the work site daily. Upon completion of the project, the Selected Firm(s) will perform a thorough final cleaning of all work areas, including the car top, interior, sill, pit, machine room, etc. All construction debris will be removed from the site. The project will not be accepted until cleaning is completed.

**PROJECT CLOSE OUT**
Upon completion of the project and prior to final acceptance by the University, the Selected Firm(s) will provide three full sets of operation and maintenance manuals, drawings, all necessary keys and specific operating instructions.

**PERMITS AND INSPECTIONS**
The Selected Firm(s) will furnish all licenses and permits and will arrange for all inspections and tests required.

**ACCEPTANCE INSPECTIONS AND TESTING**
During the course of the project, the University will secure the services of an independent consultant who will inspect the project. The independent consultant will witness the final acceptance tests, and will conduct a thorough final acceptance inspection. A minimum of 48 hours advance notice will be required prior to all testing.
During the inspection, the consultant will verify that all required work has been performed, including final cleaning. Dust covers, electrical box (or duct) covers, and the like will be removed as required to verify that equipment has been satisfactorily installed and/or cleaned. The University will not accept the completed project until all deficiencies noted during the final inspection have been satisfactorily corrected.

WARRANTY AND MAINTENANCE AGREEMENT
Upon completion of the work, the Selected Firm(s) will fully warrant all equipment, new and retained, for one full year from the date of University acceptance. The entire elevator will be warranted for one full year from the date of the University final acceptance of the completed project. Defects or equipment failures occurring during that one-year period will be promptly corrected or repaired by the Selected Firm(s) at no cost to the University.

The Selected Firm(s) will provide one full year of complete maintenance service as part of this warranty. This service will include monthly maintenance inspections and full preventative maintenance service, and emergency call back service 24 hours a day, seven days a week. A standard response time of two hours is required by the Selected Firm(s) upon a telephonic or written request for emergency service by the University’s Contract Administrator or designee.

TOOLS TO BE FURNISHED BY SELECTED FIRM(S)
For elevator microprocessor control systems, provide maintenance diagnostic tools, electrical schematic wiring diagrams, any and all access codes or passwords required for all maintenance functions, including diagnostics, adjustment, and parameter reprogramming. Tools must be built into the control system and will function for the life of the equipment. Tools that require recharging or reprogramming will not be used. Provide complete operations and maintenance manuals including diagnostics instruction for troubleshooting the microprocessor system. Parts for the microprocessor must be available to the University or the University designated representative at the manufacturer’s published list price for the life of the system.

The following information relating to the elevator control system will be included:
1. University manual containing data on major components, recommended spare parts, maintenance, and adjustment.
2. Adjuster’s manual
3. “AS-BUILT” wiring diagrams
4. Description of system operating features.

SPECIAL CONDITIONS
Prior to commencing the work, the Selected Firm(s) will schedule a meeting with the University’s designated representatives. Any special conditions relating to the project execution, including limitations of work hours, designated storage spaces; requirements for wall penetrations (and any required permits) will be reviewed.
DESCRIPTION OF EXISTING EQUIPMENT
A. One hydraulic elevator
B. Capacity 3000 pounds
C. Car speed – 100 feet per minute
D. 3 stops – 3 openings in line
F. Original manufacturer – Esco

NEW EQUIPMENT REQUIRED
A. Controller
B. Wiring
C. New pumping unit
D. To and from piping
E. Hoistway switches
F. Pit switch
G. Traveling cables
H. Toe guard
I. Door operator
J. Car operating panel
K. New hall fixtures
L. Access switches
M. Cab
N. Hoistway and car doors
O. ADA telephone
P. Car guide assemblies
Q. Braille
R. Selector
S. Car sill
T. Cylinder, piston, PVC liner
U. Battery lowering

RETAINED EQUIPMENT
A. Guide rails
B. Entrances and sills
C. Car sling
D. Platform
E. Pit ladder
SPECIFIC REQUIREMENTS

PUMPING UNIT
Install a new pumping unit complete with new valves and motor.

New piping from the pumping unit to the cylinder will be provided.

Provide muffler and shut-off valve. Shut-off valve to be located in the machine room.

To minimize noise and vibration the unit must be mounted on sound isolation pads. The piping to and from the unit will be isolated from the building structure in order to prevent noise or vibration being transferred to the car.

CONTROLLER
The existing controller will be replaced with a new, fully programmable microprocessor based controller.

Starting relays will be furnished in the new controller.

The new system will be Wye-Delta reduced voltage starting.

The new controller will provide means to access the computer memory for diagnostic purposes without the need for external devices. Everything required must be included with the controller.

The elevator will not require the functioning of the microprocessor to operate on car top inspection to provide a reliable means of moving the car if the microprocessor fails.

A motor limit timer function will be provided which, in case of the pump motor being energized longer than a predetermined time, will cause the car to descend to the lowest landing and park, open the doors automatically and then close them. Car calls will be canceled and the car taken out of service automatically. Operation may be restored by cycling the main line disconnect switch or putting the car on access or inspection operation. Door reopening devices will remain operative.

A valve limit timer will be provided which will automatically cut off current to the down valve solenoids if they have been energized longer than a predetermined time. The car calls will then be canceled and the car taken out of service automatically. Operation may be restored by cycling the main line disconnect switch or putting the car on access or inspection operation. Door reopening devices will remain operative.
A means of lowering the elevator will be provided when there is a power failure. This operation will bring the car to the lowest landing and allow passengers to exit the elevator. This operation requires a separate battery-operated power supply system.

The car call relays on the controller will be furnished with a means of allowing a call to be registered at the controller without means of a wire jumper.

All available options or parameters will be field programmable, without need for any external device or knowledge of any programming languages. Programmable options and parameters will be stored in nonvolatile memory. As a minimum, there will be a 32-character alphanumeric display used for programming and diagnostics. Programmable parameters and options will include, but not limited to, the following:

A. Number of stops/openings served (each car)
B. Simplex/duplex
C. Single automatic push-button
D. Selective collective/single button collective
E. Programmable fire code options/fire floors (main, alternates)
F. Floor encoding (absolute PI)
G. Digital PIs/single wire PIs
H. Programmable door times
I. Programmable motor limit timer
J. Nudging
K. External car shutdown input (e.g. rescuvator)
L. External Low Oil Sensor Input
M. External viscosity control input
N. Parking floors
O. Hall or car gong selection

Upon completion of the installation, the Selected Firm(s) will provide three complete sets of all user’s manuals, maintenance manuals, logic diagrams, computer software, access codes, password, wiring diagrams, electrical drawings, and all other materials required for on-going maintenance and use of the system. The Selected Firm(s) will also provide any hardware required to interface with, diagnose or maintain the system. If required, interface tools may be hand-held or built into the system, and will function for the life of the system.

The new controller will be manufactured by Motion Control Engineering.

LANDING CONTROL SYSTEM
Provide and install new landing control system utilizing a perforated stainless steel tape mounted in hoistway. System will have neither rotating parts nor mechanical magnetic switches. All adjustments will be from a digital keypad with LCD readout. All adjustments will be self explanatory on readout. System will have a minimum resolution of 0.125 inches. System will have binary floor encoding to ensure correct floor position at each floor. No mechanically adjusted or machine room encoders will be accepted.
TOP OF CAR INSPECTION
Furnish and install a car top inspection station complete with light, stop switch and Ground Fault Circuit Interrupter protected outlets. All necessary wiring will be provided.

TRAVELING CABLES
Install all new traveling cables. Cables will be home run and fully comply with all code requirements. Cables will be flexible and suitably suspended to relieve strain on individual conductors.

PIT SWITCH
Provide new stop switch located adjacent to pit ladder.

HOISTWAY SWITCHES
All new hoistway switches will be provided including necessary switches and cams. Any necessary switches for leveling, stopping, door zone, directions, etc. will be new. Any existing piping that can be reused will be permitted. All wiring will be new.

HOISTWAY WIRING
All wiring and electrical interconnections will comply with the governing codes. Insulated wiring will have flame retardant and moisture-proof outer covering, and will be run in conduit, tubing or electrical wire ways. The wiring will be installed in a neat and orderly manner. All hoistway wiring will be new. Any existing piping that meets existing codes may be retained.

HOISTWAY SILL AND FRAMES
Existing hoistway sills and frames are to be retained.

HOISTWAY DOORS
All new hoistway door panels are to be provided complete with sight guards. Door panels are to be stainless steel and have proper fire labels attached.

HOISTWAY DOOR EQUIPMENT
All new hoistway door equipment will be provided. This includes door locks, tracks, hangers, closers, headers, door gibs, etc. Existing dust covers may be reused except that if any are damaged or missing then they must be replaced.

An approved positive interlock will be provided for each hoistway entrance. The interlock will prevent operation of the elevator unless all doors for that elevator are closed, and it will keep the hoistway doors closed while the elevator is away from the landing. Emergency access to the hoistway as required by governing codes will be provided.

Provide new top and bottom retaining devices.
BRAILLE JAMB PLATES
Provide and install zinc die-cast raised and Braille jamb plates on both sides of the hoistway entrance frame at each landing. Securely fasten the plates using tamper-proof fasteners (adhesive will not be the primary attachment means for the jamb plates).

CAR FRAME
The existing car frame will be retained.

CAR GUIDES
Provide new roller guide assemblies. Install and adjust guide assemblies to provide a smooth quiet ride.

PLATFORM
The existing platform will be retained. The bottom of the platform will be provided with a fire-proofing material. The toe guard will be replaced and the new one will meet code requirements.

The old floor tile will be removed and replaced with VCT – Armstrong Standard Excelon, Pearl White 51803 or an approved equal.

CAR DOOR OPERATOR
A new door operator package will be provided, complete with tracks, hangers, clutch, gib, etc. Operation will fully comply with the requirements of ASME A17.1-2000 and ADA. The installation will fully comply with all code requirements, including the requirements for car door restriction. The Selected Firm(s) will adjust the new doors and equipment for proper clearances and smooth operation. The new door operator will be non-proprietary. The manufacturer will be GAL Mfg. Corp., and the type will be MOVFR. A tool for this operator will also be furnished.

DOOR DETECTOR AND RESTRICTOR
Provide a new Tritronics Edge Corp. door detector.

Provide a hatch latch type door restrictor.

HOISTWAY ACCESS SWITCHES
Provide hoistway access switches at the top and bottom landings. This switch will be the key-operated type, continuous pressure, and spring return with key removable only in the “off” position.

CAR OPERATING PANEL AND POSITION INDICATOR
The Selected Firm(s) will provide and install a new car-operating panel for the elevator. The new operating panel will be vandal-resistant and comply with all ADA requirements, and have LED car position indicators as an integral part of the panel assemblies. The car-operating panel will be mounted so that no button will be higher than 48 inches above the finished floor. Emergency controls, including the emergency alarm and emergency stop,
will be grouped at the bottom of the panel and will have their centerlines no less than 35 inches above the finished floor. The fixtures will be provided by PTL.

As part of the car operating panel also provide the following wording etched into the panel:

A. Certificate of inspection on file in Engineers office
B. Elevator capacity pounds
C. Phase II operating instructions
D. No smoking

TELEPHONE
A hands-free ADA compliant telephone will be provided as an integral part of the operating panel assembly. The telephone will be built into the car-operating panel, with a CLEARLY identified button provided for telephone activation. This button will be located so that there will be no confusion with door open, door close, or emergency alarm buttons.

EMERGENCY CAR LIGHTING
An emergency power unit employing a 12-volt sealed rechargeable battery and totally static circuits will be provided to illuminate the elevator car and provide current to the alarm bell in the event of power failure. The equipment will comply with the requirements of the latest revision of the ASME/ANSI A17.1. This lighting will be provided as an integral part of the car operating assembly.

SPECIAL EMERGENCY SERVICE
Special emergency service operation will be provided in compliance with the latest revision of the ASME/ANSI A17.1.

Special emergency service Phase I, which will return the elevator non-stop to a designated floor, will be initiated by an elevator smoke detector system or by a key switch provided in the lobby.

A key switch in the car will be provided for in-car control of the elevator when on Phase II of special emergency service.

If the elevator is on independent service when the elevator is recalled on Phase I operation, a buzzer will sound in the car and a message indicator displaying the message “Please exit when doors open” will be activated.

CAR TRAVELING LANTERN
The car-traveling lantern will be installed to comply with ADA requirements.

HALL BUTTONS
All old hall buttons and indicators are to be removed and all walls to be repaired. Install all new buttons, illuminated and set at proper height.
The new buttons will be vandal resistant and installed ADA compliant. Phase I instructions will be engraved on the station at the designated landing, and a fireman’s service Phase I key switch provided.

Also provide engraved elevator corridor call station pictograph signs on all hall stations.

**HALL POSITION INDICATORS**
New LED hall position indicators will be installed at all elevator lobbies complete with directional arrows.

**SPECIAL OPERATING FEATURES**

**INDEPENDENT SERVICE**
The car will be provided with a switch to remove it from operation and it will operate in response to car calls only in an in car independent mode of operation.

**DOOR TIMING**
Separate adjustable timing will be provided to establish independent minimum passenger transfer times for car stops, hall stops, main lobby stops and door reversal protection.

**DOOR NUDGING OPERATION**
Should the doors be held open due to a stuck call button or the failure of an electronic door reopening device for a predetermined adjustable time, a buzzer will sound and the doors will close at a reduced torque of 2.5 ft/lb. or less, permitting the car to run.

**ELEVATOR CAR ENCLOSURE**
All materials to meet standards set by ANSI A17.1.

New elevator car enclosure will be furnished. The design of the new elevator car enclosures will conform to the following:
The car entrance will be provided with new stainless steel door panels. The doors will be hung on the new door hangers, and have new bottom door guides provided. There will be two door guides per panel. A safety retainer bracket will be provided on each door panel similar to the ones that are installed on hoistway doors. Bent down devices such as “fire tabs” will not be permitted as the sole means of bottom door retainers.

The existing front return panels will be replaced with new panels. The panels and the transom will be stainless steel.

The two side panels and the rear panel for each elevator will be designed with ¾” decorative panels with plastic laminate finish attached to the steel walls. The plastic laminate is to be Wilsonart Color Bronze Legacy 4656-60 or approved equal.

Canopy: The existing canopy for the elevators will be retained. Clean and repaint with a coat of bright white paint. Apply a minimum of two coats of paint.
New light fixtures will be installed and will have all new fluorescent tubes installed.

A new drop ceiling will be provided. The new ceiling will be of the suspended frame with sectional diffusers.

The new ceiling frame will be brushed stainless steel and attached to either the existing car canopy or the walls of the enclosure. The frame will be installed in such a manner as to not restrict access to the top of car exit panel.

Provide a new extruded aluminum car sill of proper size and requirements for functional operation.

Prepare existing cab surfaces for the addition of new interior finishes.

Provide new raised, removable wall panels in plastic Wilsonart laminate color to be Legacy 4656-60 or approved equal.

Install new wall panels by using an extruded aluminum molding between panels and all fastening devices will be hidden by a finished material insert.

Provide new stainless steel handrail for the rear wall of the cab. A handrail will be mounted securely at proper code height and installed so as to be removable from within the cab interior. Handrails are to be installed to allow free and clear access to the car-operating panel.

Pads and hooks conforming to the following will be provided.

Pads will be fire resistant quilted canvas conforming to the applicable ASME A17.1 requirements. Pads will be provided for the rear walls, side walls and both car front returns and will have openings for the car operating panels and the hands free telephones.

The protective pads hooks will be number four brushed stainless steel and permanently mounted at the sides, rear and fronts of the car enclosure.

Provide a new two speed car fan. The fan blades will be protected by screening.

Provide a switch for top exit panel.

Provide guards on top of car to protect workers from the excessive distance from to of car to shaft walls.
RELATED WORK

In addition to the elevator specific requirements outlined above, the Selected Firm(s) will perform the following additional related work:

LADDER
The existing pit ladder is to be retained. Provide a new stop switch, located at proper height and accessible from the pit ladder as required by code.

RETAINED EQUIPMENT
All retained equipment will be thoroughly cleaned and properly lubricated.

Any defects of equipment designated to be retained, which are discovered during the course of the cleaning and reconditioning process, will be promptly brought to the attention of the University.

SMOKE DETECTORS
Installation of Smoke Detectors Required

For the proper operation of the elevators firefighters’ service required by code, smoke detectors will be installed in every elevator lobby, machine room, and wherever required in the hoistways. The smoke detectors will comply with NFPA 72 and all UL standards, both for materials and function. Installation will comply with NFPA 72. Final connection of the smoke detectors for proper activation of fire fighters’ service, and final test of the system will be included in this scope of work.

CONTROL PANEL
Provide notifier addressable control panel to activate main recall, alternate recall and shunt trip breaker.

Provide programming of the notifier addressable control panel as required to monitor and to control the new addressable devices.

Tests
Upon completion of the project, the fire service systems will be completely tested, including activation of each smoke detector as well as standard key operation. For fire service operation, the designated level will be “1” and the alternate level will be “2”.

MACHINE ROOM MODIFICATIONS
No pre-action system or heat detectors will be required since the building does not have a sprinkler system

In addition to the elevator specific requirements outlined above, the Selected Firm(s) will perform the following additional related work:
Upon completion of the project, provide and install a new crosshead data plate with all information required by current code, plus the code edition under which this modernization was performed. Provide a similar tag in the machine room, affixed to the controller cabinet.

REFURBISHING RETAINED EQUIPMENT
All retained equipment will be thoroughly cleaned and properly lubricated. All hoistway equipment, including spring buffers, rails, and so forth will be thoroughly cleaned and properly lubricated as indicated by the OEM’s maintenance procedures.

Any defects of equipment designated to be retained, which are discovered during the course of the cleaning and reconditioning process, will be promptly brought to the attention of the University.