



COMPETITIVE SOLICITATION

BY CITY AND COUNTY OF DENVER

FOR

ELEVATOR MAINTENANCE AND SERVICE

ON BEHALF OF ITSELF AND OTHER GOVERNMENT AGENCIES

AND MADE AVAILABLE THROUGH THE U.S. COMMUNITIES

GOVERNMENT PURCHASING ALLIANCE

RFP/ITB #ELEVATOR_MAINT_0572U

The City and County of Denver (herein “Lead Public Agency”) on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and nonprofit organizations (herein “Participating Public Agencies”) is soliciting proposals from qualified suppliers to enter into a Master Agreement for a complete line of Elevator services (herein “Products and Services”).

THIS REQUEST FOR PROPOSAL MUST BE RETURNED IN A SEALED ENVELOPE WITH THE PROPOSAL NUMBER AND PROPOSAL TITLE ON THE ENVELOPE.

SCHEDULE OF EVENTS

• RFP Issued	July 8, 2008		
• Pre-Proposal Conference	July 22, 2008	11:00 A.M.	Local Time
• Deadline to Submit Additional Questions	July 25, 2008	5:00 P.M.	Local Time
• Response to Written Questions	July 29, 2008		
• Proposal Due Date	August 11, 2008	5:00 P.M.	Local Time
• Proposal Evaluation Period	August 20-22, 2008		

Vendor offers to furnish to the City and County of Denver the materials, supplies, products or services requested in accordance with the specifications and subject to the Terms and Conditions described herein.

VENDOR SIGN HERE

Company Name: _____

By: _____
(Printed or Typed Name)

(Signature)

Signature constitutes acceptance of all Terms and Conditions listed on this form and all documents attached.

Table of Contents

SECTION A: GENERAL INFORMATION & PROPOSAL INSTRUCTIONS	6
A.1 BACKGROUND AND SCOPE:	6
A.2 SUBMISSION OF PROPOSALS:	6
A.3 PRE-PROPOSAL CONFERENCE:	6
A.4 RFP QUESTIONS:	6
A.5 ESTIMATED QUANTITIES:	7
A.6 PROPOSAL AND PERFORMANCE BONDS AND SURETIES:	7
A.7 ADDENDA:	7
A.8 ACCEPTANCE PERIOD:	7
A.9 TECHNICAL REQUIREMENTS/STATEMENT OF WORK:	7
A.10 PRICING:	7
A.11 RFP CONDITIONS AND PROVISIONS:	8
A.12 GRATUITIES AND KICKBACKS:	8
A.13 NON-COLLUSIVE VENDOR CERTIFICATION:	9
A.14 AWARDS:	9
A.15 EVALUATION AND AWARDS:	10
A.16 GREENPRINT DENVER POLICY AND GUIDANCE:	10
A.16.a Environmentally Preferable Purchasing (EPP) Guidance and Prohibitions:	11
A.17 VENDOR PERFORMANCE MANAGEMENT:	11
A.18 EMERGENCY PURCHASES:	11
A.19 CONSTRUCTION AND REMODELING CONTRACTING PROVISIONS:	11
A.20 REPAIR AND REPLACEMENT:	12
A.21 WARRANTY GUARANTEE:	12
A.22 DEFECTIVE MATERIAL:	12
A.23 BRAND AND/OR TRADE NAMES:	13
SECTION B: SCOPE OF WORK AND TECHNICAL REQUIREMENTS	14
B.1 GENERAL DEFINITION OF PRODUCTS AND/OR SERVICES:	14
B.1.a Service Category 1	14
B.1.b Service category 2	15
B.2 ROUTINE MAINTENANCE FOR ESCALATORS AND POWER WALKS	17
B.3 HOURLY RATE CHANGES PROVISIONS FOR PROPOSAL ITEMS:	18
B.4 EXCLUSIONS:	18
SECTION C: SECTION C PRICING	19
C.1 PRICING INFORMATION:	19
C.2 CHANGES:	19
C.3 PROPOSAL ITEMS:	20
PROPOSAL ITEM No. 1: Denver Performing Arts Complex Parking Garage	20
PROPOSAL ITEM No. 2: McNichols Building (Formerly Annex III)	21
PROPOSAL ITEM No. 3A: Nine Branch Libraries	22
PROPOSAL ITEM No. 3B: Central Library, at 10 W. 14th Avenue Parkway	23
PROPOSAL ITEM No. 3C: Bear Valley Library	24
PROPOSAL ITEM No. 4: Permit Center	25
PROPOSAL ITEM No. 5: Communications Center	26
PROPOSAL ITEM No. 6: Family Crisis Center	27

PROPOSAL ITEM No. 7: Roslyn Fleet Maintenance Building	28
PROPOSAL ITEM No. 8: Cultural Center Parking Garage	29
PROPOSAL ITEM No. 9: Denver County Jail	30
PROPOSAL ITEM No. 10: Red Rocks Visitors Center	31
PROPOSAL ITEM No. 11: Police District 1	32
PROPOSAL ITEM No. 12: Roslyn Administration Building 5	33
PROPOSAL ITEM No. 13: Denver Social Service Building	34
PROPOSAL ITEM No. 14: Police Administration Building and Pre-Arrest Detention Facility	35
PROPOSAL ITEM No. 15: Wastewater Management, 2000 W 3rd Ave	36
PROPOSAL ITEM No. 16A: Denver Performing Arts Complex (Boettcher Hall)	37
PROPOSAL ITEM No. 16B: Denver Performing Arts Complex (Buell Theatre)	38
PROPOSAL ITEM No. 17: Five Parks and Recreation Centers	39
PROPOSAL ITEM No. 18: Five Points Community Center	40
PROPOSAL ITEM No. 19: Denver Fire Department Headquarters	41
PROPOSAL ITEM No. 20: City and County Building	42
PROPOSAL ITEM No. 21: Police District 2	44
PROPOSAL ITEM No. 22: Police District 3	44
PROPOSAL ITEM No. 23: Minoru Yasui Building	45
PROPOSAL ITEM No. 24: Wellington E Webb Municipal Office Building	45
PROPOSAL ITEM No. 25: Denver Performing Arts Complex	46
PROPOSAL ITEM No. 26: City and County Building	47
PROPOSAL ITEM No. 27: National Percentage Mark-Up for Materials and Parts ..	48
PROPOSAL ITEM No. 28: National Regular Maintenance Service	50
PROPOSAL ITEM No. 29: National Emergency Troubleshooting Service	53
SECTION D: SAMPLE CONTRACT	56
D.1 INVOICING:	56
D.2 EXTENSION OR RENEWAL:	56
D.3 PAYMENT CONDITIONS:	56
D.4 TERMINATION FOR DEFAULT:	57
D.5 TERMINATION:	57
D.6 CANCELLATION:	58
D.7 NON-EXCLUSIVE CONTRACT:	59
D.8 EMERGENCY 24-HOUR SERVICES:	59
D.9 PREVAILING WAGES	59
D.10 PERFORMANCE INTERFERENCE:	60
D.11 CONTRACT ADMINISTRATION:	60
D.12 COOPERATIVE PURCHASING:	61
D.13 INSURANCE:	61
D.13.a Workers' Compensation/Employer's Liability Insurance:	61
D.13.b General Liability:	61
D.13.c Automobile Liability:	62
D.13.d Excess/Umbrella Liability:	62
D.13.e Additional Provisions:	62
SECTION E: ADDITIONAL REQUIRED INFORMATION	63
E.1 REFERENCE LISTING:	63

E.2 DISCLOSURE OF PRINCIPALS:	64
E.3 VENDOR'S CHECK LIST	66
E.4 CERTIFICATION UNDER § 8-17.5-102, C.R.S.	67
E.5 VENDOR INFORMATION	68
SECTION F: ATTACHMENTS	70
F.1 ATTACHMENT E: QUALIFICATIONS/TECHNICAL EXPERIENCE	70
F.2 ATTACHMENT F: SAMPLE CITY AND COUNTY OF DENVER QUARTERLY ELEVATOR REPORT	71
SECTION G: U.S. COMMUNITIES INFORMATION	75
G.1 OVERVIEW	75
G.1.a Master Agreement:	75
G.1.b Objectives:	75
G.2 GENERAL DEFINITION OF PRODUCTS AND/OR SERVICES	75
G.3 U.S. COMMUNITIES	75
G.3.a National Sponsors	76
G.3.b Advisory Board	76
G.3.c Participating Public Agencies	76
G.3.d Estimated Volume	77
G.3.e Marketing Support	77
G.3.f Multiple Awards	77
G.3.g Evaluation of Proposals	77
G.4 SUPPLIER QUALIFICATIONS	78
G.4.a Commitments	78
G.4.b Program Standards	79
G.5 SUPPLIER QUALIFICATION WORKSHEET	82
G.6 SUPPLIER INFORMATION	85
G.7 APPENDIX A	86
G.7.a Master Intergovernmental Cooperative Purchasing Agreement	86
G.8 APPENDIX B:	88
G.9 CANADIAN COMMUNITIES – AFFILIATED PROGRAMS	96
G.10 ADMINISTRATION AGREEMENT GUIDELINES:	97
G.11 SUPPLIER PRICING COMMITMENT COMPLIANCE GUIDELINES:	98
G.12 PUBLIC AGENCY SOLICITATION RESPONSE GUIDELINES:	99
G.13 QUARTERLY REPORTING PROCEDURES:	100
G.14 STATE NOTICE ADDENDUM:	101

The remainder of this page left blank intentionally.

SECTION A: GENERAL INFORMATION & PROPOSAL INSTRUCTIONS

A.1 BACKGROUND AND SCOPE:

The City and County of Denver, hereinafter referred to as the City, desires to solicit proposals relating to the purchase of **ELEVATOR MAINTENANCE and REPAIR, ESCALATORS, AND MOVING WALKWAYS at the locations described herein.**

A.2 SUBMISSION OF PROPOSALS:

Submit one (1) original, ten (10) copies and on copy on CD of your Proposal to the City & County of Denver Purchasing Division, 201 W. Colfax Ave., Dept. 304, 11th Floor, Denver, CO 80202. Proposals are to be in either an enclosed envelope or a sealed box and labeled with the Proposal number and name. Proposals must be received and time stamped in the Purchasing Division Office no later than date and time listed on the second page. Individual Proposals will not be read in public or available for public inspection until after an award determination has been made.

The City requests that whenever possible proposals be duplex printed on paper containing 30% post-consumer content in observance with the Greenprint Denver action plan.

A.3 PRE-PROPOSAL CONFERENCE:

A pre-proposal conference will be conducted the date and time listed in the Schedule of Events, front page. Location of Pre-Proposal Conference will be at the Wellington Webb Municipal Building located at 201 West Colfax Avenue, Denver, CO 80202 The Pre-Proposal Conference will take place in Conference Room 11.C.5 located on the 11th Floor of the Webb Municipal Building. The proposal terms and conditions will be reviewed and discussed.

A.4 RFP QUESTIONS:

The City shall not be bound by and the Vendor shall not request or rely on any oral interpretation or clarification of this RFP. Therefore any questions regarding this RFP are encouraged and should be submitted in writing by email to:

City Buyer: Sherry Grams
E-Mail: sherry.grams@denvergov.org
Phone: 720-913-8113

Questions received up to deadline to submit question in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Vendor will be provided to all Vendors.

All communications regarding this proposal shall only be through the City's buyer listed above. No communication is to be directed to any other City personnel.

A.5 ESTIMATED QUANTITIES:

Quantities listed are the City and County of Denver's best estimate and do not obligate the Buyer to order or accept more than City and County of Denver's actual requirements during the period designated, as determined by actual needs and availability of appropriated funds. It is expressly understood and agreed that the resulting Contractual Agreement is to supply the City with its complete actual requirement of the materials specified in this proposal for the designated period.

A.6 PROPOSAL AND PERFORMANCE BONDS AND SURETIES:

The successful vendor will be required to furnish a performance bond or, in the alternative, an irrevocable letter of credit from a local financial institution, in the amount of the proposal (individual proposal items). If a performance bond is furnished by the successful vendor, it must be executed by the owner, a general partner or, if a corporation, the secretary's signature and the seal of the corporation must be affixed.

A.7 ADDENDA:

In the event it becomes necessary to revise, change, modify or cancel this RFP or to provide additional information, addenda will be issued to all recipients of this RFP.

A.8 ACCEPTANCE PERIOD:

Proposals in response to this RFP shall indicate that they are valid for a period no less than 180 days from the closing date.

A.9 TECHNICAL REQUIREMENTS/STATEMENT OF WORK:

Section B of this RFP contains our proposed Statement of Work and/or Technical Requirements. This document shall form the basis of a Contractual Agreement covering the subject matter of this RFP. Exceptions or deviations to this proposal must not be added to the proposal pages, but must be on vendor's letterhead and accompany proposal. Any exceptions to this documentation will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications. The City welcomes cost saving proposals which still satisfy all technical and business objectives.

A.10 PRICING:

All prices quoted shall be firm and fixed. Pricing shall be in the format contained in Section C of this RFP. Alternative approaches for the pricing of the requested products and services may be provided, however, such alternate approaches shall be described separately and must be in addition to the format in Section C. Do not include cost or price figures anywhere except in the cost and pricing section.

The remainder of this page is left blank intentionally

A.11 RFP CONDITIONS AND PROVISIONS:

This proposal must be signed by a duly authorized official of the proposing company. The completed and signed proposal (together with all required attachments) must be returned to the Department of General Services on or before the time and date of the deadline shown on page one. *This proposal MUST be returned in a sealed envelope.*

All participating Vendors, by their signature hereunder, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. Any alteration, erasure or interlineation by the Vendor in this proposal shall constitute cause for rejection by the Manager of General Services. Exceptions or deviations to this proposal must not be added to the proposal pages, but must be on vendor's letterhead and accompany proposal. Should the City omit anything from this RFP which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the Vendor shall secure written instructions from the Manager of General Services at least forty-eight (48) hours prior to the time and date shown in page one.

Typographical errors in entering quotations on proposal may result in loss of award of this proposal.

All Vendors are required to complete all information requested in this proposal. Failure to do so may result in the disqualification of proposal.

The City reserves the right to postpone or cancel this RFP, or reject all proposals, if in its judgment it deems it to be in the best interest of the City to do so.

Unit price for each item shall be shown and shall be for the unit of measurement indicated. In case of error in extension of prices, the unit price will govern.

The Manager of General Services reserves the right to waive any technical or formal errors or omissions and to reject any and all proposal(s), or to award contract for the items hereon, either in part or whole, if he deems it to be in the best interests of the City to do so.

The successful Vendor shall be in complete compliance with all of the specifications, terms and conditions of this proposal as outlined above. The City shall have the right to inspect the facilities and equipment of the successful Vendor to insure such compliance.

The City shall not be liable for any costs incurred by vendor in the preparation of proposals or for any work performed in connection therein.

A.12 GRATUITIES AND KICKBACKS:

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application,

request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime vendor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

In the event that any gratuities or kickbacks are offered or tendered to any City and County of Denver employee, the proposal shall be disqualified and shall not be reinstated.

A.13 NON-COLLUSIVE VENDOR CERTIFICATION:

By the submission of this proposal, the vendor certifies that:

- A. The proposal has been arrived at by the vendor independently and has been submitted without collusion with any other vendor.
- B. The contents of the proposal have not been communicated by the vendor, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the vendor or its surety on any bond furnished herewith, and will not be communicated to any such person prior to the official opening of the proposal.
- C. No vendor shall submit more than one proposal for this purchase. It shall be the responsibility of each vendor to obtain the prior written permission of the Director of Purchasing before proposal opening in every situation in which the vendor, due to corporate association or other affiliation, may be found to be impermissibly associated with another vendor. Failure to observe this requirement could result in all such affiliated proposals being rejected.

A.14 AWARDS:

Award(s) will be made to one or more vendors on an individual item basis or “all or none” group. The City reserves the right to make a local award and/or a national award. If a local award and a national award are made two separate evaluation committees may be used – one consisting of only local committee members and one consisting of members selected from the U.S. Communities Advisory Board (including but not limited to Denver).

The remainder of this page is left blank intentionally

A.15 EVALUATION AND AWARDS:

The criteria to be used for the proposal evaluation include but are not limited to:

NATIONAL AWARD	LOCAL AWARD
(a) Company (F.6)	(a) Price
(b) Price	(b) Company
(c) References (E1)	(c)Qualifications/Technical Exp (F1)
(d) Products (F6)	
(e) Administration (F6)	
(f) Qualifications/technical experience (F1)	

No weighting or relative importance of criteria is intended or implied by this list.

The City may request oral presentations as part of the evaluation process. Additionally, the City reserves the right to conduct negotiations with one or more Vendors.

Any award as a result of this proposal shall be contingent upon the execution of an appropriate contract. Section D of this proposal contains our proposed terms and conditions. These terms and conditions shall form the basis of a Contract covering the subject matter of this proposal. If there is contention(s) with the Terms and Conditions, a brief explanation and alternative language, if any, should be included in your response to Section D. Any exceptions to the Terms and Conditions will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications.

A.16 GREENPRINT DENVER POLICY AND GUIDANCE:

The City & County of Denver, through its Greenprint Denver action plan, is committed to protecting the environment, and the health of the public and its employees. In accordance with this policy, City agencies are directed to procure cost-competitive products and services that minimize resource consumption and negative impacts on the environment and human health.

In requesting proposals for the City, when specifically required in the evaluation criteria, expects all responsive proposers to demonstrate commitment to and experience in environmental sustainability and public health protection practices applicable to their line of services. The City during its evaluation processes will actively assess the quality and value of all proposals.

Vendors, when applicable, are to follow standards and recommendations of the United States Environmental Protection Agency EPP program, the Green Seal organization, and standards and practices specified by the U.S. Green Building Council, including the Leadership in Energy and Environmental Design (LEED) program.

The remainder of this page is left blank intentionally

A.16.a Environmentally Preferable Purchasing (EPP) Guidance and Prohibitions:

The City defines Environmentally Preferable products and services as having a lesser or reduced effect on human health and the environment when compared with competing products and services that serve the same purpose. The City's EPP evaluation may extend to raw materials acquisition, energy consumption in manufacturing and transport, packaging, recyclability, waste disposal, and many other factors.

A.17 VENDOR PERFORMANCE MANAGEMENT:

The Purchasing Department may administer a vendor performance management program as part of this proposal and resulting contract. The purpose of this program is to create a method for documenting and advising the Purchasing Department of exceptional performance or any problems related to the purchased goods and services.

Propose as part of your response specific performance measures that may be used to develop a vendor performance management report card. Also provide any other data, criterion or methods that would be effective in measuring vendor performance over the life of this contract.

Vendor must use the attached "Quarterly Elevator Inspection Report" and "Elevator Deferred Maintenance Log"

A.18 EMERGENCY PURCHASES:

The City and County of Denver reserves the right to purchase from other sources those items which are required on an emergency basis and cannot be supplied immediately from stock by the vendor.

A.19 CONSTRUCTION AND REMODELING CONTRACTING PROVISIONS:

PROTECTION OF PROPERTY: The vendor shall assume full responsibility and expense for the protection of all public and private property, structures, watermains, sewers, utilities, etc., both above and below ground, at or near the site or sites of the work being performed under the contract, or which are in any manner affected by the prosecution of the work or the transportation of men and materials in connection therewith. The Vendor shall give reasonable written notice in advance to the Department of the City having charge of any property or utilities owned by the City and to other owner or owners of public or private property or utilities when they will be affected by the work to be performed under the contract, and shall make all necessary arrangements with such department, departments, owner or owners for the removal and replacement or protection of such property or utilities.

METHODS OF OPERATION: Construction work started by the vendor on any unit of his/her contract must be continuously and actively prosecuted with an optimum complement of workmen and equipment to expedite completion in the shortest possible time. The Vendor shall organize to do this construction eight hours per day from Monday to Friday inclusive in each week, excluding legal holidays.

All work shall be accomplished by workers proficient and experienced in the trades required and in an orderly and responsible manner in accordance with recognized standards and the plans and specifications.

Premises shall be kept clean and neat. Materials, scrap and equipment not having further use at the site shall be promptly removed from the job site. Disposal of vendor's waste materials in the City's containers is prohibited unless prior permission has been granted.

OSHA GUIDELINES: The vendor shall be familiar with and operate within the guidelines as set forth by the Occupational Safety and Health Act.

For all operations requiring the placement and movement of the Vendor's equipment, vendor shall observe and exercise and compel his/her employees to observe and exercise all necessary caution and discretion so as to avoid injury to persons, damage to property of any and all kinds, and annoyance to or undue interference with the movement of the public and City personnel.

All ladders, scaffolding or other devices used to reach the surface of objects not otherwise accessible, shall be of sound construction, firm and stable, and shall be maintained in good condition. All such equipment shall be moved onto the areas where they are required, placed, shifted where necessary, and removed from the areas in such manner as to provide maximum safety to persons and property and cause the least possible interference with the normal usage of such areas by the public and City personnel.

A.20 REPAIR AND REPLACEMENT:

All repair and/or replacement items provided by vendor shall be equal in all respects to original equipment and completely interchangeable.

A.21 WARRANTY GUARANTEE:

The vendor warrants and guarantees to the City and County of Denver that all equipment and materials to be furnished under this proposal are free from all defects in workmanship and materials. The vendor further warrants, guarantees and agrees to remedy all such defects and to replace at vendor's expense and at no expense to the City and County of Denver any or all labor, transportation, part or parts of the equipment or materials to be furnished under this proposal which are or become defective due to such defects within twelve (12) months after date of receipt by the City and County of Denver within ten (10) business days after receipt of notification of such defect(s).

A.22 DEFECTIVE MATERIAL:

The successful vendor shall agree to accept, for full credit and return shipping charges, the return of any item received which is found to be deficient in quality or defective in packaging so as to render the item unusable for its intended purpose. Merchandise so designated shall be replaced at the full expense of the vendor within seven (7) calendar days.

A.23 BRAND AND/OR TRADE NAMES:

Each vendor shall agree to furnish the proposed services, equipment or materials that are called for on the face of this proposal in strict accordance with the conditions, requirements and specifications of this invitation to propose. In the event the City includes trade names as a part of the work description of any item, any participating vendor may submit quotations on other trade-named products, providing they are equivalent, unless the wording "no substitute" is indicated. When the description includes the wording "no substitute" in addition to the trade name, quotations of price will be accepted only on the trade-named product indicated. All disputes concerning grades and quality of merchandise or work shall be determined by the Director of Purchasing or his/her authorized representative.

Brand Names: Where a manufacturer's brand name of merchandise is given in this proposal, it does not mean to construe or imply an endorsement by the City and County of Denver of this brand only, but is used as a norm of quality, type, etc.

The remainder of this page is left blank intentionally

SECTION B: SCOPE OF WORK AND TECHNICAL REQUIREMENTS

B.1 GENERAL DEFINITION OF PRODUCTS AND/OR SERVICES:

Elevator Maintenance and Service

THE FOLLOWING SPECIFICATIONS SHALL APPLY TO ALL PROPOSAL ITEMS

Under this contract the contractor shall maintain the elevator equipment herein described on the following terms and conditions:

The contractor and elevator mechanics shall be licensed by the State of Colorado. As required by the Elevator and Escalator Certification Act.

The contractor shall use only Journeyman Elevator Mechanics, trained in maintaining the makes and models of the elevators to be maintained, supervised and directly employed by the contractor and shall use reasonable care to see that the equipment is maintained as set forth herein.

Contractor shall use a well-stocked service truck for all service calls.
Price quoted shall include:

All required safety and pressure tests, per the requirements of ASME A17.1 and A17.3 as adopted by the State of Colorado and following all city, state and federal regulations as required by law including but not limited to the monthly, yearly and 5-year tests.

All labor and parts except those caused by City's negligence, City's misuse, vandalism, power surges, Acts of God, changes in design and construction mandated by changes in law, code or obsolescence of equipment.

B.1.a Service Category 1

(See proposal item for frequency). The following shall be completed by the vendor:

- See customer representative. Contact starter and operator. Sign In.
- Ride car, observing operation of doors, gates, signals, starting, stopping and unusual noises.
- Check condition of car top and pit. Clean as necessary.
- Inspect all equipment in machine room. Clean, lubricate and adjust as required.
- Clean brushes and holders, commutators and undercutting as required.
- Check controller and selector contacts and leads. Clean, adjust or replace as required.
- If rails are lubricated, check lubrication.

- Cleaning and lubricating as required.
- Adjust, replace or repair all components.

B.1.b Service category 2

(See proposal item for frequency).

- The contractor shall examine, adjust, lubricate and, if conditions warrant, unless specifically excluded under the exclusions paragraph, repair or replace the:
- Machine: including worm, gear, thrust bearings, drive sheave, sheave shaft bearings, brake coil, brake linings and components.
- Pump Unit: including pump, V-belts, strainers, silencers, springs and gaskets.
- Motor: including motor windings, bearings, rotating element, commutators, brushes and brush holders, contacts, relays, resistors, packing.
- Motor Generator :including windings, bearings, rotating element, commutators, brushes and brush holders.
- Jack Unit: including plunger, guide bearing, packing and packing gland.
- Controller: including relays, resistors, contacts, coils, leads, transformers, fuses timing devices and solid state components.
- Valves: including relief valve, pilot, lowering, leveling and checking valves or any of the parts thereof.
- Dispatching Equipment: including relays, resistors, contacts, coils, leads, fuses, transformers, timing devices, solid state components and car and operation stations.
- Selector: including electrical or mechanical drive components, cams, contacts, relays, resistors, leads, transformers and solid state components.
- Governor: including sheave, bearings, shafts contacts and governor jaws.
- Car: including power door operator, door protective devices, car fan, car door hangers, car door contact, load weighing equipment, car safety devices, car guide shoes and car sub flooring.
- Hoistway: including deflector sheave, secondary sheaves, buffers, governor tension assemblies, guide rails, limit switches, compensating sheave assemblies, compensating chain or cables, traveling cables, hoistway and machine room wiring, hoistway door interlocks, hoistway door hangers and gibs and auxiliary closer.
- Accessory Equipment: including all accessory elevator equipment installed prior to commencement of this contract unless excepted in the exclusions paragraph.

- Fixtures: car and hall button stations, master indicator control panels, all signal fixtures including contacts, buttons, key switches and locks, lamps and sockets.
- Furnish lubricants: compounded to specifications and selected to give the best performance.
- Furnish and maintain: hydraulic fluid at proper operating level.
- Wire ropes: Shall be renewed as often as necessary to maintain an adequate factor of safety and equalize the tension on all hoisting ropes.

24 hr. day/7 day week emergency services. (No charge shall be made for this service except overtime premium paid to workers outside M-F/8-5 hours, not marked up, which may be billed to the City if such service is authorized, because normal preventive maintenance will forestall emergency calls. However, in case of vandalism or other cause beyond control of contractor, contractor may charge under "Change Order Provisions". Contractor shall respond within one (1) hour to calls for emergency service when any elevator is not operating or operating improperly.

Any corrections found to be necessary within twenty (20) days of the termination of agreement or any extension thereof shall be the responsibility of the contractor.

Contractor shall provide copies of all service tickets, initialed and checked Maintenance Report form to using agency with invoice.

Contractor shall maintain in the elevator machine room, all elevator maintenance records in accordance with the requirements of ASME A17.1, 2004, Item 8.6.1.4.

Contractor shall provide all labor, materials, supplies, services and equipment necessary to do the work.

Contractor shall take own measurements and takeoffs and shall be responsible for same.

Plans and documents shall be updated with any changes made and shall remain in possession and ownership by the City. Documentation shall include all programming changes and modifications to protect the reliability of the documentation.

Any wiring changes shall be to point of origination and not spliced. Wiring diagrams shall be maintained in accordance with the requirements of ASME A17.1, 2004, Item 8.6.1.6.3

Contractor shall maintain all equipment in safe condition at all times. Contractor shall recommend any changes necessary to maintain this state.

All proposals shall include phone programming where applicable, and 24 hour phone monitoring as required by federal, state and local regulations. The proposed price shall include any monitoring charges.

The City reserves the right to obtain parts and/or service from another contractor able to provide immediately on any elevator which Contractor cannot return to service immediately for lack of

appropriate equipment or parts. The City may charge back other contractor's regular and ordinary charge to Contractor. Time is of the essence for performance.

In addition to all of the above specifications, any and all items in the manufacturer's literature concerning preventative maintenance and any other pertinent procedures must be performed according to the manufacturer's specifications and timelines.

B.2 ROUTINE MAINTENANCE FOR ESCALATORS AND POWER WALKS

DAILY

Examine running unit, check for handrail damage, check handrail drive clean and adjust as necessary, check operation of stop buttons, handrail inlet switches, key start switches, and upper and lower skirt switches, check trim, inner panels, skirts for loose fastenings, correct/replace as required, check for broken comb segments, step treads or risers, replace as required, apply skirt lubrication, check lower station movement, spring length, and chain switch.

SEMI MONTHLY

Check and clean controller, check ring gear oil level (add as required), lubricate handrail drive chains, glass balustrade, and step chains, clean upper and lower end pits.

MONTHLY

Check operation of upper and lower access cover, inspection, and pit switches, check gearbox oil, clean breather.

QUARTERLY

Service non-reversing device, clean inside of handrail, clean guide as required, check handrail speed sensor, check brake operation and adjust if required, check motor couplings and grommets, check missing step detector and comb impact-trip force.

SEMI ANNUALLY

Lubricate upper station main bearings (4), lubricate handrail (drive) sheave bearings (if applicable), lubricate lower station bearings (2).

ANNUALLY

Adjust novatex boards, replace if required, check operation of broken step, out of level, and step up-thrust switches, change ring gear oil, clean lower end pans up through 30 degree area, clean pans and tracks of upper and lower truss, lubricate drive motor (maximum 5 pumps), change gear box oil, clean breather.

B.3 HOURLY RATE CHANGES PROVISIONS FOR PROPOSAL ITEMS:

Hourly Rate Changes: Proposer shall propose an hourly rate to be charged to the City for Journeyman Elevator Mechanics and the percentage of markup to be charged for materials in spaces provided. In case of an apparent need for a rate change, the contractor shall quote a "not to exceed" price, in writing, based on rates quoted herein, and shall be responsible for same. Any proposal with unusually high rates for changes may be considered non-responsive notwithstanding it having a low total as computed above. No work on rate changes shall be done without approval of the Purchasing Division. Rate change rates shall apply to work reductions as well as increases.

Overtime/premium pay: All overtime or premium pay necessary to complete the work shall be included in proposal price except that contractor may bill the City for the additional cost of overtime or premium without markup for work on change orders or necessitated by change orders if authorized by the Purchasing Division.

Hazardous materials: In the event hazardous materials are encountered, contractor shall notify the City and the City will be responsible for abatement.

B.4 EXCLUSIONS:

The following items are not included in this contract: maintaining, refinishing, repairing or replacements of any components of the elevator cab, its floor, floor covering, sills, handrails, and ceiling, etc.; hydraulic cylinders, casings and concealed hydraulic piping; replacement of any light bulbs, fluorescent tubes and associated fixtures used for cab illumination; main line power switches, breakers and feeders to control equipment. Contractor will not be responsible for the maintenance or functioning of smoke and/or heat detectors/sensors.

Hourly Rate Changes (see above) for service not covered above shall include any items found to require correction on the first inspection. The City shall have the right to purchase corrections through other procurements.

The remainder of this page left blank intentionally.

SECTION C: SECTION C PRICING

C.1 PRICING INFORMATION:

This section shall include a description of the proposed costs and prices. All pricing information shall be limited solely to this section of your proposal. This section should address all requirements set forth in Section B as well as any other items pertinent to your proposal pricing such as additional discounts for increased quantities, prompt payment, etc. The requirements have been developed to allow the City to uniformly evaluate prices submitted for the work. Accordingly, you should follow these instructions carefully and provide all data requested in the formats specified herein and in any referenced attachments.

Any omissions in this proposal shall be identified by each Vendor and incorporated into their proposal including any omissions for software, hardware, support etc. which is necessary to the success of the project and must be identified as a separate line item with pricing and included as part of this proposal. The City will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. The City reserves the right to purchase part or the entire proposal.

C.2 CHANGES:

The City will not consider change orders or amendments unless it is deemed a change in the original Hourly Rates the project. All items not itemized in the pricing above which are instrumental to completing the project will be at the cost of the vendor to supply at no additional charge to the City.

Click **HERE** to link to the Section C.3 Proposal Items WORD Table.

Enter your pricing and product information in the columns provided on the WORD Table and save it on your media. **DO NOT ALTER THE CITY'S DOCUMENTS IN ANY WAY.**

The following pages are a hard copy of the proposal items. Replace these pages with your completed WORD Table.

You may also access the WORD Table by going to www.denvergov.org/purchasing click on the Icon Bid Attachments and find the corresponding attachment for this proposal.

The remainder of this page is left blank intentionally

C.3 PROPOSAL ITEMS:

<p>PROPOSAL ITEM No. 1: Denver Performing Arts Complex Parking Garage</p> <p>Location: Denver Performing Arts Complex Parking Garage</p> <ul style="list-style-type: none">• Elevator: Six (6) Traction Elevators (3 have 8 landings and 3 have 6 landings) and One (1) Hydraulic with 3 landings• Service Category 1: Bi-Weekly.• Service Category 2: Monthly.• Service to start: Date of fully signed contract• Special provisions: Waiting over 15 minutes for access after appointment time will be subject to charge at change order rate. <p>Elevator Type and Model Number: (6)-Swift, passenger traction & (1)-US/Continental, Freight/hydraulic</p> <p>Agency Contact: Candace Lothian 720-865-7505, 303-640-3857 or Dan Conway #303-880-8502 or Lynn Norwood, 303-513-6069.</p> <p>Invoice: City and County of Denver, Facilities Planning and Management, 201 West Colfax , Department 904, Denver, CO.</p> <p>Net Monthly Charge: \$ _____</p> <p>Awards to be based on one year service plus 40 hours and \$500 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.</p> <p>HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY \$ _____</p> <p>MARKUP ON MATERIALS COST _____ %</p> <p>TOTAL AWARD BASIS _____ (Make no entry here - City will calculate)</p>

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 2: McNichols Building (Formerly Annex III)

Location: McNichols Building (Formerly Annex III), 144 W Colfax Ave.

- Elevator: One (1) Traction Elevator and One (1) Dumbwaiter
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract

Agency Contact: Stephen Sholler, 720-865-7527.

Invoice: City and County of Denver, Facilities Planning and Management, 201 W Colfax Ave, Department 904, Denver, CO 80202: Invoices to be submitted AFTER service has been rendered.

Net Monthly Charge: \$ _____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY \$ _____

MARKUP ON MATERIALS COST _____ %

TOTAL AWARD BASIS _____

(Make no entry here - City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 3A: Nine Branch Libraries

Locations: Nine Branch Libraries,

- Byers (675 S Santa Fe, 303-571-1665)
- Cherry Creek (305 Milwaukee St, 720-865-0120)
- Decker (1501 S Logan, 303-733-7584)
- Park Hill (4705 Montview Blvd, 303-331-4063)
- Ross-University Hills (4310 E Amhurst Ave, 720-865-0955)
- Smiley (4501 W 46th Ave, 303-477-3622)
- Woodbury (3265 Federal Blvd, 720-865-0930)
- Schlessman (100 Poplar, 720-865-0000)
- African American Research Library (2401 Welton, 720-865-2401)

Elevator: (9) Hydraulic (One at each location)

- Service Category 1: Monthly.
- Service Category 2: Monthly.

Net Monthly Charge: \$ _____

Awards to be based on one year service plus 40 hours and \$500 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY \$ _____

MARKUP ON MATERIALS COST _____ %

TOTAL AWARD BASIS _____

(Make no entry here - City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 3B: Central Library, at 10 W. 14th Avenue Parkway

Location: Central Library, at 10 W. 14th Avenue Parkway

- Has the (8) eight elevators, (2) two hydraulic and (6) tension, and (6) escalators.
- Elevators 1 through 4 all have eight stops, elevators 5 and 6 are our service elevators. Elevator #5 has 9 stops and elevator #6 has 10 stops. The two hydraulic elevators are #'s 7 and 8, Elevator #7 has two landings, Elevator #8 has three landings.
- The escalators have 3 units going up and 3 coming down.
- All equipment in the building is Schindler manufactured –Schindler currently services/maintains monthly. Their emergency response/service calls are handled by contract Monday – Friday during business hours. Evenings, weekends and holidays labor rates do apply. They also, handle all coordination for all inspections.
- Service to start date of fully signed contract.

Agency Contact: Pam Roeding at 720-865-2021

Invoice: Denver Public Library, 10 W 14th Avenue Parkway, Denver CO 80204, Attn: Accounts Payable, Invoices to be submitted AFTER service has been rendered.

Special provisions: Byers, Cherry Creek and Woodbury have three landings, all the other have 2 landings. Prior to award, contractor shall verify that they have all necessary equipment to properly maintain these elevators. Down time on any elevator shall not exceed two (2) business days.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 40 hours and \$500 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY \$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____

(Make no entry here – City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 3C: Bear Valley Library

Location: Bear Valley Library , 5171 West Dartmouth Street

- Elevator: One passenger elevator
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract
- Elevator Type and Model Number: One Otis plunger electric passenger elevator, S/N 344191
- Special provisions: None
- Agency Contact: Michael Murphy, 720-865-1151

Invoice: Denver Public Library, 10 W 14th Avenue Parkway, Denver CO 80204, Attn: Accounts Payable,
Invoices to be submitted AFTER service has been rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 40 hours and \$500 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY \$ _____

MARKUP ON MATERIALS COST _____ %

TOTAL AWARD BASIS _____

(Make no entry here - City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 4: Permit Center

Location: Permit Center, 200 W 14th Ave

- Elevator: One (1) Traction Elevator, Two (2) Hydraulic Elevators, Hydraulic elevators are OTIS brand.
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract
- Agency Contact: Stephen Sholler, 720-865-7527.

Invoice: City and County of Denver, Facilities Planning and Management, 201 W Colfax Ave, Department 904, Denver, CO 80202: Invoices to be submitted AFTER service have been rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY \$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____

(Make no entry here - City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 5: Communications Center

Location: Communications Center, 950 Josephine

- Elevator: One (1) Traction Elevator
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract
- Agency Contact: Kevin O’Neil, 720-865-7525.

Invoice: City and County of Denver, Facilities Planning and Management, 201 W Colfax Ave, Department 904, Denver, CO 80202: Invoices to be submitted AFTER service have been rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY \$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____

(Make no entry here – City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 6: Family Crisis Center

Location: Family Crisis Center, 2929 W 10th Ave

- Elevator: One (1) Hydraulic Elevator
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Elevator Model: OTIS Hydraulic, S/N 460458, AAA21241U
- Service to start: Date of fully signed contract

Agency Contact: Bill Luetzen, 303-944-1406.

Invoice: City and County of Denver, Facilities Planning and Management, 201 W Colfax Ave, Department 904, Denver, CO 80202: Invoices to be submitted AFTER service has been rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY__\$_____

MARKUP ON MATERIALS COST_____%

TOTAL AWARD BASIS_____

(Make no entry here – City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 7: Roslyn Fleet Maintenance Building

Location: Roslyn Fleet Maintenance Building, 5440 Roslyn, Building C

- Elevator: One (1) Freight Elevator
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract

Agency Contact: Agency Contact: Candace Lothian 720-865-7505, 303-640-3857 or Dan Conway #303-880-8502 or Lynn Norwood, 303-513-6069.

Invoice: City and County of Denver, Facilities Planning and Management, 201 West Colfax , Department 904, Denver, CO.

Invoices to be submitted AFTER service has been rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY \$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____

(Make no entry here - City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 8: Cultural Center Parking Garage

Location: Cultural Center Parking Garage, 65 W 12th Ave

- Elevator: Four (4) Traction Elevators, Five (5) Landings,
- Elevator Type: (4) KONE/EcoDisc Passenger
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract

Special provisions: Waiting over 15 minutes for access after appointment time will be subject to charge at change order rate.

Agency Contact:: Candace Lothian 720-865-7505, 303-640-3857 or Dan Conway #303-880-8502 or Lynn Norwood, 303-513-6069 .

Invoice: City and County of Denver, Facilities Planning and Management, 201 West Colfax , Department 904, Denver, CO.

Invoices to be submitted AFTER service has been rendered.

Net Monthly Charge: __ \$ _____

Awards to be based on one year service plus 20 hours and \$500 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY \$ _____

MARKUP ON MATERIALS COST _____ %

TOTAL AWARD BASIS _____

(Make no entry here - City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 9: Denver County Jail

Location: Denver County Jail, 10500 E Smith Rd, Buildings, 21 and 22.

- Elevator: One (1) Traction Elevator, One (1) Hydraulic, Two (2) Landings,
- Elevator Type: (1) Dover, Pit Lift, (Model # may be EC4170)
- (1) Schindler Model 330 A Hydro, Pit Lift
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract
- Special provisions: Elevator #2 (Schindler) is under warranty until 3/16/05, Service to start 3/17/05

Agency Contact: Michael Paul at 720-913-3851

Invoice: Michael Paul, Denver County Jail, 10500 E Smith Rd

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY
\$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____
(Make no entry here - City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 10: Red Rocks Visitors Center

Location: Red Rocks Visitor Center, 18300 Visitor Center Drive

- Elevator: One (1) Elevator, 3 Landings, One Gillespie Elevator
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract
- Elevator Type and Model Number: MCE, D36071
- Elevator Type and Model Number: Gillespie, D36072

Special provisions: This venue is approximately 30 minutes from downtown Denver and may require emergency service during off hours.

Agency Contact: Tad Bowman at 303-295-4001 or Joe Davis at 303-295-4002
Invoice: Joe Davis, Denver Coliseum, 4600 Humboldt St, Denver, CO 80216

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY
\$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____
(Make no entry here – City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 11: Police District 1

Location: Police District 1, 1311 W. 46th Avenue

- Elevator: One (1) Hydraulic, 2 Landing
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract
- Elevator Type and Model Number: OTIS

Agency Contact: Kevin O'Neil, 720-865-7525

Invoice: City and County of Denver, Facilities Planning and Management, 201 W. Colfax Ave., Department 904, Denver, CO 80202; invoices to be submitted AFTER services rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY\$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____
(Make no entry here – City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 12: Roslyn Administration Building 5

Location: Roslyn Administration Building 5, 5440 Roslyn, Building 5

- Elevator: One (1) Traction Elevator
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract

Agency Contact: Agency Contact: Candace Lothian 720-865-7505, 303-640-3857 or Dan Conway #303-880-8502 or Lynn Norwood, 303-513-6069 .

Invoice: City and County of Denver, Facilities Planning and Management, 201 West Colfax , Department 904, Denver, CO.

Invoices to be submitted AFTER service has been rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY
\$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____

(Make no entry here – City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 13: Denver Social Service Building

Location: Denver Social Services Building, 1200 Federal Blvd

- Elevator: Five (5) Traction Elevators and One (1) Hydraulic
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Elevator Models: Dover model DMC and Dover model T-IV/M
- Service to start: Date of fully signed contract

Special provisions: Waiting over 15 minutes for access after appointment time will be subject to charge at change order rate.

Agency Contact: Bill Luetzen, 720-944-1406.

Invoice: City and County of Denver, Facilities Planning and Management, 201 W Colfax Ave, Department 904, Denver, CO 80202: Invoices to be submitted AFTER service have been rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 40 hours and \$500 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY
\$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____

(Make no entry here - City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 14: Police Administration Building and Pre-Arrestment Detention Facility

Location: Police Administration Building and Pre-Arrestment Detention Facility, 13th and Cherokee

- Elevator: Seven (7) Traction Elevators and Two (2) Dumbwaiters
- Service Category 1: Bi Weekly, (Twice a month)
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract

Special provisions: Waiting over 15 minutes for access after appointment time will be subject to charge at change order rate. These will be awarded together, however start dates are different. You must fill out both parts of proposal item #14 to be considered responsive.

Agency Contact: Administration Building Sharon Sekerac, 720-913-6700
Detention Facility, Chief Gary Wilson, 720-913-7579

Invoice: City and County of Denver, Facilities Planning and Management, 201 W Colfax Ave, Department 904, Denver, CO 80202: Invoices to be submitted AFTER service have been rendered.

Work at the detention facility shall be done between the hours of 5PM and 8AM. Contractor must check in with the staff services before doing any work.

Police Administration Building

Net Monthly Charge: \$ _____

Awards to be based on one year service plus 25 hours and \$500 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY
\$ _____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____

(Make no entry here - City will calculate)

Pre-Arrestment Detention Facility

Net Monthly Charge: __\$ _____

Awards to be based on one year service plus 10 hours and \$500 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY
\$ _____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____

(Make no entry here - City will calculate)

PROPOSAL ITEM No. 15: Wastewater Management, 2000 W 3rd Ave

Location: Wastewater Management, 2000 W 3rd Ave

- Elevator: Two (2) Traction Elevators, 6 Landings, KONE Inc., Microprocessor CT-75185-6
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract

Special provisions: Waiting over 15 minutes for access after appointment time will be subject to charge at change order rate.

Agency Contact: Carlos Guerra at 303-446-3452

Invoice: Carlos Guerra, Wastewater Management

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 20 hours and \$500 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY
\$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____

(Make no entry here – City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 16A: Denver Performing Arts Complex (Boettcher Hall)

Location: Boettcher Concert Hall, 950 13th Street, 80204

- Elevator: (3) Hydraulic Elevators, (5) Landings,
- Elevator: (1) Freight Elevator, (2) Landings,
- Elevator: (2) Pit Lifts Elevators, (2) Landings,
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract

Special provisions: Waiting over 15 minutes for access after appointment time will be subject to charge at change order rate.

Agency Contact: Gil Villegas at 303-640-5062

Invoice: Elizabeth Miller, Denver Performing Arts Complex, 950 13th Street, 80204

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 20 hours and \$500 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY
\$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____

(Make no entry here - City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 16B: Denver Performing Arts Complex (Buell Theatre)

Location: Buell Theatre, 950 13th Street, 80204

- Elevator: (2) Hydraulic Elevators, (5) Landings,
- Elevator: (1) Freight Elevators, (3) Landings,
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract

Special provisions: Waiting over 15 minutes for access after appointment time will be subject to charge at change order rate.

Agency Contact: Gil Villegas at 303-640-5062

Invoice: Elizabeth Miller, Denver Performing Arts Complex, 950 13th Street, 80204

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 20 hours and \$500 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY
\$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____
(Make no entry here – City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 17: Five Parks and Recreation Centers

Locations: Five Parks and Recreation Centers

- Davis Recreation Center, 3334 Holly Street (303-331-4006)
- Community Recreation Center (also known as Special Needs Center) 1849 Emerson Street, (303-839-4800)
- Montbello Recreation Center, 15555 E 53rd Ave, 303-373-8710
- Rude Recreation Center, 2855 W Holden Place, (303-572-4795)
- 20th Street Recreation Center, 1011 20th Street, (303-295-4430)

- Elevator: Five (5) Elevators (One at each location)
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract

Agency Contact: Sid Schwarz, 303-880-6678

Invoice: Sid Schwarz, Parks and Recreation

Special provisions: Davis, Montbello and Rude Rec centers have 2 landings. Community and 20th Street Rec centers have 3 landings. Down time on any elevator shall not exceed two (2) business days.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 40 hours and \$500 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY
\$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____
(Make no entry here - City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 18: Five Points Community Center

Location: Five Points Community Center, 2855 Tremont Place

- Elevator: One hydraulic passenger elevator
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract
- Elevator Type and Model Number: One Otis plunger electric passenger elevator, S/N 345305, Controller type HVP 2000
- Special provisions: None

Agency Contact: Bill Luetzen, 720-944-1406

Invoice: City and County of Denver, Facilities Planning and Management, 201 W. Colfax Ave., Department 904, Denver, CO 80202; invoices to be submitted AFTER services rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY
\$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____

(Make no entry here - City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 19: Denver Fire Department Headquarters

Location: Denver Fire Department Headquarters, 745 W Colfax Ave.

- Elevator: One (1) Hydraulic Elevator, Three (3) Landings,
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract

Special provisions: Waiting over 15 minutes for access after appointment time will be subject to charge at change order rate.

Agency Contact: Marty Johnson at 720-913-3422

Invoice: Marty Johnson, 745 W Colfax Ave

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY
\$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____

(Make no entry here – City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 20: City and County Building

Location: City & County Building, 1460 Cherokee Street

- Elevator Type and Model Number: Four (4) Otis Traction Elevators with MCE Controllers
- Main Controller/computer for passenger elevators #1 through #4:
- Type: MCE Controller/VVMC-Group M3
- S/N: 108845
- Date: 9/29/04
- #1: Motor
 - Model #: 18ATF
 - S/N AD027698
 - Controller
 - Model #IMC-AC
 - S/N 3108844
- #2: Motor
 - Model #: 18ATF
 - S/N AD028817
 - Controller
 - Model #IMC-AC
 - S/N 3108843
- #3: Motor
 - Model #: 18ATF
 - S/N AD028816
 - Controller
 - Model #IMC-AC
 - S/N 3108842
- #4: Motor
 - Model #: 18ATF
 - S/N AD096983
 - Controller
 - Model #IMC-AC
 - S/N 3108841
- Sheriffs' Elevator One (1) Otis Traction Elevators with MCE Controllers
 - Main Controller/computer for passenger elevator #5:
 - Type: MCE Controller/IMC-AC
 - S/N: 3201890
 - Date: 9/29/04
 - #5: Motor/REULAND
 - Model #: N/A
 - S/N 05-5086A-1
- Elevator: One (1) freight elevator
 - Service Category 1: Monthly.
 - Service Category 2: Monthly.
 - Service to start: Date of fully signed contract
 - Elevator Type and Model Number: One Otis Electric Freight Elevator, S/N 146908

PROPOSAL ITEM No. 20: City and County Building

- Two (2) 1/2 floor Handicap lifts, one in Courtroom 100K and one in Courtroom 186L
 - Courtroom 100K
 - Manufacturer: American Stair-Glide Corporation
 - Model: Porch-Lift Wheelchair Lift
 - Manufacture Date: 12/88
 - S/N: C1288 WL S72 15275BR
 - Rating: 115V 60HZ 1/3 HP
 - Courtroom 186L
 - Manufacturer: American Stair-Glide Corporation
 - Model: Porch-Lift Wheelchair Lift
 - Manufacture Date: 12/88
 - S/N: C1288 WL S72 15276BR
 - Rating: 115V 60HZ 1/3 HP

Agency Contact: Stephen Sholler, 720-865-7527

Invoice: City and County of Denver, Facilities Planning and Management, 201 W. Colfax Ave., Department 904, Denver, CO 80202; invoices to be submitted AFTER services rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY __\$_____

MARKUP ON MATERIALS COST _____%

TOTAL AWARD BASIS _____

(Make no entry here – City will calculate)

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 21: Police District 2

Location: Police District 2, 3921 Holly Street

- Elevator: One (1) Hydraulic, 2 Landing
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract
- Elevator Type and Model Number: Schindler

Agency Contact: Kevin O'Neil, 720-865-7525

Invoice: City and County of Denver, Facilities Planning and Management, 201 W. Colfax Ave., Department 904, Denver, CO 80202; invoices to be submitted AFTER services rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY__\$_____

MARKUP ON MATERIALS COST_____%

TOTAL AWARD BASIS_____

PROPOSAL ITEM No. 22: Police District 3

Location: Police District 3, 1625 S. University Blvd.

- Elevator: One (1) Hydraulic, 2 Landings
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract
- Elevator Type and Model Number: Schindler

Agency Contact: Kevin O'Neil, 720-865-7525

Invoice: City and County of Denver, Facilities Planning and Management, 201 W. Colfax Ave., Department 904, Denver, CO 80202; invoices to be submitted AFTER services rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY__\$_____

MARKUP ON MATERIALS COST_____%

TOTAL AWARD BASIS_____

(Make no entry here – City will calculate)

PROPOSAL ITEM No. 23: Minoru Yasui Building.

Location: Minoru Yasui Building , 303 W Colfax Ave

- Elevator: Five (5) Total, One (1) Hydraulic, Three (3) Geared, and One (1) Freight
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract
- Elevator Type and Model Number: Swift, #Z51707, #Z51704, #Z51705, #Z51706, #Z51703

Agency Contact: Suzi Latona, 720-913-0790

Invoice: City and County of Denver, Facilities Planning and Management, 201 W. Colfax Ave., Department 904, Denver, CO 80202; invoices to be submitted AFTER services rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY__\$_____

MARKUP ON MATERIALS COST_____%

TOTAL AWARD BASIS_____

(Make no entry here – City will calculate)

PROPOSAL ITEM No. 24: Wellington E Webb Municipal Office Building.

Location: Wellington E Webb Municipal Office Building , 201 W Colfax Ave

- Elevator: Fifteen (15) Total, Ten (10) Gearless, Four (4) Hydraulic, and One (1) Freight
- Service Category 1: Monthly.
- Service Category 2: Monthly.
- Service to start: Date of fully signed contract.
- Elevator Type and Model Number: Manufacturer is ThyssenKrupp Models TAC50, and DMC

Agency Contact: Suzi Latona, 720-913-0790

Invoice: City and County of Denver, Facilities Planning and Management, 201 W. Colfax Ave., Department 904, Denver, CO 80202; invoices to be submitted AFTER services rendered.

Net Monthly Charge: __\$_____

Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.

HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY__\$_____

MARKUP ON MATERIALS COST_____%

TOTAL AWARD BASIS_____

(Make no entry here – City will calculate)

PROPOSAL ITEM No. 25: Denver Performing Arts Complex
Location: Ellie Caulkins Opera House, 1375 Champa
<ul style="list-style-type: none"> • Elevator: (2) Traction, (5 and 6) Landings • Elevator: (1) Freight Elevators, (5) Landings • Service Category 1: Monthly • Service Category 2: Monthly • Service to Start: Date of fully signed contract
Special Provisions: Waiting for over 15 minutes for access after appointment time will be subject to charge at change order rate.
Additional Equipment to be charged time and materials only.
Wheelchair Lifts: (2) wheelchair lifts to be covered on a time and materials basis. To be charged at the hourly rate, when contacted by the City personnel for service.
Agency Contact: Joe Cousineau at 720-865-4215
Invoice: Fred Luetzen, Director of Facilities, 1245 Champa Street, 1 st Floor 80204
Net Monthly Charge: __\$_____
Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.
HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY __\$_____
MARKUP ON MATERIALS COST _____%
TOTAL AWARD BASIS _____
(Make no entry here – City will calculate)

The remainder of this page left blank intentionally.

PROPOSAL ITEM No. 26: City and County Building
Location: City and County Building, 1437 Bannock Street
<ul style="list-style-type: none"> • Elevator: (2) Traction, (6) Landings • Elevator: (2) Traction, (5) Landings • Elevator: (1) Traction, (5) Landings (Sheriff's Elevator) • Service Category 1: Monthly • Service Category 2: Monthly • Service to Start: Date of fully signed contract
Special Provisions: Waiting for over 15 minutes for access after appointment time will be subject to charge at change order rate.
Agency Contact: Stephen Sholler at 720-865-7527
Invoice: Facilities Planning and Management, 201 West Colfax Avenue, Department 904, Denver, CO 80202; invoices to be submitted AFTER services rendered.
Net Monthly Charge: __\$_____
Awards to be based on one year service plus 5 hours and \$200 materials cost plus mark-up, but payment will be based on work ordered and satisfactorily completed.
HOURLY RATE FOR JOURNEYMAN ELEVATOR MECHANIC TO BE CHARGED TO THE CITY__\$_____
MARKUP ON MATERIALS COST _____%
TOTAL AWARD BASIS _____
(Make no entry here – City will calculate)

The remainder of this page left blank intentionally.

PROPOSAL ITEM No. 27: National Percentage Mark-Up for Materials and Parts

IUEC LOCAL UNION NO	CITY/CITIES	PERCENTAGE MARK-UP FOR REQUIRED MATERIALS AND PARTS
2	Chicago, IL	
3	St. Louis, MO & Evansville, IN	
4	Boston, MA & Portland, ME	
5	Philadelphia, PA	
6	Pittsburgh/Erie/Wheeling	
7	Baltimore, MD	
8	San Francisco, CA	
9	Minneapolis/Duluth, MN	
10	Washington, D C	
11	Cincinnati, OH	
12	Kansas City, MO & Wichita, KS	
14	Buffalo, NY	
15	Milwaukee/Green Bay, WI	
16	New Orleans, LA/Jackson, MS	
17	Cleveland, OH	
18	Los Angeles, CA/Las Vegas, NV	
19	Seattle, WA, Spokane, WA & Billings, MT	
19	Anchorage, Alaska	
20	Louisville, KY	
21	Dallas/Ft. Worth, TX	
23	Portland, OR	
24	Birmingham, AL	
25	Denver, CO	
27	Rochester, NY	
28	Omaha, NE	
30	Memphis, TN	
31	Houston, TX	
32	Atlanta/Savannah, GA	
33	Des Moines/Cedar Rapids/Sioux City, IA & Rock Island, IL	
34	Indianapolis, IN	
35	Albany/Utica, NY	
36	Detroit, MI	
37	Columbus, OH	
38	Salt Lake City, UT	
39	Providence, RI	
41	Springfield/Worcester, MA	

Request for Proposal No. ELEVATOR_MAINT_0572U
Elevator Maintenance and Service

IUEC LOCAL UNION NO	CITY/CITIES	PERCENTAGE MARK-UP FOR REQUIRED MATERIALS AND PARTS
44	Toledo, OH /Fort Wayne, IN & South Bend, IN	
45	Akron/Youngstown, OH	
48	Charleston/Huntington, WV	
49	Jacksonville, FL	
51	Richmond/Roanoke, VA	
52	Norfolk, VA	
55	Peoria, IL & Springfield, IL	
59	Harrisburg, PA	
62	Syracuse/Binghamton, NY	
63	Oklahoma City, OK	
71	Miami, FL	
74	Tampa, FL	
79	Little Rock, AR & Shreveport, LA	
80	Greensboro/Raleigh-Durham, NC	
81	San Antonio, TX	
83	Tulsa, OK	
84	Reading/Allentown/Scranton/Wilkes Barre, PA	
85	Lansing, MI	
91	New Haven, CT	
93	Nashville/Chattanooga, TN	
93	Knoxville, TN (Formerly Local No. 64)	
124	Mobile, AL	
126	Honolulu, HI	
131	Albuquerque, NM/El Paso, TX	
132	Madison, WI & Rockford, IL	
133	Austin, TX	
135	Charlotte, NC/Columbia, SC	
138	Poughkeepsie, NY	
139	Orlando, FL	
140	Phoenix - Tucson, AZ	

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 28: National Regular Maintenance Service

Provide repair service of elevators, dumbwaiters, handicap lifts, and escalators for all brands, such as Kone, Montgomery, Otis, Schondler, Thyssen Krupp, Dover, Serge, Monthgomery, Millar, Amtech, US Elevator Molar, Motion and Swift and others.

IUEC LOCAL UNION NO	CITY/CITIES	LICENSED ELEVATOR MECHANIC (RWH)	LICENSED ELEVATOR MECHANIC (OT)	ELEVATOR MECHANIC HELPER (RWH)	ELEVATOR MECHANIC HELPER (OT)
2	Chicago, IL				
3	St. Louis, MO & Evansville, IN				
4	Boston, MA & Portland, ME				
5	Philadelphia, PA				
6	Pittsburgh/Erie/Wheeling				
7	Baltimore, MD				
8	San Francisco, CA				
9	Minneapolis/Duluth, MN				
10	Washington, D C				
11	Cincinnati, OH				
12	Kansas City, MO & Wichita, KS				
14	Buffalo, NY				
15	Milwaukee/Green Bay, WI				
16	New Orleans, LA/Jackson, MS				
17	Cleveland, OH				
18	Los Angeles, CA/Las Vegas, NV				
19	Seattle, WA, Spokane, WA & Billings, MT				
19	Anchorage, Alaska				
20	Louisville, KY				
21	Dallas/Ft. Worth, TX				
23	Portland, OR				
24	Birmingham, AL				
25	Denver, CO				

Request for Proposal No. ELEVATOR_MAINT_0572U
Elevator Maintenance and Service

IUEC LOCAL UNION NO	CITY/CITIES	LICENSED ELEVATOR MECHANIC (RWH)	LICENSED ELEVATOR MECHANIC (OT)	ELEVATOR MECHANIC HELPER (RWH)	ELEVATOR MECHANIC HELPER (OT)
27	Rochester, NY				
28	Omaha, NE				
30	Memphis, TN				
31	Houston, TX				
32	Atlanta/Savannah, GA				
33	Des Moines/Cedar Rapids/Sioux City, IA & Rock Island, IL				
34	Indianapolis, IN				
35	Albany/Utica, NY				
36	Detroit, MI				
37	Columbus, OH				
38	Salt Lake City, UT				
39	Providence, RI				
41	Springfield/Worcester, MA				
44	Toledo, OH /Fort Wayne, IN & South Bend, IN				
45	Akron/Youngstown, OH				
48	Charleston/Huntington, WV				
49	Jacksonville, FL				
51	Richmond/Roanoke, VA				
52	Norfolk, VA				
55	Peoria, IL & Springfield, IL				
59	Harrisburg, PA				
62	Syracuse/Binghamton, NY				
63	Oklahoma City, OK				
71	Miami, FL				
74	Tampa, FL				
79	Little Rock, AR & Shreveport, LA				
80	Greensboro/Raleigh-Durham, NC				

Request for Proposal No. ELEVATOR_MAINT_0572U
Elevator Maintenance and Service

IUEC LOCAL UNION NO	CITY/CITIES	LICENSED ELEVATOR MECHANIC (RWH)	LICENSED ELEVATOR MECHANIC (OT)	ELEVATOR MECHANIC HELPER (RWH)	ELEVATOR MECHANIC HELPER (OT)
81	San Antonio, TX				
83	Tulsa, OK				
84	Reading/Allentown/Scranton/Wilkes Barre, PA				
85	Lansing, MI				
91	New Haven, CT				
93	Nashville/Chattanooga, TN				
93	Knoxville, TN (Formerly Local No. 64)				
124	Mobile, AL				
126	Honolulu, HI				
131	Albuquerque, NM/El Paso, TX				
132	Madison, WI & Rockford, IL				
133	Austin, TX				
135	Charlotte, NC/Columbia, SC				
138	Poughkeepsie, NY				
139	Orlando, FL				
140	Phoenix - Tucson, AZ				

The remainder of this page is left blank intentionally

PROPOSAL ITEM No. 29: National Emergency Troubleshooting Service

Provide emergency and troubleshooting services for elevators, dumbwaiters, handicap lifts, and escalators for all brands such as Kone, Otis, Schindler, Dover, Thyssen Krupp, Serge, Amtech, Molar

IUEC LOCAL UNION NO	CITY/CITIES	LICENSED ELEVATOR MECHANIC (RWH)	LICENSED ELEVATOR MECHANIC (OT)	ELEVATOR MECHANIC HELPER (RWH)	ELEVATOR MECHANIC HELPER (OT)	
2	Chicago, IL					
3	St. Louis, MO & Evansville, IN					
4	Boston, MA & Portland, ME					
5	Philadelphia, PA					
6	Pittsburgh/Erie/Wheeling					
7	Baltimore, MD					
8	San Francisco, CA					
9	Minneapolis/Duluth, MN					
10	Washington, D C					
11	Cincinnati, OH					
12	Kansas City, MO & Wichita, KS					
14	Buffalo, NY					
15	Milwaukee/Green Bay, WI					
16	New Orleans, LA/Jackson, MS					
17	Cleveland, OH					
18	Los Angeles, CA/Las Vegas, NV					
19	Seattle, WA, Spokane, WA & Billings, MT					
19	Anchorage, Alaska					
20	Louisville, KY					
21	Dallas/Ft. Worth, TX					
23	Portland, OR					
24	Birmingham, AL					
25	Denver, CO					

Request for Proposal No. ELEVATOR_MAINT_0572U
Elevator Maintenance and Service

IUEC LOCAL UNION NO	CITY/CITIES	LICENSED ELEVATOR MECHANIC (RWH)	LICENSED ELEVATOR MECHANIC (OT)	ELEVATOR MECHANIC HELPER (RWH)	ELEVATOR MECHANIC HELPER (OT)	
27	Rochester, NY					
28	Omaha, NE					
30	Memphis, TN					
31	Houston, TX					
32	Atlanta/Savannah, GA					
33	Des Moines/Cedar Rapids/Sioux City, IA & Rock Island, IL					
34	Indianapolis, IN					
35	Albany/Utica, NY					
36	Detroit, MI					
37	Columbus, OH					
38	Salt Lake City, UT					
39	Providence, RI					
41	Springfield/Worcester, MA					
44	Toledo, OH /Fort Wayne, IN & South Bend, IN					
45	Akron/Youngstown, OH					
48	Charleston/Huntington, WV					
49	Jacksonville, FL					
51	Richmond/Roanoke, VA					
52	Norfolk, VA					
55	Peoria, IL & Springfield, IL					
59	Harrisburg, PA					
62	Syracuse/Binghamton, NY					
63	Oklahoma City, OK					
71	Miami, FL					
74	Tampa, FL					
79	Little Rock, AR & Shreveport, LA					
80	Greensboro/Raleigh-Durham, NC					

Request for Proposal No. ELEVATOR_MAINT_0572U
Elevator Maintenance and Service

IUEC LOCAL UNION NO	CITY/CITIES	LICENSED ELEVATOR MECHANIC (RWH)	LICENSED ELEVATOR MECHANIC (OT)	ELEVATOR MECHANIC HELPER (RWH)	ELEVATOR MECHANIC HELPER (OT)	
81	San Antonio, TX					
83	Tulsa, OK					
84	Reading/Allentown/Scranton/Wilkes Barre, PA					
85	Lansing, MI					
91	New Haven, CT					
93	Nashville/Chattanooga, TN					
93	Knoxville, TN (Formerly Local No. 64)					
124	Mobile, AL					
126	Honolulu, HI					
131	Albuquerque, NM/EI Paso, TX					
132	Madison, WI & Rockford, IL					
133	Austin, TX					
135	Charlotte, NC/Columbia, SC					
138	Poughkeepsie, NY					
139	Orlando, FL					
140	Phoenix - Tucson, AZ					

FOR ADDITIONAL INFORMATION CONTACT BUYER SHERRY GRAMS 720-913-8113 or Sherry.Grams@denvergov.org

The remainder of this page is left blank intentionally

SECTION D: SAMPLE CONTRACT

D.1 INVOICING:

Invoice must include the following:

- 1) City purchase order, requisition number or contract control number.
- 2) Items listed individually.
- 3) Unit price, extended and totaled.
- 4) Quantity ordered, back ordered and shipped.
- 5) Invoice number and date.
- 6) Requesting department name and "ship to" address.
- 7) Payment terms.

D.2 EXTENSION OR RENEWAL:

The effective period of the Contractual Agreement resulting from this proposal shall be from Date of City Signature to and including three (3) years. It is also a specific provision of this proposal that the City and the vendor may mutually agree to renew and continue the Contractual Agreement consummated under this proposal for additional periods of one year at the same prices, terms and conditions. However, no more than two (2) yearly extensions shall be made to the original agreement.

D.3 PAYMENT CONDITIONS:

Progress payments are authorized in this procurement. Progress payments will be made based on the following schedule of payment: Monthly or quarterly after service depending on whether the service is monthly or quarterly. Proof of serviced (service tickets that are initialed or signed) must be provided with each invoice before payment will be made.

Under no circumstances will the vendor receive payment for work which was not authorized by the Manger of General Service or his authorized representative. Such notice will be in writing, or by assignment of a requisition number by the Purchasing Department and will be given only after the vendor and a designated representative of the Department of General Services have generally defined the scope of work to be accomplished. Separate orders to proceed will be given for each specific task.

Final Inspection: Should final inspection reveal that work accomplished under this contract is incomplete, or has not been made in accordance with drawings, specifications and authorized changes thereto, than the vendor shall be required to corrected or complete the project before final payment will be made.

Final payment for work accomplish under this contact will not be considered until final inspection and approval by the City.

This project is subject to advertising before final payment (C.R.S. 28-26-107).

Terms shall be NET 30 days, subject to the City's Prompt Payment Ordinance D.R.M.C. 20-107 et-seq.

D.4 TERMINATION FOR DEFAULT:

Default: If the vendor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of Contractual Agreement, the Director of Purchasing may notify the vendor in writing of the delay or non-performance and, if not cured in ten (10) days or any longer time specified in writing, the Director of Purchasing may terminate the vendor's right to proceed with the Contractual Agreement or such part of the Contractual Agreement as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Director of Purchasing may procure similar supplies or services in a manner and upon terms deemed appropriate. The vendor shall be liable for excess costs incurred in procuring similar goods or services. The Vendor shall continue performance of the contract to the extent it is not terminated.

Excuse for Nonperformance or Delayed Performance: Except with respect to defaults of subcontractors, the vendor shall not be in default by reason of any failure in performance of this Contractual Agreement in accordance with its terms (including any failure by the vendor to make progress in the prosecution of the work hereunder which endangers such performance) if the vendor has notified the Director of Purchasing within fifteen (15) days after the cause of delay and the failure arises out of causes beyond the control and without fault or negligence of the vendor, such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions, strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the vendor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the vendor to meet the contract requirements.

Upon request of the vendor, the Director of Purchasing shall ascertain the facts and extent of such failure and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the vendor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

D.5 TERMINATION:

Nothing herein shall be construed as giving the vendor the right to perform the services contemplated under this Contractual Agreement beyond the time when such services become unsatisfactory to the City Attorney and the Mayor of the City; and in the event that the vendor shall be discharged before all the services contemplated hereunder have been completed, or the services are for any reason terminated, stopped or discontinued because of the inability of the vendor to serve under this agreement, he shall be paid only for that portion of the work which shall have been satisfactorily completed at the time of termination.

D.6 CANCELLATION:

The City and County of Denver reserves the right to cancel the whole or any part of this Contractual Agreement due to failure of the vendor to carry out any term, promise or condition of the contract. The City and County of Denver will issue a written notice of default to the vendor for acting or failing to act as in any of the following:

In the opinion of the City and County of Denver, the vendor provides material that does not meet the requirements of the Contractual Agreement;

In the opinion of the City and County of Denver, the vendor fails to perform adequately the services required in the Contractual Agreement;

In the opinion of the City and County of Denver, the vendor attempts to impose on the City and County of Denver materials, products, service or workmanship which is of an unacceptable quality;

The vendor fails to complete the required work or furnish the required materials within the time stipulated in the Contractual Agreement;

In the opinion of the City and County of Denver, the vendor fails to make progress in the performance of the requirements of the contract and/or gives the City and County of Denver a positive indication that the vendor will not or cannot perform to the requirements of the Contractual Agreement.

The City and County of Denver may resort to any single or combination of the following remedies:

1. Cancel any Contractual Agreement for any of the above stated reasons;
2. Reserve all rights or claims or damage for breach of any covenants of the Contractual Agreement;
3. Perform any test or analysis on materials as to whether they conform in all respects to the specifications of the Contractual Agreement. If the results indicate non-compliance with the specifications, any actual expense of testing will be borne by the vendor;
4. In case of default, the City and County of Denver reserves the right to purchase in the open market, or to complete the required work, at the expense of the vendor. The City and County of Denver may recover any actual excess costs by:
 - A. deduction from an unpaid balance;
 - B. collection against the proposal and/or performance bond, or;
 - C. any combination of A and B above.

In the event of issuance of a default notice, the vendor will be provided a reasonable opportunity to correct the default prior to the exercise of the above mentioned remedies.

D.7 NON-EXCLUSIVE CONTRACT:

This is a non-exclusive Contractual Agreement. In the City's best interests, the City reserves the right to purchase the same materials and services through other procurements.

D.8 EMERGENCY 24-HOUR SERVICES:

Emergency twenty-four (24) hour service is to be provided by vendor at no additional cost. The name and phone number of the individual(s) to contact for emergency service shall be furnished to the City:

This service requires a live telephone answering service with the capability of immediately contacting operating personnel at all times. Recorded telephone answering service is not acceptable.

D.9 PREVAILING WAGES

Any Contractual Agreement in the amount of two thousand dollars (\$2,000.00) or more arising out of this proposal shall be subject to the following provisions concerning prevailing wages.

- a. The minimum wages to be paid for every class of labor, mechanics and worker shall be not less than the scale of wages from time to time determined to be the prevailing wages.
- b. The Vendor or his/her subcontractor shall pay mechanics, laborers and workers employed directly upon the site of the work the full amounts accrued at time of payment, computed at wage rates not less than those stated or referenced in the specifications, and any addenda thereto, on the actual date of proposal opening, or in effect on the date of grant of permit for performance of such work under D.R.M.C. Section 49-171 et seq., or on the date of the written Purchase Order for contracts let by informal procedure under D.R.M.C. Section 20-63(b), regardless of any contractual relationship which may be alleged to exist between the vendor or subcontractor and such laborers, mechanics and workers.
- c. The vendor and subcontractors to pay all workers, mechanics and other laborers at least once a week the full amounts of wages accrued at the time of payment except that the vendor and subcontractor shall make such payments to non-construction workers such as janitorial or custodial workers at least twice per month.
- d. The vendor shall post in a prominent and easily accessible place at the site of the work the scale of wages to be paid by the vendor and all subcontractors working under the vendor.
- e. If the vendor or any subcontractor shall fail to pay such wages as are required by the contract, the Auditor shall not approve any warrant or demand for payment to the

vendor until the vendor furnishes the Auditor evidence satisfactory to the Auditor that such wages so required by the contract have been paid.

- f. The vendor shall furnish to the Auditor each week during which work is in progress under the contract, a true and correct copy of the payroll records of all workers, laborers and mechanics employed under the contract, either by the vendor or subcontractors.
- g. The copy of the payroll record shall be accompanied by a sworn statement of the vendor that the copy is a true and correct copy of the payroll records of all mechanics, laborers or other workers working under the contract either for the vendor or subcontractors, that payments were made to the workers, laborers and mechanics as set forth in the payroll records, that no deductions were made other than those set forth in such records, and that all workers, mechanics and other laborers employed on work under the contract, either by the vendor or by any subcontractor, have been paid the prevailing wages as set forth in the contract specifications.
- h. If any laborer, worker or mechanic employed by the vendor or any subcontractor under the contract has been or is being paid a rate of wages less than the rate of wages required by the contract to be paid as aforesaid, the City may, by written notice to the vendor, suspend or terminate the vendor's right to proceed with the work, or such part of the work as to which there has been a failure to pay the required wages, and in the event of termination may prosecute the work to completion by contract or otherwise, and the vendor and any sureties shall be liable to the City for any excess costs occasioned the City thereby.

Information as to forms and other requirements concerning prevailing wages may be obtained from the City Auditor's office, Prevailing Wage Section, 201 West Colfax, Denver, CO 80202, telephone 720-913-5009.

D.10 PERFORMANCE INTERFERENCE:

Vendor shall notify the Director of Purchasing immediately of any occurrence or conditions that interfere with the full performance of the contract, and confirm it in writing within twenty-four (24) hours.

D.11 CONTRACT ADMINISTRATION:

Following award, vendor shall contact the cognizant buyer for guidance or direction in matters of contract interpretation or problems regarding the terms, conditions or scope of the Contractual Agreement.

Only the Manager of General Services or the Director of Purchasing is authorized to change or amend the specific terms, conditions or scope of the agreement.

Changes: The Director of Purchasing may at any time, by a written order, and without notice to the sureties, make changes, within the general scope of this contract if both parties mutually agree. If any such change causes an increase or decrease in the cost of, or the time required for, the performance of any part of the work under this contract, whether changed or not changed by any such order, an equitable adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall be modified in writing accordingly.

Disputes: Any dispute concerning a question of fact arising under this Contractual Agreement which is not disposed of by agreement between the Vendor and the purchasing contact representative shall be decided by the Buyer, who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the vendor. The decision of the Buyer shall be final and conclusive unless, within thirty (30) days from the date of such copy, the Vendor mails or otherwise furnishes to the Director of Purchasing a written appeal. The decision of the Director of Purchasing for the determination of such appeal shall be final and conclusive. In connection with any appeal proceeding under this clause, the Vendor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Vendor shall proceed diligently with the performance of the contract and in accordance with Buyer's decision.

D.12 COOPERATIVE PURCHASING:

The City and County of Denver encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions, pursuant to Denver Revised Municipal Code Sec. 20-64.5. To the extent other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors, the City and County of Denver supports such cooperative activities. Further, it is a specific requirement of this proposal or Request for Proposal that pricing offered herein to the City and County of Denver may be offered by the vendor to any other governmental jurisdiction purchasing the same products.

The vendor(s) must deal directly with any governmental agency concerning the placement of purchase orders, freight charges for destinations outside of the Denver Metro area, contractual disputes, invoicing, and payment. The City and County of Denver shall not be liable for any costs, damages incurred by any other entity.

D.13 INSURANCE:

D.13.a Workers' Compensation/Employer's Liability Insurance:

Vendor shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 for each bodily injury occurrence claim, \$100,000 for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Vendor expressly represents to the City, as a material representation upon which the City is relying in entering into this Agreement, that none of the Vendor's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Agreement, and that any such rejections previously effected, have been revoked as of the date Vendor executes this Agreement.

D.13.b General Liability:

Vendor shall maintain limits of \$1,000,000 for each occurrence claim, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations for each occurrence, and \$2,000,000 policy aggregate.

D.13.c Automobile Liability:

Vendor shall maintain combined single limits of \$1,000,000 applicable to all vehicles operating on City property and elsewhere which includes auto pollution liability coverage for any vehicle hauling cargo containing pollutants or contaminants.

D.13.d Excess/Umbrella Liability:

Vendor shall maintain limits of \$2,000,000. Aggregate limits must be “per project” or “per location;”

D.13.e Additional Provisions:

- (1) For all general liability, excess/umbrella liability and liquor liability, the policies must provide the following:
 - (a) If any aggregate limit is reduce by twenty-five percent (25%) or more by paid or reserved claims, the Vendor shall notify the City within ten (10) days and reinstate the aggregates required;
 - (b) Unlimited defense costs in excess of policy limits;
 - (c) Contractual liability covering the indemnification provisions of this Agreement;
 - (d) A severability of interests provision;
 - (e) Waiver of exclusion for lawsuits by one insured against another;
 - (f) A provision that coverage is primary; and
 - (g) A provision that coverage is non-contributory with other coverage or self-insurance provided by the City.

- (2) For all general liability, excess/umbrella liability and liquor liability, if the policy is a claims-made policy, then the retroactive date must be on or before the contract date or the first date when any goods or services were provided to the City, whichever is earlier.

- (3) For all general liability and excess/umbrella liability, the policies must not contain
 - an exclusion for subsidence or earth movement;

 - an exclusion for residential or habitational construction, reconstruction, remodeling, repair or similar activity;

 - an exclusion for the hazard of explosion;

 - an exclusion for the hazard of collapse; or an exclusion for the hazard of underground work.

SECTION E: ADDITIONAL REQUIRED INFORMATION

E.1 REFERENCE LISTING:

Vendors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the vendor is currently furnishing or has, in the past, completed service for:

Company Name	_____
Address	_____
Reference	_____
Telephone Number	_____
Project Name	_____
Value	\$ _____
Company Name	_____
Address	_____
Reference	_____
Telephone Number	_____
Project Name	_____
Value	\$ _____
Company Name	_____
Address	_____
Reference	_____
Telephone Number	_____
Project Name	_____
Value	\$ _____

E.2 DISCLOSURE OF PRINCIPALS:

Pursuant to D.R.M.C. 20-69, any proposal in excess of \$100,000.00 must be accompanied by a separate detachable document setting forth the following information:

- (1) the names of any officer, director, owner or principal of the business entity, including the identity of any shareholder who owns or controls 5% or more of the business entity, and either 1) the names of his or her spouse, and children under eighteen years of age; or 2) a statement that he or she or his or her spouse, or children, if any, under the age of eighteen have or have not made a contribution, as defined in D.R.M.C. 15-32, or contribution in-kind, as defined in D.R.M.C. 15-32, to any candidate, as defined in himself or herself or any spouse or child under the age of eighteen who has made such a contribution or contribution in-kind to a candidate.
- (2) the name of any subcontractors or vendors whose share of the proposal exceeds \$100,000.00 of the contract or formal proposal amount; and
- (3) the names of any unions with which the vendor has a collective bargaining agreement.

See the following page for a form which may be used for such vendor disclosure. **If the total proposal amount is in excess of \$500,000.00, the information required in (1) above must be provided at the time of proposal submittal,** and the information required in (2) and (3) must be submitted in a timely fashion prior to award. *[If applicable, add the following: The list of subcontractors required by this instrument is different and separate from the vendor list required on BF-4.]* **If the total proposal amount is less than \$500,000.00 but more than \$100,000.00, such information must be provided prior to award of the contract.** Failure to provide the required information in a timely fashion shall render any proposal to which D.R.M.C. 20-69 applies non-responsive.

While a vendor who has already disclosed such information need not provide such information with a second or subsequent proposal unless such information has changed, it shall be the responsibility of each such vendor to verify that such information is still current as of the date of such subsequent proposal and is in fact on file with the City Clerk **by so stating and signing the Disclosure Form.** Failure to provide or update the required information in a timely fashion shall render any proposal to which D.R.M.C. 20-69 applies non-responsive.

VENDOR/CONTRACTOR/VENDOR/VENDOR DISCLOSURE

Bidding Entity's/Vendor's Name	Telephone Number	Form Completion Date
Address	Printed Name of Officer/Owner	
City, State, Zip Code	Signature of Officer/Owner	

Section 20-69, D.R.M.C. requires the disclosure of the name of each officer, director, shareholder who owns or controls 5% or more of the business entity, principal, and owner of each bidding or proposing entity, and either the names of the spouses of those individuals and the names of their children under the age of eighteen (18), or a statement in lieu of the disclosure of the names of such spouses and children as set forth below in the "Certified Statement in Lieu of Disclosure". **The names of officers, directors, 5% shareholders, principals and owners must be disclosed in either event.** Required disclosures also include the names of any subcontractor/supplier receiving more than \$100,000.00 of work and the names of any unions with which the bidder/Vendor has a collective bargaining agreement.

This page may be photocopied if additional space is required.

The individuals listed below are disclosed as having the noted relationship with the business entity/Vendor listed above. Show appropriate letter in the box to the left. Use center box for relationship to another line number: A=Officer, B=Director, C=Principal, D=Owner, E=Controller of 5% or more of the stock, F=Spouse, G=Child under age 18, H=Subcontractor, I=Supplier, J=Union. Identify with an asterisk (*) all listed persons who have made a contribution or contribution in-kind, as defined by Section 15-32 D.R.M.C., within the last five years.

- | | |
|------------------|-------------------|
| 1. [] [] _____ | 9. [] [] _____ |
| 2. [] [] _____ | 10. [] [] _____ |
| 3. [] [] _____ | 11. [] [] _____ |
| 4. [] [] _____ | 12. [] [] _____ |
| 5. [] [] _____ | 13. [] [] _____ |
| 6. [] [] _____ | 14. [] [] _____ |
| 7. [] [] _____ | 15. [] [] _____ |
| 8. [] [] _____ | 16. [] [] _____ |

**BIDDER/CONTRACTOR/VENDOR/VENDOR CERTIFIED STATEMENT
IN LIEU OF DISCLOSURE OF NAMES OF SPOUSES AND CHILDREN**

I hereby certify that, except as identified by an asterisk above, no officer, director, shareholder who owns or controls 5% or more of the business entity, principal, or owner or his or her spouse or child under eighteen years of age has made a contribution, as defined at Section 15-32 D.R.M.C., or a contribution in kind, as defined at Section 15-32 D.R.M.C., to a candidate, as defined at Section 15-32 D.R.M.C., during the last five years.

Printed Name of Officer/Owner of Bidding/Proposing entity

Signature of Officer/Owner of Bidding/Proposing entity

E.3 VENDOR'S CHECK LIST

THE FOLLOWING CHECK LIST SHOULD BE USED TO ENSURE REQUIRED DOCUMENTATION IS ATTACHED TO THE PROPOSAL. IF A DOCUMENT IS NOT REQUIRED FOR YOUR PROPOSAL, WRITE N/A IN THE BLANK.

		PAGE
1.	HAVE YOU SIGNED THE FRONT PAGE OF THE PROPOSAL?	_____
2.	HAVE YOU ENTERED YOUR SOCIAL SECURITY OR FEDERAL IDENTIFICATION NUMBER?	_____
3.	HAVE YOU REVIEWED ALL PROPOSAL PRICES?	_____
4.	HAVE YOU CHECKED UNIT COSTS, EXTENSIONS AND TOTALS?	_____
5.	HAVE YOU LISTED THE QUANTITIES YOU WILL SUPPLY?	_____
6.	HAVE YOU SUPPLIED ANY ALTERNATIVES OR ADDITIONAL INFORMATION ON SEPARATE HEADED NOTE PAPER?	_____
7.	HAVE YOU CHECKED TO ENSURE THERE ARE NO ALTERATIONS, DELINEATIONS OR ERASURES OF ANY PROPOSAL ITEMS?	_____
8.	HAVE YOU INCLUDED MANUFACTURER'S NAMES AND REFERENCE NUMBERS, AS APPLICABLE?	_____
9.	ARE BONDS ENCLOSED WITH PROPOSAL (WHEN APPLICABLE)?	_____
10.	HAVE YOU ASSURED THAT THERE IS SUFFICIENT TIME TO TRANSMIT THIS PROPOSAL? THE MAILING ENVELOPE MUST BE DELIVERED ON TIME, AS SPECIFIED IN THE PROPOSAL, TO THE CORRECT ADDRESS; THE ENVELOPE MUST BE MARKED WITH PROPOSAL NUMBER, DATE REQUIRED AND PROPOSAL TITLE.	_____
11.	HAVE YOU ENCLOSED RELEVANT TECHNICAL LITERATURE OR SAMPLES (WHERE APPLICABLE)?	_____
12.	SIGNATURE AND INITIALS OF THE USC ADMINISTRATION AGREEMENT	_____

NO PROPOSAL: VENDORS WHO FAIL TO RESPOND TWICE TO PROPOSALS OF A SIMILAR NATURE MAY BE REMOVED FROM THE MAILING LIST. A RETURNED "NO PROPOSAL" IS AN ACCEPTABLE RESPONSE.

CERTIFICATION

I HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED IN THE PROPOSAL IS ACCURATE TO THE BEST OF MY KNOWLEDGE, AND THAT I AM DULY AUTHORIZED/EMPOWERED TO SIGN CONTRACTS ON BEHALF OF THIS COMPANY.

COMPANY NAME

YOUR NAME (PLEASE PRINT)

TITLE

DATE

E.4 CERTIFICATION UNDER § 8-17.5-102, C.R.S.

The Contractor, in compliance with §8-17.5-102, C.R.S., certifies that at the time of the execution of this Certification:

- 1. The Contractor does not knowingly employ or contract with an illegal alien.
- 2. The Contractor has participated or attempted to participate in the Basic Pilot Employment Verification Program in order to verify that it does not employ any illegal aliens.

Company Legal Name: _____

By: _____

Print Name: _____

Title: _____

DATE: _____

E.5 VENDOR INFORMATION

Information	Vendor											
	Tell us where the vendor will provide? <input type="checkbox"/> Rent <input type="checkbox"/> Medical Service 06 <input checked="" type="checkbox"/> Non-Employee Compensation 07 <input type="checkbox"/> Attorney 14											
	Business Name	Tax ID # (TIN or SSN)										
	Business Address	Telephone Number										
	City, State Zip	Fax Number										
	Order Address (If different from above)	Email (not Required)										
	City, State, Zip	<table border="1"> <tr> <td colspan="2" style="text-align: center;">Vendor Entity Type (check one)</td> </tr> <tr> <td><input type="checkbox"/> Individual</td> <td><input type="checkbox"/> LLP/LLC</td> </tr> <tr> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> Sole Proprietor</td> </tr> <tr> <td><input type="checkbox"/> Corporation</td> <td><input type="checkbox"/> Government</td> </tr> <tr> <td><input type="checkbox"/> Exempt/Non-Profit</td> <td><input type="checkbox"/> Employee</td> </tr> </table>	Vendor Entity Type (check one)		<input type="checkbox"/> Individual	<input type="checkbox"/> LLP/LLC	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Corporation	<input type="checkbox"/> Government	<input type="checkbox"/> Exempt/Non-Profit	<input type="checkbox"/> Employee
	Vendor Entity Type (check one)											
	<input type="checkbox"/> Individual	<input type="checkbox"/> LLP/LLC										
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor										
<input type="checkbox"/> Corporation	<input type="checkbox"/> Government											
<input type="checkbox"/> Exempt/Non-Profit	<input type="checkbox"/> Employee											
Remittance Name												
Remittance Address												
City, State, Zip												

SECTION F: ATTACHMENTS

F.1 ATTACHMENT E: QUALIFICATIONS/TECHNICAL EXPERIENCE

THE FOLLOWING FOUR (4) QUESTIONS MUST BE ANSWERED IN ADDITION TO ANY NARRATIVE SUPPLIED BY VENDOR. ATTACH ADDITIONAL PAGES AS NEEDED.

Qualifications/Technical Experience Question #1

Describe your ability and experience to service the following and if your company has access to the required proprietary tools and parts.

- Montgomery KONE MIPROM 21 Controllers
- KONE, Inc. Resolve Controllers
- Montgomery KONE MIPROM I Controllers
- Montgomery KONE Escalator and Power Walk Controllers
- Eco 3000 Escalator and Power Walk
- O & K Escalator Controllers
- Dover T-IV Controllers

Qualifications/Technical Experience Question #2

Describe your familiarity and experience with and capability to maintain and repair elevators manufactured by:

- Montgomery KONE
- Dover

Qualifications/Technical Experience Question #3

Describe your ability and experience to maintain and to repair Montgomery KONE escalators (including O & K) in the event that major repairs are needed.

Qualifications/Technical Experience Question #4

Describe your ability and experience to maintain and to repair Montgomery KONE 5W and 7W power walks in the event that major repairs are needed.

**F.2 ATTACHMENT F: SAMPLE CITY AND COUNTY OF DENVER QUARTERLY
ELEVATOR REPORT**

Please see next page for sample City and County of Denver Quarterly Elevator Report.

The remainder of this page is left blank intentionally



Quarterly Elevator Inspection Report

State Conveyance Number:	Date Of Service:
Building Name:	Building Address:
Elevator Number:	Mechanic Name:
Elevator Location:	Mechanic License Number:

INSIDE OF CAR	PASS	FAIL	N/A
Door reopening devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stop switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating control devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car lighting and receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car emergency signal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car door or gate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door closing force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signs and operating device symbols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car capacity plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car ride	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevator Security Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Communications, Signals and Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MACHINE ROOM			
Safe and convenient access to machine room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting and receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guarding of exposed auxiliary equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbering of elevators, machines, and disconnect switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disconnecting means and control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machine Room Stop Switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data plates & inspection tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controller wiring, fuses, grounding, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Governor, overspeed switch, and seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code data plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive machine brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traction drive machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traction sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary and deflector sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspension ropes & rope fastenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic power unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relief valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible hydraulic hose and fitting assemblies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Logs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wiring Schematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOP OF CAR			
Electrical protective devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car top light and outlet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Top-of-car operating device and stop switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final and emergency terminal stopping devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Top emergency exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor and emergency identification numbering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hoistway smoke control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipes, wiring, and ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOP OF CAR

	PASS	FAIL	N/A
Traveling cables and junction boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door and gate equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guide rails fastening and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Governor rope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Governor releasing carrier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wire rope fastening and hitch plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspension ropes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car, overhead, and deflector sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Broken rope, chain, or tape switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data plates & inspection tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compensating ropes and chains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OUTSIDE HOISTWAY

Car platform guard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hoistway doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hoistway door locking devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to hoistway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency doors blind hoistway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PIT

Pit access, lighting, stop switch, and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Normal terminal stopping devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traveling cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Governor-rope tension devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compensating chains, ropes, and sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plunger and cylinder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply piping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data plates & inspection tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buffers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FIRE & EMERGENCY SYSTEMS

Firefighters' Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firefighters' Service Operating Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Light and Alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TESTING, INSPECTION & MAINTENANCE

7.1 Category Five Traction Elevator Safety Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Category One Traction Elevator Safety Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3 Category Five Hydraulic Elevator Safety Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4 Category Three Hydraulic Elevator Safety Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5 Category One Hydraulic Elevator Safety Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6 Firefighter's Service Monthly Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7 General Provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.8 Seals and Tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TESTING & INSPECTION DATA

Door Closing Force:	Car Contract Speed:	Category 5 Test Due:
Door Kinetic Force:	Car Actual Speed Up:	Category 3 Test Due:
	Car Actual Speed Down:	Category 1 Test Due:



Elevator Deferred Maintenance Log

State Conveyance Number:	Building Name:
Elevator Number:	Building Address:

Repair/Maintenance Deferred	
Repair/Maintenance Item Deferred:	
Reason For Deferral:	
Corrective Action To Be Taken:	
Date of Deferral:	Mechanic Name:
Mechanic License Number:	Mechanic Signature:
Repair/Maintenance Completed	
Corrective Action Taken:	
Date of Completion:	Mechanic Name:
Mechanic License Number:	Mechanic Signature:

Repair/Maintenance Deferred	
Repair/Maintenance Item Deferred:	
Reason For Deferral:	
Action To Be Taken:	
Date of Deferral:	Mechanic Name:
Mechanic License Number:	Mechanic Signature:
Repair/Maintenance Completed	
Corrective Action Taken:	
Date of Completion:	Mechanic Name:
Mechanic License Number:	Mechanic Signature:

SECTION G: U.S. COMMUNITIES INFORMATION

G.1 OVERVIEW

G.1.a Master Agreement:

City and County of Denver (herein “Lead Public Agency”) on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and nonprofit organizations (herein “Participating Public Agencies”) is soliciting proposals from qualified suppliers to enter into a Master Agreement for a complete line of Elevator services (herein “Products and Services”).

ALL PRODUCTS OFFERED MUST BE NEW, UNUSED, LATEST DESIGN AND TECHNOLOGY.

G.1.b Objectives:

- A. Provide a comprehensive competitively solicited Master Agreement offering Products and Services to Participating Public Agencies;
- B. Establish the Master Agreement as a Supplier’s primary offering to Participating Public Agencies;
- C. Achieve cost savings for Suppliers and Participating Public Agencies through a single competitive solicitation process that eliminates the need for multiple bids or proposals;
- D. Combine the volumes of Participating Public Agencies to achieve cost effective pricing;
- E. Reduce the administrative and overhead costs of Suppliers and Participating Public Agencies through state of the art ordering and delivery systems;
- F. Provide Participating Public Agencies with environmentally responsible products and services;

G.2 GENERAL DEFINITION OF PRODUCTS AND/OR SERVICES

Elevator Maintenance and Repair, Walkways, and Escalators

G.3 U.S. COMMUNITIES

U.S. Communities Government Purchasing Alliance (herein “U.S. Communities”) is a non-profit “instrumentality” of government that assists Participating Public Agencies reduce the cost of purchased goods through strategic sourcing that combines the volumes and the purchasing power of public agencies nationwide. This is accomplished through an award of competitively solicited contracts for high quality products and services by large and well recognized public agencies (herein “Lead Public Agencies”). The contracts provide for use by not only the respective Lead Public Agency, but also by other Participating Public Agencies.

G.3.a National Sponsors

U.S. Communities is jointly sponsored by the National Institute of Governmental Purchasing (NIGP), the National Association of Counties (NACo), the National League of Cities (NLC), the Association of School Business Officials, International (ASBO) and the United States Conference of Mayors (USCM) (herein “National Sponsors”).

G.3.b Advisory Board

The U.S. Communities Advisory Board is made up of key government purchasing officials from across the United States.

Each Advisory Board Member is expected to actively participate in product bids and selection, participate in policy direction, and share expertise and purchasing innovations.

Agency

City of Charlotte/Mecklenburg, NC
City of Los Angeles, CA
Cobb County, GA
Dallas County, TX
Davis Joint Unified Schools, CA
City and County of Denver, CO
Detroit Public Schools, MI
Fairfax County, VA
Harford County Public Schools, MD
Hennepin County, MN
North Carolina State University, NC

Agency

Hillsborough Schools, FL
City of Houston, TX
Los Angeles County, CA
Maricopa County, AZ
Miami-Dade County/Public Health Trust, FL
City of San Antonio, TX
San Diego Unified School District, CA
City of Seattle, WA
Wichita Public Schools, KS
Great Valley School District, PA
Emory University

G.3.c Participating Public Agencies

Today more than 32,000 public agencies utilize U.S. Communities contracts and suppliers to procure over \$1.3 billion in products and services annually. Each month more than 400 new public agencies register to participate. The continuing rapid growth of public agency participation is fueled by the program's proven track record of providing public agencies unparalleled value.

The Supplier(s) must deal directly with any Participating Public Agency concerning the placement of orders, issuance of the purchase order, contractual disputes, invoicing, and payment.

City and County of Denver is acting as "Contracting Agent" for the Participating Public Agencies and shall not be held liable for any costs, damages, expenses, fees, liabilities, etc. incurred by any other Participating Public Agency.

Each Participating Public Agency enters into a Master Intergovernmental Cooperative Purchasing Agreement (MICPA) outlining the terms and conditions that allow access to the Lead Public Agencies' Master Agreements. Under the terms of the MICPA, the procurement by the Participating Public Agency shall be construed to be in accordance with and governed by the laws

of the State in which the Participating Public Agency resides. A copy of the MICPA is attached as Appendix A.

G.3.d Estimated Volume

The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is \$100 Million annually. The estimate is based on the anticipated volume of the Lead Public Agency, the U.S. Communities Advisory Board members, and current sales within the U.S. Communities program. While there is no minimum quantity of products to be purchased under the proposed Master Agreement, City and County of Denver and the U.S. Communities Advisory Board Members are committed to utilizing the Master Agreement. The Advisory Board members shall determine if the Master Agreement is of value to their agency, and will promote the Master Agreement among other public agencies nationwide and internationally. The Advisory Board in 2008 is estimated to purchase more than \$125 million of products and services from existing U.S. Communities contracts.

G.3.e Marketing Support

U. S. Communities provides marketing support for Supplier's products through the following:

- National Sponsors as referenced above.
- State Associations of Counties, Schools and Municipal Leagues.
- Administrative and marketing personnel that directly promote the U.S. Communities Suppliers to Participating Public Agencies through public agency meetings, direct mail, national publications, annual meetings and a network of K-12, City, County, Higher Education and State Associations.
- U.S. Communities provides Suppliers government sales training, and a host of online marketing and sales management tools to effectively increase sales through U.S. Communities.

G.3.f Multiple Awards

Multiple awards may be made as a result of the solicitation. Multiple Awards will ensure that any ensuing Master Agreements fulfill current and future requirements of the diverse and large number of Participating Public Agencies.

G.3.g Evaluation of Proposals

Proposals will be evaluated by the Lead Public Agency in accordance with and subject to the relevant statutes, ordinances, rules and regulations that govern its procurement practices.

U.S. Communities Advisory Board members will assist the Lead Public Agency in evaluating proposals. The Supplier (or Suppliers) that responds affirmatively meets the minimum qualifications and offers the lowest priced bid will be eligible for a contract award. U.S.

Communities reserves the right to make available or not make available Master Agreements awarded by a Lead Public Agency to Participating Public Agencies.

G.4 SUPPLIER QUALIFICATIONS

G.4.a Commitments

U.S. Communities views the relationship with an awarded Supplier as an opportunity to provide maximum benefit to both the Participating Public Agencies and to the Supplier.

The successful foundation of the partnership requires commitments from both U.S. Communities and the Supplier. U.S. Communities asks each Supplier to make the commitments set forth below to ensure Supplier is providing the highest level of public benefit to Participating Public Agencies:

Each Supplier is required to make four commitments to insure the overall success of the national program. These commitments are incorporated into the U.S. Communities Administration Agreement:

- A. Corporate – A commitment that U.S. Communities is actively supported by Supplier’s senior executive management with a focus on the following:**
 - **U.S. Communities will be the Supplier’s primary offering to states, local governments, school districts, and higher education institutions in the United States of America; and other government agencies and nonprofit organizations herein collectively all known as “Participating Public Agencies”.**
 - **A commitment that Supplier shall make all existing Participating Public Agencies that do business with the Supplier aware of the value and pricing benefits of the U.S. Communities contract.**
 - **Upon authorization by the Participating Public Agency transition such Participating Public Agencies to the Supplier’s U.S. Communities contract.**
- B. Pricing – A commitment that Supplier’s U.S. Communities contract pricing is the lowest available pricing (net to buyer) to Participating Public Agencies. If a Participating Public Agency is otherwise eligible for lower pricing through any other Supplier contract, the Supplier will match the pricing under U.S. Communities.**
- C. Economy - A commitment that the supplier will demonstrate the pricing advantage of U.S. Communities over alternative competitive solicitation pricing and will proactively offer U.S. Communities as a more effective alternative to the cost and time associated with such alternate bids and solicitations.**
- D. Sales – A commitment that the Supplier will market U.S. Communities throughout the United States through a Supplier sales force or dealer network that is properly trained, engaged and committed to offering U.S. Communities as Supplier’s primary offering to Participating Public Agencies.**

G.4.b Program Standards

U.S. Communities recognizes that each Supplier has a successful business model, and may choose to manage the U.S. Communities program in a variety of ways that best suit the Supplier's organization and market approach.

The following are Program Standards intended to assist the Supplier in successfully implementing the U.S. Communities contract:

U.S. Communities Administration Agreement - The Supplier is required to execute the U.S. Communities Administration Agreement (attached hereto as Appendix B) prior to the award of the U.S. Communities contract. The Agreement outlines the Supplier's general duties and responsibilities in implementing the U.S. Communities contract.

The executed U.S. Communities Administrative Agreement is required to be submitted with the supplier's proposal.

National Account Management Team – The Supplier shall provide a National Account Manager with the authority and responsibility for the overall success of the U.S. Communities contract within the Supplier's organization. The Supplier shall also designate a Lead Referral Contact Person, responsible for receiving communications from U.S. Communities concerning new public agency registrations and for ensuring timely follow up by the Supplier's staff to requests for contact from public agencies. Additionally, the Supplier shall provide the personnel necessary to implement and support a Supplier-based internet web page dedicated to the Supplier's U.S. Communities program and linked to the U.S. Communities website.

Participating Public Agency Access - Establish the following communication links to facilitate customer access and communication:

- A dedicated U.S. Communities internet web-based homepage with:
 - U.S. Communities standard logo with Founding Co-Sponsors;
 - Copy of original Request for Proposal or Invitation to Bid;
 - Copy of contract and amendments between Lead Public Agency and Supplier;
 - Summary of products and pricing;
 - Electronic link to U.S. Communities' online registration page;
 - Other promotional material as desired.
- A dedicated toll free national hotline for U.S. Communities
- A dedicated email address for general inquiries, "uscommunities@(name of supplier.com)

Electronic Registration - The Supplier is responsible for ensuring that each Participating Public Agency has completed U.S. Communities' online registration process prior to processing the Participating Public Agency's first sales order.

Sales Report - The supplier is responsible for accurate and timely reporting of all Participating Public Agency sales. Suppliers are required to comply with the following key reporting requirements;

The report is to be submitted within 30 days of the end of each calendar quarter in the prescribed format set forth in the U.S. Communities Administration Agreement.

Exception reporting – U.S. Communities will send to each vendor an exception report that details where the Supplier sales report differed from the registration database and the anticipated actions to correct those discrepancies. These corrections must be completed prior to the following quarterly sales report.

Online Reporting - Within 60 days of quarter end, U.S. Communities will provide online reporting available to the supplier with updated quarterly sales reporting. The supplier will be asked to follow up and report back within 30 days of receiving the notification on specific reports available to them online.

Administrative Fees - The Supplier is responsible for paying to U.S. Communities an administrative fee on all Participating Public Agency sales volumes within 30 days of the end of each calendar quarter as set out in the Agreement.

Quarterly Review - U.S. Communities will schedule a quarterly meeting with the supplier to evaluate the supplier's performance of Supplier Commitments and Program Standards outlined herein.

U.S. Communities Awareness - U.S. Communities is responsible for marketing the overall U.S. Communities concept and program to Participating Public Agencies. U.S. Communities marketing is intended to supplement and enhance the direct sales effort of the Supplier. The supplier assists by providing camera-ready logos and by participating in related trade shows and conferences.

Supplier Sales - Supplier is responsible for proactive direct sales of supplier's goods and services to public agencies nationwide and the timely follow up to leads established by U.S. Communities. Use of product catalogs, targeted advertising, direct mail and other sales initiatives is encouraged. All sales materials are to use the U.S. Communities logo U.S. Communities will provide each Supplier with its logos and the standards to be employed in the use of the logos. At a minimum, the Supplier's sales initiatives should communicate:

- Contract was competitively solicited by a Lead Public Agency;
- Best government pricing
- No cost to participate
- Non-exclusive contracts

Branding and Logo Compliance – Supplier is responsible for complying with the U.S. Communities branding and logo standards and guidelines. U.S. Communities-related marketing material must be submitted to U.S. Communities for review.

Sales Force Training - Supplier is responsible for the training of its sales force on the U.S. Communities contract. U.S. Communities is available to train regional or district managers and generally assist with the education of sales personnel.

The remainder of this page is left blank intentionally

G.5 SUPPLIER QUALIFICATION WORKSHEET

Suppliers are required to meet specific qualifications. Please respond in the spaces provided after each qualification statement below:

- A. State if pricing for all Products/Services offered will be the most competitive pricing offered by your company to Participating Public Agencies nationally.
YES___ NO___
- B. Does Supplier have the ability to provide service to any Participating Public Agencies in the contiguous 48 states, and the ability to deliver service in Alaska and Hawaii?
YES___ NO___
- C. Does Supplier have a national sales force or dealer network with the ability to call on Participating Public Agencies in all 50 U.S. states?
YES___ NO___
- E. Did Supplier have sales greater than \$15 million last year?
YES___ NO___
- F. Does Supplier have existing capacity to provide toll-free telephone and state of the art electronic, facsimile and internet ordering and billing?
YES___ NO___
- G. Will your company assign a dedicated Senior Management level Account Manager to support the resulting U.S. Communities contract?
YES___ NO___
- H. Does Supplier agree to respond to all agency referrals from U.S. Communities within 2 business days?
YES___ NO___
- I. Does Supplier maintain records of your overall Participating Public Agencies' sales that you can and will share with U.S. Communities to monitor program implementation progress?
YES___ NO___
- J. Will Supplier commit to the following program implementation schedule?
YES___ NO___
- K. Will the U.S. Communities contract be your lead public offering to Participating Public Agencies?
YES___ NO___

New Supplier Implementation Checklist	Target Completion after award
1. Administration Agreement Signed	Proposal
2. First Conference Call	One Week
Discuss expectations	
Establish initial contact people and roles/responsibilities	
Outline kick-off plan	
Establish Webex training date	
3. Supplier Login Established	One Week
Complete Supplier Initiation Form	
Create User Account and User IDs and communicate to Supplier	
4. Initial Sr. Management Meeting	Two Weeks
Review commitments	
Review Kick-off Plan	
Discuss Nat Acct Mgr. role and staff requirements	
Discuss Reporting Processes and requirements	
Determine field sales introductory communication plan	
5. Initial National Account Manager and Staff Training Meeting	Two Weeks
Discuss expectations, roles and responsibilities	
Conduct basic supplier training	
Introduce and review web-based tools	
Discuss sales organization and define roles	
Discuss marketing plan and customer communication/roll-out strategy	
Discuss Supplier Handbook	
Review with National Accounts Manager	
Review process and expectations with Nat Accts Mgr and Lead Referral person	
Discuss admin processes and expectations and provide admin support training	
6. Review of Top 10 Existing Participating Public Agency Contracts	Two Weeks
Determine strategies with NAM	
7. Program Contact Requirements	Two Weeks
Supplier Contacts Communicated to U.S. Communities Staff	
Dedicated Email	
Dedicated Toll Free Number	

8. Web Development	
Initiate IT contact	Two Weeks
Web site construction	Three Weeks
Web site final edit	Four Weeks
9. Sales Training and Roll Out	
Regional Manager Briefing - Coordinate with NAM	One Week
Initial Remote Webex Supplier Training for all sales - Coordinate with NAM	Two Weeks
Top Ten metro areas - Coordinate with NAM and RMM	Four Weeks
Initiate contact with Advisory Board Member Agencies - Coordinate with NAM, GAM, RMM	Four Weeks
Review Supplier Handbook	Six Weeks
Training Plan for the other metros- Coordinate with NAM, GAM, RMM	
10. Green Initiative	
Identify green product	Two Weeks
Upload to USC website-Link to suppliers website	Four Weeks
Environmental Purchasing contact	Six Weeks
Green Marketing Material	Six Weeks

The remainder of this page is left blank intentionally

G.6 SUPPLIER INFORMATION

Please respond to the following requests for information about your company:

Company

1. A brief history and description of your company;
2. Total number and location of sales persons employed by your company;
3. Number and location of distribution outlets (if applicable);
4. Number and location of support centers (if applicable);
5. Annual sales for 2005, 2006 and 2007;
6. Submit your current Federal Identification Number and latest Dun & Bradstreet report.

Products

1. Provide a description of the Products and Services to be provided by the major product category set forth in this document. The primary objective is for each Supplier to provide its complete product and service offerings so that Participating Public Agencies may order a range of product as appropriate for their needs;
2. Provide a description of all products and services to be provided your company;
3. Describe any special programs that your company offers that will improve customers' ability to access Products;
4. Describe the capacity of your company to broaden the scope of the contract and keep the product offerings current and ensure that latest products, standards and technology for Elevator Maintenance and Repair, Walkways, and Escalators.
5. Describe how your company will provide parts for other elevator manufacturers?
6. Describe your companies capabilities on a national basis to repair and maintain elevators from other manufacturers.
7. Provide a brief description of any company environmental initiatives, including any green products and certifications to be available through your company.

Administration

1. Describe your company's capacity to employ EDI, telephone, electronic, with a specific proposal for processing orders under the Master Agreement. State which forms of ordering allow the use of a procurement card and the accepted banking (credit card) affiliation;
2. Describe your company's internal management system for processing orders from point of customer contact through delivery and billing;

3. Describe your company's implementation and success with existing cooperative purchasing programs, if any, and provide the entity's name(s), contact person(s) and contact information as reference(s);
4. Describe the capacity of your company to report quarterly sales under the Master Agreement by Participating Public Agency within each U.S. state ;
5. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies;
6. Provide a list of any third party e-procurement services or portals that your company utilizes to facilitate public agency ordering and access.

G.7 APPENDIX A

G.7.a Master Intergovernmental Cooperative Purchasing Agreement

This agreement is made between certain government agencies that execute a Lead Public Agency Certificate ("Lead Public Agencies") to be appended and made a part hereof and other government agencies ("Participating Public Agencies") that agree to the terms and conditions hereof through the U.S. Communities registration and made a part hereof.

RECITALS

WHEREAS, after a competitive solicitation and selection process by Lead Public Agencies, a number of Suppliers have entered into Master Agreements to provide a variety of goods, products and services based on national and international volumes (herein "Products and Services");

WHEREAS, Master Agreements are made available by Lead Public Agencies through U.S. Communities and provide that Participating Public Agencies may purchase Products and Services on the same terms, conditions and pricing as the Lead Public Agency, subject to any applicable local purchasing ordinances and the laws of the State of purchase;

WHEREAS, the parties desire to comply with the requirements and formalities of the Intergovernmental Cooperation Act as may be applicable to the laws of the State of purchase;

WHEREAS, the parties hereto desire to conserve resources and reduce procurement cost;

WHEREAS, the parties hereto desire to improve the efficiency, effectiveness and economy of the procurement of necessary Products and Services;

NOW, THEREFORE, in consideration of the mutual promises contained in this agreement, and of the mutual benefits to result, the parties agree as follows:

1. That each party will facilitate the cooperative procurement of Products and Services.
2. That the procurement of Products and Services subject to this agreement shall be conducted in accordance with and subject to the relevant statutes, ordinances, rules and regulations that govern each party's procurement practices.

3. That the cooperative use of solicitations obtained by a party to this agreement shall be in accordance with the terms and conditions of the solicitation, except as modification of those terms and conditions is otherwise allowed or required by applicable law.
4. That the Lead Public Agencies will make available, upon reasonable request and subject to convenience, information which may assist in improving the effectiveness, efficiency and economy of Participating Public Agencies procurement of Products and Services
5. That a procuring party will make timely payments to the Supplier for Products and Services received in accordance with the terms and conditions of the procurement. Payment, inspections and acceptance of Products and Services ordered by the procuring party shall be the exclusive obligation of such procuring party. Disputes between procuring party and Supplier are to be resolved in accord with the law and venue rules of the State of purchase.
6. The procuring party shall not use this agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
7. The procuring party shall be responsible for the ordering of Products and Services under this agreement. A non-procuring party shall not be liable in any fashion for any violation by a procuring party, and the procuring party shall hold non-procuring party harmless from any liability that may arise from action or inaction of the procuring party.
8. The exercise of any rights or remedies by the procuring party shall be the exclusive obligation of such procuring party.
9. This agreement shall remain in effect until termination by a party giving 30 days written notice to U.S. Communities at 2033 N. Main Street, Suite 700, Walnut Creek, CA 94596.
10. This agreement shall take effect after execution of the Lead Public Agency Certificate or Participating Public Agency Registration, as applicable.

The remainder of this page is left blank intentionally

G.8 APPENDIX B:

This ADMINISTRATION AGREEMENT (THIS “Agreement”) is made this ____ day of _____, _____, between the U.S. Communities Government Purchasing Alliance (herein “U.S. Communities”) and _____(herein “Supplier”).

RECITALS

WHEREAS, the _____ (herein “Lead Public Agency”) has entered into a Master Agreement dated _____, Agreement No. _____, by and between the Lead Public Agency and Supplier, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of _____ (herein “Product & Services”);

WHEREAS, said Master Agreement provides that any state, local government, school district, higher education institution, other government agency and nonprofit organizations (herein “Participating Public Agencies”) may purchase Product at prices stated in the Master Agreement;

WHEREAS, U.S. Communities is an instrumentality of government with the administrative and legal capacity to administer purchases under the Master Agreement to Participating Public Agencies;

WHEREAS, U.S. Communities serves as the administrative agent for Lead Public Agency and other lead public agencies with regard to other Master Agreements offered through the U.S. Communities;

WHEREAS, Lead Public Agency desires U.S. Communities to proceed with administration of the Master Agreement on the same basis as other Master Agreements;

WHEREAS, U.S. Communities and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies on a national basis throughout the United States ;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, U.S. Communities and Supplier hereby agree as follows:

DEFINITIONS

Capitalized terms used in this Agreement and not otherwise defined herein shall have the meanings given to them in the Master Agreement.

TERMS AND CONDITIONS

1. The Master Agreement, as attached hereto as Exhibit I and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
2. U.S. Communities shall be afforded all of the rights, privileges and indemnifications afforded to Lead Public Agency under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to the U.S. Communities

under this Agreement including, but not limited to, the Supplier's obligation to provide the indemnification and insurance.

3. The Supplier shall perform all of its duties, responsibilities and obligations in the time and manner as required to be performed by the Supplier as set forth in the Master Agreement.
4. U.S. Communities shall perform all of its duties, responsibilities and obligations as administrator of purchases under the Master Agreement as set forth herein, and Supplier hereby agrees that the Agency shall act in the capacity of administrator of purchases under the Master Agreement.

With respect to any purchases by Lead Public Agency or any Participating Public Agency pursuant to the Master Agreement, U.S. Communities: (i) shall not be construed as a dealer, re-marketer, representative, partner or agent of any type of the Supplier, Lead Public Agency or such Participating Public Agency; (ii) shall not be obligated, liable or responsible for any order made by Lead Public Agency or any Participating Public Agency or any employee thereof under the Master Agreement or for any payment required to be made with respect to such order; and (iii) shall not be obliged, liable or responsible for any failure by any Participating Public Agency to comply with procedures or requirements of applicable law or to obtain the due authorization and approval necessary to purchase under the Master Agreement. The Agency makes no representation or guaranty with respect to any minimum purchases by Lead Public Agency or any Participating Public Agency or any employee thereof under this Agreement or the Master Agreement.

TERM OF AGREEMENT

This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that all indemnifications afforded by the Supplier to U.S. Communities shall survive the term of this Agreement.

MUTUAL COMMITMENTS

U.S. Communities Commitments to Program Suppliers

Marketing – U.S. Communities will proactively and jointly market the Supplier's contract to Agencies nationwide throughout the United States through a network of major sponsors (NLC, NACo, USCM, ASBO & NIGP) and state-level sponsors. In addition the U.S. Communities staff will enhance the Supplier's marketing efforts through in-person meetings with public agencies, participation in key events and tradeshow and by providing online tools to the Supplier's sales force.

Training – U.S. Communities is dedicated to training and educating the Supplier sales force. The U.S. Communities Program Managers' primary focus is the education, training and engagement of the Supplier's sales force. The Program Managers will conduct face to face training sessions as well as conduct joint calls to major Public Agencies. This direct support of the field is enhanced by a Supplier login that provides presentations, documents and information to assist the Supplier field sales force in effectively promoting their U.S. Communities contract.

Knowledge Management Support – U.S. Communities will provide resources and tools to enable the Supplier to leverage the program's knowledge and data. Prior to implementation, the Supplier's

sales force will be provided access to a private login site that contains marketing, training and targeting data.

SUPPLIER COMMITMENTS

U.S. Communities views the relationship with an awarded Program Supplier as an opportunity to provide maximum benefit to both the Participating Public Agencies and to the Suppliers.

The successful foundation of the partnership requires Commitments from both U.S. Communities and the Suppliers. U.S. Communities asks each Supplier to make the Commitments set forth below to ensure Supplier is providing the highest level of public benefit to Participating Public Agencies:

Each supplier is required to make four commitments to insure the overall success of the national program. These commitments are incorporated into the Agreement:

A. **Corporate** – A commitment that U.S. Communities is actively supported by Supplier’s senior executive management with a focus on the following:

- U.S. Communities will be the Supplier’s primary offering to states, local governments, school districts, and higher education institutions in the United States of America; and other government agencies and nonprofit organizations herein collectively all known as “Participating Public Agencies”.
- A commitment that Supplier shall make all existing Participating Public Agencies that do business with the Supplier aware of the value and pricing benefits of the U.S. Communities contract.
- Upon authorization by the Participating Public Agency transition such Participating Public Agencies to the Supplier’s U.S. Communities contract.

B. **Pricing** – A commitment that Supplier’s U.S. Communities contract pricing is the lowest available pricing (net to buyer) to Participating Public Agencies. If a Participating Public Agency is otherwise eligible for lower pricing through any other Supplier contract, the Supplier will match the pricing under U.S. Communities.

C. **Economy** -A commitment that the supplier will demonstrate the pricing advantage of U.S. Communities over alternative competitive solicitation pricing and will proactively offer U.S. Communities as a more effective alternative to the cost and time associated with such alternate bids and solicitations.

D. **Sales** – A commitment that the Supplier will market U.S. Communities throughout the United States through a Supplier sales force or dealer network that is properly trained, engaged and committed to offering U.S. Communities as Supplier’s primary offering to Participating Public Agencies.

The Corporate, Pricing, Economy and Sales Commitments are the foundation of the relationship between U.S. Communities and its suppliers. The Commitments are not negotiable. If a supplier is found to be in violation and/or non-compliance with one or more of the U.S. Communities Commitments, the supplier will have ninety days to provide resolution and come into compliance. Failure to do so will result in removal from the U.S. Communities national program.

SUPPLIER’S INITIAL: _____

DATE: _____

PROGRAM STANDARDS

U.S. Communities recognizes that each Supplier has a successful business model, and may choose to manage the U.S. Communities program in a variety of ways that best suit the Supplier's organization and market approach.

The following are Program Standards intended to assist the Supplier in successfully implementing the U.S. Communities contract:

Senior Management Account Representative and Team – The Supplier shall provide a Senior Management Account Representative with the authority and responsibility for the overall success of the U.S. Communities contract within the Supplier's organization. The supplier shall also designate a Lead Referral Contact Person, responsible for receiving communications from U.S. Communities concerning new public agency registrations and for ensuring timely follow up by the Supplier's staff to requests for contact from public agencies. Additionally, the supplier shall provide the personnel necessary to implement and support a supplier-based internet web page dedicated to the Supplier's U.S. Communities program and linked to the U.S. Communities website.

Participating Public Agency Access - Establish the following communication links to facilitate customer access and communication:

- A dedicated U.S. Communities internet web-based homepage with:
 - U.S. Communities standard logo with Founding Co-Sponsors;
 - Copy of original Request for Proposal or Invitation to Bid;
 - Copy of contract and amendments between Lead Public Agency and Supplier;
 - Summary of products and pricing;
 - Electronic link to U.S. Communities' online registration page;
 - Other promotional material as desired.
- A dedicated toll free national hotline for U.S. Communities
- A dedicated email address for general inquiries, "uscommunities@(name of supplier.com)

Electronic Registration - The Supplier is responsible for ensuring that each Participating Public Agency has completed U.S. Communities' online registration process prior to processing the Participating Public Agency's first sales order.

Sales Report - The supplier is responsible for accurate and timely reporting of all Participating Public Agency sales. Suppliers are required to comply with the following key reporting requirements;

The report is to be submitted within 30 days of the end of each calendar quarter in the prescribed format set forth in the Agreement.

Exception reporting – U.S. Communities will send to each vendor an exception report that details where the supplier sales report differed from the registration database and the anticipated actions to correct those discrepancies. These corrections must be completed prior to the following quarterly sales report.

Online Reporting - Within 60 days of quarter end, U.S. Communities will provide online reporting available to the supplier with updated quarterly sales reporting. The supplier will be asked to follow up and report back within 30 days of receiving the notification on specific reports available to them online.

Administrative Fees - The supplier is responsible for paying to U.S. Communities an administrative fee on all Participating Public Agency sales volumes within 30 days of the end of each calendar quarter as set out in the Agreement. Reported sales volumes and respective administrative fee payments shall be denominated in U.S. Dollars.

Quarterly Review - U.S. Communities will schedule a quarterly meeting with the supplier to evaluate the supplier's performance of Supplier Commitments and Program Standards outlined herein.

U.S. Communities Awareness - U.S. Communities is responsible for marketing the overall U.S. Communities concept and program to Participating Public Agencies. U.S. Communities marketing is intended to supplement and enhance the direct sales effort of the supplier. The supplier assists by providing camera-ready logos and by participating in related trade shows and conferences.

Supplier Sales - Supplier is responsible for proactive direct sales of supplier's goods and services to public agencies nationwide and the timely follow up to leads established by U.S. Communities. Use of product catalogs, targeted advertising, direct mail and other sales initiatives are encouraged. All sales materials are to use the U.S. Communities logo. U.S. Communities will provide each Supplier with its logo and the standards to be employed in the use of the logo. At a minimum, the supplier's sales initiatives should communicate:

- Contract was competitively solicited by a Lead Public Agency;
- Best government pricing
- No cost to participate
- Non-exclusive contracts

Branding and Logo Compliance – Supplier is responsible for complying with the U.S. Communities branding and logo standards and guidelines. U.S. Communities related marketing material must be submitted to U.S. Communities for review.

Sales Force Training - Supplier is responsible for the training of its national sales force on the U.S. Communities contract. U.S. Communities is available to train regional or district managers and generally assist with the education of sales personnel.

SUPPLIER'S INITIAL: _____

DATE: _____

QUARTERLY FEES & REPORTING

Supplier shall pay U.S. Communities a quarterly administrative fee in the amount of 1% of the total purchase price for the first \$10 million in annual sales; 1.5% of the total purchase price for the next \$10 million in annual sales; 2% of the total purchase price for the next \$320 million in annual sales; and 2.5% of the total purchase price for annual sales of \$340 million and beyond, , excluding taxes and shipping, for all purchases under the Master Agreement and provide the Agency with an electronic accounting report, in a format prescribed by the Agency, summarizing all purchases under the Master Agreement. Quarterly fees and reports shall be made with respect to all purchases shipped and billed pursuant to the Master Agreement for the applicable quarter.

Supplier shall at its expense maintain an accounting of all purchases made by Participating Public Agencies. U.S. Communities and Lead Public Agency reserve the right to audit the accounting for a period of four (4) years from the date the U.S. Communities receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Lead Public Agency or U.S. Communities. Quarterly reports and the administrative fee applicable to each quarter are due within 30 days of the end of each calendar quarter as set forth above. The U.S. Communities reserves the right upon reasonable advance notice to Supplier to change the prescribed report format to accommodate the distribution of the administrative fee to program sponsors and state associations of government.

Failure to provide a quarterly report and/or payment of the administrative fee within the time and manner specified shall be regarded as a material breach under this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of the Master Agreement at Lead Public Agency's sole discretion or this Agreement at the U.S. Communities sole discretion. All administrative fees not paid within 30 days of the end of each quarter shall bear interest at the rate of 1 1/2% per month until paid. Administrative fee payments shall be made by check or wire to U.S. Communities or the Designee or Trustee as may be directed in writing by U.S. Communities.

U.S. Communities or its designee may, at its sole discretion, compare public agency records with quarterly reports submitted by Supplier. If there is a discrepancy, U.S. Communities will notify the Supplier in writing. Supplier will have 30 days from the date of such notice to resolve the discrepancy to the U.S. Communities reasonable satisfaction. If the Supplier does not so resolve the discrepancy, U.S. Communities shall have the right to engage outside services to conduct an independent audit of Supplier's quarterly reports and Supplier shall be obligated to reimburse U.S. Communities costs and expenses for such audit.

GENERAL PROVISIONS

1. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
2. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which he may be entitled.

3. This Agreement and U.S. Communities rights and obligations hereunder may be assigned at U.S. Communities sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform U.S. Communities obligations hereunder.
4. All reports, notices or other communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery requiring signature on receipt to the addresses as set forth below. U.S. Communities may, by written notice delivered to Supplier, designate any different address to which subsequent reports, notices or other communications shall be sent.

A. U.S. Communities
2033 N. Main Street, Suite 700
Walnut Creek, CA 94596
Attn: Program Manager Administration

B. Lead Public Agency

C. Supplier

Attn: U.S. Communities Program Manager

5. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever.
6. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
7. This Agreement may not be effectively amended, changed, modified, altered or terminated without the prior written consent of the parties hereto.
8. This Agreement shall be governed exclusively by and construed in accordance with the applicable laws of the State of California as a contract executed and delivered within the State of California and to be fully performed within the State of California.
9. This Agreement shall inure to the benefit of and shall be binding upon U.S. Communities, the Supplier and any successor and assign thereto; subject, however, to the limitations contained herein.

Signature Page to Follow

IN WITNESS WHEREOF, the U.S. Communities Government Purchasing Alliance has caused this Agreement to be executed in its name and the Supplier has caused this Agreement to be executed in its name, all as of the date first above written.

U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE

Signature _____

By _____
[Typed name]

SUPPLIER: _____

Signature _____

By _____
[Typed name]

G.9 CANADIAN COMMUNITIES – AFFILIATED PROGRAMS

U.S. Communities recently established Canadian Communities, an affiliated program in Canada to offer certain qualified contract awards. U.S. Communities will continue to explore other international opportunities as practical based upon the capacity of contract suppliers to properly serve public agencies internationally;

Understanding that all Suppliers may not have the capacity or want to focus on Canadian Communities or other affiliated programs, U.S. Communities offers these opportunities on a voluntary basis to Suppliers.

The terms, conditions and commitments outlined and agreed upon in the U.S. Communities Administration Agreement shall be applied to Canadian Communities and any other international opportunities.

_____Supplier wishes to participate and has the capacity to serve Canadian public agencies and other international opportunities, and agrees to abide by the terms, conditions and commitments of the executed U.S. Communities Administration Agreement.

_____Supplier does not wish to participate in Canadian Communities and other international opportunities.

SUPPLIER: _____

Signature_____

By _____
[Typed name]

G.10 ADMINISTRATION AGREEMENT GUIDELINES:

Corporate Commitment Guidelines

1. The supplier must demonstrate in their RFP response and throughout the term of their contract that senior management fully supports the U.S. Communities program and its commitments and requirements. Senior management is defined as an executive(s) with company wide authority.
2. The supplier's field force (direct and/or authorized dealer / rep agency etc.) must lead with their U.S. Communities contract when calling on public agencies nationwide. If the supplier has alternate cooperative vehicles (i.e. state contracts, regional cooperatives) U.S. Communities is required to be the lead offering not just one of the supplier's options. If a supplier meets resistance or an objection to utilizing U.S. Communities from a public agency, prior to offering an alternate contract option, the suppliers sales representative must contact the U.S. Communities Program Manager in the area and request assistance in over coming the barrier or objection. If the U.S. Communities Program Manager is unable to resolve the public agency's objection then the supplier is permitted to pursue other options.
3. In states where the supplier has an existing state contract, U.S. Communities expects the supplier to notify the state of its U.S. Communities contract and transition the state to U.S. Communities upon the state's request. Regardless of whether or not the state decides to transition to U.S. Communities, U.S. Communities expects the supplier to lead with the U.S. Communities contract to the local public agencies with in the state. Local public agencies include but are not limited to; counties, cities, school districts, special districts, community colleges, colleges, universities and non-profits. The above applies to other cooperatives held by the supplier.
4. U.S. Communities recognizes that the main value for a supplier to participate in the U.S. Communities program is to generate new incremental revenue. To ensure the credibility of the program U.S. Communities requires its suppliers to inform their existing public agency customers of their U.S. Communities contract. If an existing public agency client requests to be transitioned to the supplier's U.S. Communities contract, U.S. Communities expects the supplier to transition the client and report the client's purchases to U.S. Communities going forward

SUPPLIER'S INITIAL: _____

DATE: _____

G.11 SUPPLIER PRICING COMMITMENT COMPLIANCE GUIDELINES:

It is U.S. Communities expectation that the standard pricing offered through the supplier's U.S. Communities contract is generally the lowest overall available pricing net to buyer to state and local agencies nationwide. The supplier does have recourse available to come into compliance with the U.S. Communities pricing commitment when a pre-existing contract and / or a public agency's unique buying pattern provide one or more public agencies a lower price than the supplier's U.S. Communities contract. The following options are intended for limited use and not as a routine business practice.

1. If the supplier has a contract that is available to one or more public agencies that offers lower pricing than their U.S. Communities contract, the supplier is required to match the pricing under the U.S. Communities contract and make the eligible public agencies aware that the lower pricing is available under their U.S. Communities contract. If one or more of the eligible agencies request to transition to the U.S. Communities contract, the supplier is expected to transition the agency and report the agency's purchases under the U.S. Communities contract going forward. The price match only applies to eligible agencies. Below are three examples of contracts and eligible agencies.
 - a. The supplier holds a state contract with lower pricing that is available to all public agencies within the state. The supplier would match the lower state pricing under U.S. Communities and make it available to all public agencies within the state.
 - b. The supplier holds a regional cooperative contract with lower pricing that is available only to the ten cooperative members. The supplier would match the lower cooperative pricing under U.S. Communities and make it available to the ten public agency cooperative members.
 - c. The supplier holds a contract with an individual public agency. The public agency contract does not contain any cooperative language and therefore other public agencies are not eligible to utilize the contract. The supplier would be required to match the lower pricing under the U.S. Communities contract and make it available only to the individual public agency.
2. Occasionally U.S. Communities and its suppliers interact with a public agency that has a buying pattern that is a large deviation from the normal public agency buying pattern that causes the supplier's U.S. Communities pricing to be non-competitive and / or higher than an alternative contract held by the supplier. The cause could be created by a unique end user preference or requirement. When this occasion arises the supplier has the ability to address the issue by lowering the price under the U.S. Communities contract on the item(s) causing the large deviation. The supplier would not be required to lower the price for other agencies.

SUPPLIER'S INITIAL: _____

DATE: _____

G.12 PUBLIC AGENCY SOLICITATION RESPONSE GUIDELINES:

While it is the objective of the U.S. Communities program to have public agencies piggyback on the contracts rather than issue their own bids and RFPs, U.S. Communities recognizes that for various reasons many public agencies will issue their own solicitations. The following options are available to U.S. Communities Suppliers when responding to Public Agency solicitations.

Respond with your U.S. Communities contract pricing. If successful the sales would be reported under U.S. Communities,

If competitive conditions required pricing lower than the standard U.S. Communities contract pricing, the supplier can submit lower pricing through the U.S. Communities contract. If successful the sales would be reported under U.S. Communities,

Do not respond to the bid or RFP. Make the U.S. Communities contract available to the agency to compare against their solicitation responses.

Respond to the bid or RFP with pricing that is higher (net to buyer) than the Suppliers' U.S. Communities contract pricing.

Respond to the bid or RFP with pricing that is higher (net to buyer) than the Suppliers U.S. Communities contract pricing. If an alternative response is permitted offer the U.S. Communities contract as an alternative for their consideration.

SUPPLIER'S INITIAL: _____

DATE: _____

G.13 QUARTERLY REPORTING PROCEDURES:

30 Days after Quarter End, quarterly reporting is due in the required format. Quarterly reporting will include sales reporting for U.S. and Canada, and a breakout of Environmental Preferable (Green) sales reporting. Supplier must make reasonable attempts at filling in all required information and contact U.S. Communities with a plan to correct any deficiencies of data field population.

Submitted reports will be verified by U.S. Communities against their registration database. Any data that differs with the registration database will be changed prior to processing.

U.S. Communities will send to each supplier an error report which details where the supplier sales report differed from the registration database and the anticipated actions to correct those discrepancies. These corrections must be completed prior to the following quarterly sales report. Any questions should be directed to U.S. Communities in writing to mteixeira@uscommunities.org.

Within 60 days of quarter end, U.S. Communities will provide online reporting available to suppliers, sponsors and agencies with updated quarterly reports. The suppliers will be asked to follow up and report back within 15 days of receiving the notification on specific reports available to them online. In general, these are the areas of concern that suppliers will be requested to review and report back on:

Report Name	Follow up with U.S. Communities
5 Qtr Drop Sales Analysis	Financial & Reporting Manager
Zero States Sales Report	Program Manager
Registered Agency Without Sales Report	Program Manager

The above reports are available under your supplier login and are found under “Quarterly Sales Report.” Other reports that are also available and are useful in resolving reporting issues and enabling you to better manage your U.S. Communities contract are:

- Agency Sales by Population/Enrollment Report
- Hot Prospect Sales Report
- New Lead Sales Report
- State Qtr Comparison Sales Report
- Advisory Board Usage Report
- Various Agency Type Comparison Reports
- Sales Report Builder

If upon review of sales reports or sales analysis by agencies, sponsors, advisory board members or U.S. Communities staff, a sales reporting discrepancy is highlighted, suppliers will be informed of follow up requirements by e-mail. Suppliers will be expected to provide to U.S. Communities data that sufficiently clarifies sales issues in question in a timely manner so as to be resolved to U.S. Communities’ and Lead Agency’s reasonable satisfaction within 30 days of written request; and if not resolved U.S. Communities will have the right to conduct an audit and subject late fees to the sales in question. If past due fees are determined payable, once amount is determined, Wells Fargo must receive payment by supplier within 15 days.

SUPPLIER’S INITIAL: _____

DATE: _____

G.14 STATE NOTICE ADDENDUM:

Pursuant to certain state notice provisions the following public agencies and political subdivisions of the referenced public agencies are eligible to access the contract award made pursuant to this solicitation. Public agencies and political subdivisions are hereby given notice of the foregoing request for proposal for purposes of complying with the procedural requirements of said statutes:

Other states:

Cities, Towns, Villages and Boroughs

- CITY OF ADAIR VILLAGE
- CITY OF ASHLAND
- CITY OF ASTORIA OREGON
- CITY OF AUMSVILLE
- CITY OF AURORA
- CITY OF BEAVERTON
- CITY OF BOARDMAN
- CITY OF BURNS
- CITY OF CANBY
- CITY OF CANYONVILLE
- CITY OF CLATSKANIE
- CITY OF COBURG
- CITY OF CONDON
- CITY OF COOS BAY
- CITY OF CORVALLIS
- CITY OF COTTAGE GROVE
- CITY OF DALLAS
- CITY OF DAMASCUS
- CITY OF DUNDEE
- CITY OF EAGLE POINT
- CITY OF ECHO
- CITY OF ESTACADA
- CITY OF EUGENE
- CITY OF FALLS CITY
- CITY OF GATES
- CITY OF GEARHART
- CITY OF GOLD HILL
- CITY OF GRANTS PASS
- CITY OF GRESHAM
- CITY OF HILLSBORO
- CITY OF HOOD RIVER
- CITY OF JOHN DAY
- CITY OF KLAMATH FALLS
- CITY OF LA GRANDE
- CITY OF LAKE OSWEGO
- CITY OF LAKESIDE
- CITY OF LEBANON
- CITY OF MALIN
- CITY OF MCMINNVILLE
- CITY OF MEDFORD
- CITY OF MILL CITY
- CITY OF MILWAUKIE

- CITY OF MORO
- CITY OF MOSIER
- CITY OF NORTH PLAINS
- CITY OF OREGON CITY
- CITY OF PHOENIX
- CITY OF PILOT ROCK
- CITY OF PORTLAND
- CITY OF POWERS
- CITY OF REDMOND
- CITY OF REEDSPORT
- CITY OF RIDDLE
- CITY OF SANDY
- CITY OF SANDY
- CITY OF SCAPPOOSE
- CITY OF SHADY COVE
- CITY OF SHERWOOD
- CITY OF SPRINGFIELD
- CITY OF ST. PAUL
- CITY OF STAYTON
- CITY OF TIGARD, OREGON
- CITY OF TUALATIN, OREGON
- CITY OF WARRENTON
- CITY OF WEST LINN/PARKS
- CITY OF WILSONVILLE
- CITY OF WINSTON
- CITY OF WOOD VILLAGE
- CITY OF WOODBURN
- CITY OF YACHATS
- FLORENCE AREA CHAMBER OF COMMERCE
- HOUSING AUTHORITY OF THE CITY OF SALEM
- KEIZER POLICE DEPARTMENT
- LEAGUE OF OREGON CITIES
- PORTLAND DEVELOPMENT COMMISSION
- CITY AND COUNTY OF HONOLULU

Counties and Parishes

- ASSOCIATION OF OREGON COUNTIES
- BENTON COUNTY
- CLACKAMAS COUNTY DEPT OF TRANSPORTATION
- CLATSOP COUNTY
- COLUMBIA COUNTY, OREGON
- COOS COUNTY HIGHWAY DEPARTMENT
- CROOK COUNTY ROAD DEPARTMENT
- CURRY COUNTY OREGON
- DESCHUTES COUNTY
- DOUGLAS COUNTY
- GILLIAM COUNTY
- GILLIAM COUNTY OREGON
- GRANT COUNTY, OREGON
- HARNEY COUNTY SHERIFFS OFFICE
- HOOD RIVER COUNTY
- JACKSON COUNTY HEALTH AND HUMAN SERVICES
- JEFFERSON COUNTY
- KLAMATH COUNTY VETERANS SERVICE OFFICE

- LAKE COUNTY
- LANE COUNTY
- LINCOLN COUNTY
- LINN COUNTY
- MARION COUNTY , SALEM, OREGON
- MORROW COUNTY
- MULTNOMAH COUNTY BUSINESS AND COMMUNITY SERVICES
- MULTNOMAH LAW LIBRARY
- NAMI LANE COUNTY
- POLK COUNTY
- SHERMAN COUNTY
- UMATILLA COUNTY, OREGON
- UNION COUNTY
- WALLOWA COUNTY
- WASCO COUNTY
- WASHINGTON COUNTY
- YAMHILL COUNTY
- MAUI COUNTY COUNCIL

K – 12

- ARCHBISHOP FRANCIS NORBERT BLANCHET SCHOOL
- BAKER COUNTY SCHOOL DIST. 16J - MALHEUR ESD
- BAKER SCHOOL DISTRICT 5-J
- BANDON SCHOOL DISTRICT
- BANKS SCHOOL DISTRICT
- BEAVERTON SCHOOL DISTRICT
- BEND / LA PINE SCHOOL DISTRICT
- BEND-LA PINE SCHOOL DISTRICT
- BROOKING HARBOR SCHOOL DISTRICT NO.17-C
- CANBY SCHOOL DISTRICT
- CANYONVILLE CHRISTIAN ACADEMY
- CASCADE SCHOOL DISTRICT
- CASCADES ACADEMY OF CENTRAL OREGON
- CENTENNIAL SCHOOL DISTRICT
- CENTRAL CATHOLIC HIGH SCHOOL
- CENTRAL POINT SCHOOL DISTRICT NO. 6
- CENTRAL SCHOOL DISTRICT 13J
- CLACKAMAS EDUCATION SERVICE DISTRICT
- COOS BAY SCHOOL DISTRICT
- COOS BAY SCHOOL DISTRICT NO.9
- COQUILLE SCHOOL DISTRICT 8
- COUNTY OF YAMHILL SCHOOL DISTRICT 29
- CRESWELL SCHOOL DISTRICT
- CROSSROADS CHRISTIAN SCHOOL
- CULVER SCHOOL DISTRICT NO.
- DALLAS SCHOOL DISTRICT NO. 2
- DAVID DOUGLAS SCHOOL DISTRICT
- DAYTON SCHOOL DISTRICT NO.8
- DE LA SALLE N CATHOLIC HS
- DESCHUTES COUNTY SD NO.6 - SISTERS SD
- DOUGLAS COUNTY SCHOOL DISTRICT 116
- DOUGLAS EDUCATION SERVICE DISTRICT
- DUFUR SCHOOL DISTRICT NO.29
- ELKTON SCHOOL DISTRICT NO.34
- ESTACADA SCHOOL DISTRICT NO.108

Request for Proposal No. ELEVATOR_MAINT_0572U
Elevator Maintenance and Service

- FOREST GROVE SCHOOL DISTRICT
- GASTON SCHOOL DISTRICT 511J
- GEN CONF OF SDA CHURCH WESTERN OR
- GLADSTONE SCHOOL DISTRICT
- GLENDALE SCHOOL DISTRICT
- GLIDE SCHOOL DISTRICT NO.12
- GRANTS PASS SCHOOL DISTRICT 7
- GREATER ALBANY PUBLIC SCHOOL DISTRICT
- GRESHAM-BARLOW SCHOOL DISTRICT
- HARNEY COUNTY SCHOOL DIST. NO.3
- HARNEY EDUCATION SERVICE DISTRICT
- HEAD START OF LANE COUNTY
- HERITAGE CHRISTIAN SCHOOL
- HIGH DESERT EDUCATION SERVICE DISTRICT
- HOOD RIVER COUNTY SCHOOL DISTRICT
- JACKSON CO SCHOOL DIST NO.9
- JEFFERSON COUNTY SCHOOL DISTRICT 509-J
- JEFFERSON SCHOOL DISTRICT
- KLAMATH FALLS CITY SCHOOLS
- LA GRANDE SCHOOL DISTRICT
- LAKE OSWEGO SCHOOL DISTRICT 7J
- LANE COUNTY SCHOOL DISTRICT 4J
- LANE COUNTY SCHOOL DISTRICT 69
- LEBANON COMMUNITY SCHOOLS NO.9
- LINCOLN COUNTY SCHOOL DISTRICT
- LINN CO. SCHOOL DIST. 95C - SCIO SD
- LOST RIVER JR/SR HIGH SCHOOL
- LOWELL SCHOOL DISTRICT NO.71
- MARION COUNTY SCHOOL DISTRICT - SALEM - KEIZER PS
- MARION COUNTY SCHOOL DISTRICT 103 - WASHINGTON ES
- MCMINNVILLE SCHOOL DISTRICT NO.40
- MEDFORD SCHOOL DISTRICT 549C
- MITCH CHARTER SCHOOL
- MONROE SCHOOL DISTRICT NO.1J
- MORROW COUNTY SCHOOL DISTRICT
- MT. ANGEL SCHOOL DISTRICT NO.91
- MULTISENSORY LEARNING ACADEMY
- MULTNOMAH EDUCATION SERVICE DISTRICT
- MYRTLE POINT SCHOOL DISTRICT NO.41
- NEAH-KAH-NIE DISTRICT NO.56
- NESTUCCA VALLEY SCHOOL DISTRICT NO.101
- NOBEL LEARNING COMMUNITIES
- NORTH BEND SCHOOL DISTRICT 13
- NORTH CLACKAMAS SCHOOL DISTRICT
- NORTH SANTIAM SCHOOL DISTRICT 29J
- NORTH WASCO CTY SCHOOL DISTRICT 21 - CHENOWITH
- NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT
- NYSSA SCHOOL DISTRICT NO. 26
- ONTARIO MIDDLE SCHOOL
- OREGON TRAIL SCHOOL DISTRICT NO.46
- OUR LADY OF THE LAKE SCHOOL
- PHILOMATH SCHOOL DISTRICT
- PHOENIX-TALENT SCHOOL DISTRICT NO.4
- PORTLAND ADVENTIST ACADEMY
- PORTLAND JEWISH ACADEMY

- PORTLAND PUBLIC SCHOOLS
- RAINIER SCHOOL DISTRICT
- REDMOND SCHOOL DISTRICT
- REEDSPORT SCHOOL DISTRICT
- REYNOLDS SCHOOL DISTRICT
- ROGUE RIVER SCHOOL DISTRICT NO.35
- ROSEBURG PUBLIC SCHOOLS
- SCAPPOOSE SCHOOL DISTRICT 1J
- SEASIDE SCHOOL DISTRICT 10
- SEVEN PEAKS SCHOOL
- SHERWOOD SCHOOL DISTRICT 88J
- SILVER FALLS SCHOOL DISTRICT
- SIUSLAW SCHOOL DISTRICT
- SOUTH COAST EDUCATION SERVICE DISTRICT
- SOUTH LANE SCHOOL DISTRICT 45J3
- SOUTHERN OREGON EDUCATION SERVICE DISTRICT
- SPRINGFIELD SCHOOL DISTRICT NO.19
- SWEET HOME SCHOOL DISTRICT NO.55
- THE CATLIN GABEL SCHOOL
- TIGARD-TUALATIN SCHOOL DISTRICT
- VERNONIA SCHOOL DISTRICT 47J
- WEST HILLS COMMUNITY CHURCH
- WEST LINN WILSONVILLE SCHOOL DISTRICT
- WHITEAKER MONTESSORI SCHOOL
- YONCALLA SCHOOL DISTRICT NO.32
- CONGREGATION OF CHRISTIAN BROTHERS OF HAWAII, INC.
- EMMANUAL LUTHERAN SCHOOL
- HANAHAU'OLI SCHOOL
- ISLAND SCHOOL
- KAMEHAMEHA SCHOOLS
- KE KULA O S. M. KAMAKAU

Higher Education

- BIRTHINGWAY COLLEGE OF MIDWIFERY
- BLUE MOUNTAIN COMMUNITY COLLEGE
- CENTRAL OREGON COMMUNITY COLLEGE
- CHEMEKETA COMMUNITY COLLEGE
- CLACKAMAS COMMUNITY COLLEGE
- COLUMBIA GORGE COMMUNITY COLLEGE
- GEORGE FOX UNIVERSITY
- LANE COMMUNITY COLLEGE
- LEWIS AND CLARK COLLEGE
- LINFIELD COLLEGE
- LINN-BENTON COMMUNITY COLLEGE
- MT. HOOD COMMUNITY COLLEGE
- NORTHWEST CHRISTIAN COLLEGE
- OREGON HEALTH AND SCIENCE UNIVERSITY
- OREGON UNIVERSITY SYSTEM
- PACIFIC UNIVERSITY
- PORTLAND COMMUNITY COLLEGE
- PORTLAND STATE UNIV.
- REED COLLEGE
- ROGUE COMMUNITY COLLEGE
- SOUTHWESTERN OREGON COMMUNITY COLLEGE

- TILLAMOOK BAY COMMUNITY COLLEGE
- UMPQUA COMMUNITY COLLEGE
- WESTERN STATES CHIROPRACTIC COLLEGE
- WILLAMETTE UNIVERSITY
- BRIGHAM YOUNG UNIVERSITY - HAWAII
- RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
- UNIVERSITY OF HAWAII AT MANOA

State Agencies

- BOARD OF MEDICAL EXAMINERS
- OFFICE OF MEDICAL ASSISTANCE PROGRAMS
- OFFICE OF THE STATE TREASURER
- OREGON CHILD DEVELOPMENT COALITION
- OREGON DEPARTMENT OF FORESTRY
- OREGON DEPT OF TRANSPORTATION
- OREGON DEPT. OF EDUCATION
- OREGON LOTTERY
- OREGON OFFICE OF ENERGY
- OREGON STATE BOARD OF NURSING
- OREGON STATE POLICE
- OREGON TOURISM COMMISSION
- SEIU LOCAL 503, OPEU
- ADMIN. SERVICES OFFICE
- HAWAII HEALTH SYSTEMS CORPORATION
- SOH- JUDICIARY CONTRACTS AND PURCH
- STATE DEPARTMENT OF DEFENSE
- STATE OF HAWAII
- STATE OF HAWAII
- STATE OF HAWAII, DEPT. OF EDUCATION
- SPECIAL/INDEPENDENT DISTRICTS
- BAY AREA HOSPITAL DISTRICT
- CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
- CENTRAL OREGON IRRIGATION DISTRICT
- CHEHALEM PARK AND RECREATION DISTRICT
- CITY COUNTY INSURANCE SERVICES
- CLEAN WATER SERVICES
- COLUMBIA 911 COMMUNICATIONS DISTRICT
- COLUMBIA RIVER PUD
- DESCHUTES COUNTY RFPD NO.2
- DESCHUTES PUBLIC LIBRARY SYSTEM
- EAST MULTNOMAH SOIL AND WATER CONSERVANCY
- GASTON RURAL FIRE DEPARTMENT
- GLADSTONE POLICE DEPARTMENT
- GLENDALE RURAL FIRE DISTRICT
- HOODLAND FIRE DISTRICT NO.74
- HOODLAND FIRE DISTRICT #74
- KLAMATH COUNTY 9-1-1
- LANE EDUCATION SERVICE DISTRICT
- LANE TRANSIT DISTRICT
- MALIN COMMUNITY PARK AND RECREATION DISTRICT
- MARION COUNTY FIRE DISTRICT #1
- METRO
- METROPOLITAN EXPOSITION-RECREATION COMMISSION
- MONMOUTH - INDEPENDENCE NETWORK

Request for Proposal No. ELEVATOR_MAINT_0572U
Elevator Maintenance and Service

- MULTONAH COUNTY DRAINAGE DISTRICT #1
- NW POWER POOL
- OAK LODGE WATER DISTRICT
- PORT OF ST HELENS
- PORT OF UMPQUA
- REGIONAL AUTOMATED INFORMATION NETWORK
- RIVERGROVE WATER DISTRICT
- SALEM AREA MASS TRANSIT DISTRICT
- SANDY FIRE DISTRICT NO. 72
- SUNSET EMPIRE PARK AND RECREATION
- THE NEWPORT PARK AND RECREATION CENTER
- THE PORT OF PORTLAND
- TILLAMOOK PEOPLES UTILITY DISTRICT
- TUALATIN VALLEY FIRE & RESCUE
- WEST MULTNOMAH SOIL AND WATER CONSERVATION DISTRICT
- WILLAMALANE PARK AND RECREATION DISTRICT
- YOUNGS RIVER LEWIS AND CLARK WATER DISTRICT

Nonprofit & Other

- ALLFOURONE/CRESTVIEW CONFERENCE CTR.
- ALVORD-TAYLOR INDEPENDENT LIVING SERVICES
- ALZHEIMERS NETWORK OF OREGON
- ASHLAND COMMUNITY HOSPITAL
- ATHENA LIBRARY FRIENDS ASSOCIATION
- BARLOW YOUTH FOOTBALL
- BAY AREA FIRST STEP, INC.
- BENTON HOSPICE SERVICE
- BIRCH COMMUNITY SERVICES, INC.
- BLACHLY LANE ELECTRIC COOPERATIVE
- BLIND ENTERPRISES OF OREGON
- BONNEVILLE ENVIRONMENTAL FOUNDATION
- BOYS AND GIRLS CLUBS OF PORTLAND METROPOLITAN AREA
- BROAD BASE PROGRAMS INC.
- CANBY FOURSQUARE CHURCH
- CANCER CARE RESOURCES
- CASCADIA BEHAVIORAL HEALTHCARE
- CASCADIA REGION GREEN BUILDING COUNCIL
- CATHOLIC CHARITIES
- CATHOLIC COMMUNITY SERVICES
- CENTRAL BIBLE CHURCH
- CENTRAL CITY CONCERN
- CENTRAL OREGON COMMUNITY ACTION AGENCY NETWORK
- CHILDPEACE MONTESSORI
- CITY BIBLE CHURCH
- COAST REHABILITATION SERVICES
- COLLEGE HOUSING NORTHWEST
- COMMUNITY ACTION TEAM, INC.
- COMMUNITY CANCER CENTER
- CONFEDERATED TRIBES OF GRAND RONDE
- CONSERVATION BIOLOGY INSTITUTE
- CONTEMPORARY CRAFTS MUSEUM AND GALLERY
- CORVALLIS MOUNTAIN RESCUE UNIT
- COVENANT CHRISTIAN HOOD RIVER
- COVENANT RETIREMENT COMMUNITIES

Request for Proposal No. ELEVATOR_MAINT_0572U
Elevator Maintenance and Service

- DELIGHT VALLEY CHURCH OF CHRIST
- DOUGLAS ELECTRIC COOPERATIVE, INC.
- EAST HILL CHURCH
- EAST SIDE FOURSQUARE CHURCH
- EAST WEST MINISTRIES INTERNATIONAL
- ELMIRA CHURCH OF CHRIST
- EMMAUS CHRISTIAN SCHOOL
- EN AVANT, INC.
- ENTERPRISE FOR EMPLOYMENT AND EDUCATION
- EUGENE BALLET COMPANY
- EUGENE SYMPHONY ASSOCIATION, INC.
- EVERGREEN AVIATION MUSEUM AND CAP. MICHAEL KING.
- FAIR SHARE RESEARCH AND EDUCATION FUND
- FAITH CENTER
- FAITHFUL SAVIOR MINISTRIES
- FAMILIES FIRST OF GRANT COUNTY, INC.
- FANCONI ANEMIA RESEARCH FUND INC.
- FIRST CHURCH OF THE NAZARENE
- FIRST UNITARIAN CHURCH
- FORD FAMILY FOUNDATION
- FOUNDATIONS FOR A BETTER OREGON
- FRIENDS OF THE CHILDREN
- GOAL ONE COALITION
- GOLD BEACH POLICE DEPARTMENT
- GOOD SHEPHERD COMMUNITIES
- GRANT PARK CHURCH
- GRANTS PASS MANAGEMENT SERVICES, DBA
- HEARING AND SPEECH INSTITUTE INC
- HELP NOW! ADVOCACY CENTER
- HIGHLAND HAVEN
- HIGHLAND UNITED CHURCH OF CHRIST
- HOUSING AUTHORITY OF PORTLAND
- INDEPENDENT INSURANCE AGENTS AND BROKERS OF OREGON
- INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION
- INTERNATIONAL SUSTAINABLE DEVELOPMENT FOUNDATION
- IRCO
- JUNIOR ACHIEVEMENT
- KLAMATH HOUSING AUTHORITY
- LA CLINICA DEL CARINO FAMILY HEALTH CARE CENTER
- LA GRANDE UNITED METHODIST CHURCH
- LANE ELECTRIC COOPERATIVE
- LANE MEMORIAL BLOOD BANK
- LAUREL HILL CENTER
- LIVING WAY FELLOWSHIP
- LOCAL GOVERNMENT PERSONNEL INSTITUTE
- LOOKING GLASS YOUTH AND FAMILY SERVICES
- MAKING MEMORIES BREAST CANCER FOUNDATION, INC.
- METRO HOME SAFETY REPAIR PROGRAM
- METROPOLITAN FAMILY SERVICE
- MID COLUMBIA COUNCIL OF GOVERNMENTS
- MID-COLUMBIA CENTER FOR LIVING
- MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY, INC
- MORNING STAR MISSIONARY BAPTIST CHURCH
- MORRISON CHILD AND FAMILY SERVICES
- MOSAIC CHURCH

Request for Proposal No. ELEVATOR_MAINT_0572U
Elevator Maintenance and Service

- NATIONAL PSORIASIS FOUNDATION
- NATIONAL WILD TURKEY FEDERATION
- NEW AVENUES FOR YOUTH INC
- NEW BEGINNINGS CHRISTIAN CENTER
- NEW HOPE COMMUNITY CHURCH
- NEWBERG FRIENDS CHURCH
- NORTHWEST FOOD PROCESSORS ASSOCIATION
- NORTHWEST YOUTH CORPS
- OCHIN
- OHSU FOUNDATION
- OMNIMEDIX INSTITUTE
- OPEN MEADOW ALTERNATIVE SCHOOLS, INC.
- OREGON BALLET THEATRE
- OREGON COAST COMMUNITY ACTION
- OREGON DEATH WITH DIGNITY
- OREGON DONOR PROGRAM
- OREGON EDUCATION ASSOCIATION
- OREGON PROGRESS FORUM
- OREGON REPERTORY SINGERS
- OREGON STATE UNIVERSITY ALUMNI ASSOCIATION
- OSLC COMMUNITY PROGRAMS
- OUTSIDE IN
- PACIFIC CASCADE FEDERAL CREDIT UNION
- PACIFIC FISHERY MANAGEMENT COUNCIL
- PACIFIC INSTITUTES FOR RESEARCH
- PARTNERSHIPS IN COMMUNITY LIVING, INC.
- PENDLETON ACADEMIES
- PENTAGON FEDERAL CREDIT UNION
- PLANNED PARENTHOOD OF SOUTHWESTERN OREGON
- PORT CITY DEVELOPMENT CENTER
- PORTLAND ART MUSEUM
- PORTLAND BUSINESS ALLIANCE
- PORTLAND HABILITATION CENTER, INC.
- PORTLAND SCHOOLS FOUNDATION
- PORTLAND WOMENS CRISIS LINE
- PREGNANCY RESOUCE CENTERS OF GRETER PORTLAND
- QUADRIPLIGICS UNITED AGAINST DEPENDENCY, INC.
- REBUILDING TOGETHER - PORTLAND INC.
- REGIONAL ARTS AND CULTURE COUNCIL
- ROGUE FEDERAL CREDIT UNION
- ROSE VILLA, INC.
- SACRED HEART CATHOLIC DAUGHTERS
- SAIF CORPORATION
- SAINT ANDREW NATIVITY SCHOOL
- SAINT CATHERINE OF SIENA CHURCH
- SAINT JAMES CATHOLIC CHURCH
- SALEM ALLIANCE CHURCH
- SCIENCEWORKS
- SELF ENHANCEMENT INC.
- SERENITY LANE
- SEXUAL ASSAULT RESOURCE CENTER
- SHELTERCARE
- SHERMAN DEVELOPMENT LEAGUE, INC.
- SILVERTON AREA COMMUNITY AID
- SISKIYOU INITIATIVE

Request for Proposal No. ELEVATOR_MAINT_0572U
Elevator Maintenance and Service

- SMART
- SOCIAL VENTURE PARTNERS PORTLAND
- SOUTH COAST HOSPICE, INC.
- SOUTH LANE FAMILY NURSERY DBA FAMILY RELIEF NURSE
- SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
- SPARC ENTERPRISES
- SPOTLIGHT THEATRE OF PLEASANT HILL
- SPRINGFIELD UTILITY BOARD
- ST. ANTHONY CHURCH
- ST. ANTHONY SCHOOL
- ST. MARYS OF MEDFORD, INC.
- SUMMIT VIEW COVENANT CHURCH
- SUNRISE ENTERPRISES
- TENAS ILLAHEE CHILDCARE CENTER
- THE CHURCH OF JESUS CHRIST OF LDS
- THE EARLY EDUCATION PROGRAM, INC.
- THE NEXT DOOR
- THE OREGON COMMUNITY FOUNDATION
- THE SALVATION ARMY - CASCADE DIVISION
- TILLAMOOK CNTY WOMENS CRISIS CENTER
- TOUCHSTONE PARENT ORGANIZATION
- TRAILS CLUB
- TRAINING EMPLOYMENT CONSORTIUM
- TRI-COUNTY HEALTH CARE SAFETY NET ENTERPRISE
- UMATILLA-MORROW ESD
- UMPQUA COMMUNITY DEVELOPMENT CORPORATION
- UNION GOSPEL MISSION
- UNITED CEREBRAL PALSY OF OR AND SW WA
- UNITED WAY OF THE COLUMBIA WILLAMETTE
- US CONFERENCE OF MENONNITE BRETHREN CHURCHES
- US FISH AND WILDLIFE SERVICE
- USAGENCIES CREDIT UNION
- VIRGINIA GARCIA MEMORIAL HEALTH CENTER
- VOLUNTEERS OF AMERICA OREGON
- WE CARE OREGON
- WESTERN RIVERS CONSERVANCY
- WESTERN STATES CENTER
- WESTSIDE BAPTIST CHURCH
- WILD SALMON CENTER
- WILLAMETTE FAMILY
- WOODBURN AREA CHAMBER OF COMMERCE
- WORD OF LIFE COMMUNITY CHURCH
- WORKSYSTEMS INC
- YWCA SALEM
- AMERICAN LUNG ASSOCIATION
- CTR FOR CULTURAL AND TECH INTERCHNG BETW EAST AND WEST
- EAH, INC.
- EASTER SEALS HAWAII
- HALE MAHAOLU
- HAWAII AGRICULTURE RESEARCH CENTER
- MAUI ECONOMIC DEVELOPMENT BOARD
- ORI ANUENUE HALE, INC.
- ST. THERESA CHURCH
- WAIANAE COMMUNITY OUTREACH
- WAILUKU FEDERAL CREDIT UNION