

**January 21, 2026**

## **Request for Bids**

**Elevator Contract Services  
(Vertical Transportation Preventative Full Maintenance Contract)**

**For the:**

**Dakota County CDA  
1228 Town Centre Drive  
Eagan MN 55123**

**Contact:**  
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Contract Services Coordinator  
Dakota County CDA  
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General Conditions	<a href="http://www.dakotacda.org-doing-business-with-the-CDA/contracting-opportunities/">www.dakotacda.org-doing-business-with-the-CDA/contracting-opportunities/</a>
Sample Contract	<a href="http://www.dakotacda.org-doing-business-with-the-CDA/contracting-opportunities/">www.dakotacda.org-doing-business-with-the-CDA/contracting-opportunities/</a>

**Submittals to CDA, if awarded a contract (available by request)**

HUD 5369-C Non-Construction Contract

HUD 5370-C Section 1

HUD 5370-C Section 2

HUD 60002 Section 3 Summary Report

Employee & Subcontractor/Independent Contractor List

## REQUEST FOR BIDS (RFB)

### Elevator (Vertical Transportation) Preventative Full Maintenance

### Dakota County CDA, MN

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Qualified contractors are invited to submit a PRICE BID for the above noted services. The contract will be awarded to the qualified contractor with the low-price bid.

<b>Bids due:</b>	<b>February 17, 2026 at 10:00 AM (CDT)</b>
<b>Bid packages:</b>	<b>See the Dakota County CDA web page; "Doing business with the CDA"; "Contracting Opportunities"</b>
<b>Contract start date:</b>	<b>April 1, 2026</b>
<b>Contract completion:</b>	The CDA anticipates that it will initially award a contract for the period of 1 year with the option, at the CDA's discretion, of 2 additional one-year option periods, for a maximum of 3 years.

For uniformity, please submit your bid on the **Bid Forms** included in this Project Manual. All costs and alternates must be filled in; incomplete bids will be rejected. Bids must be brought into our office. Bids can't be sent via e-mail or fax.

A bid bond and performance bond are required for project pricing over \$100,000.00 per each year.

The CDA is **exempt** from the local .25% transit tax and the MN state tax of 6.875%. Do not include sales tax in your pricing. The CDA will send out an exemption certificate to the awarded contractor.

There is one property, CLM that is subject to Davis-Bacon prevailing wages that is denoted by "public housing". It should be noted that the principal contractor is responsible for full compliance of all the workers on-site (the contractor, subcontractors and any lower-tier subcontractors) with the labor standards provisions applicable to the project. Certified weekly payroll will be required to be submitted to CDA offices every week and includes paying construction labor on a weekly basis (a Davis-Bacon requirement).

Contractors or subcontractors that violate the labor standards provisions may face administrative sanction by HUD and/or DOL, and may be subject to civil or criminal prosecution.

**Contractor requirements:**

The Contractor must be able to demonstrate that both the Contractor and its project superintendent have at least five years of experience in a contract of this size and type or larger. A list of at least three references and a minimum of three similar contracts must be submitted to the CDA upon request.

The Contractor must have full knowledge of the services to be provided (as determined by the CDA). The Contractor must have a satisfactory credit standing, must have no delinquent tax liability, and must have the financial capability to perform under a contract for this project including the purchase of materials for the project. The Contractor must provide financial statements and credit references upon request.

The Contractor must not be in default on any contracts, must be in compliance with all tax laws of the State of Minnesota, must not be debarred by any institution or government agency as a result of performance of past contracts and must not be in violations of any provisions of contracts with the CDA.

The Contractor must not have been convicted of any criminal offense related to obtaining or attempting to obtain any public or private contract, or subcontract. The Contractor must not have been convicted, under any jurisdiction of law, for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense that, in the opinion of the CDA, is related to business integrity, honesty or performance under contract.

The Contractor must, if so requested by the CDA, submit evidence of ability to obtain the required insurance, must submit references and evidence of compliance with the above requirements within (72) hours of the request.

The Contractor agrees to provide any information requested by the CDA both before and during performance under a contract that the CDA feels is required to verify the Contractor's compliance with the conditions of the price bid, the requirements of the Project Manual or the conditions of the Contract.

All Dakota County CDA housing sites and developments are tobacco free work zones. No smoking is allowed on the property by guests, staff or contractors

**The Dakota County Community Development Agency:**

The CDA reserves the right to reject any/all price bids received, and to waive any informalities and irregularities in this price bid request.

The CDA reserves the right to reject any contractor that, in the opinion of the CDA, does not meet the listed requirements or is not a responsible or qualified contractor, or does not otherwise have the capability to perform under a contract.

Information supplied to the CDA is subject to the Minnesota Data Privacy Act (MN stat 13.01 et seq) and shall become public unless it falls within one of the exemptions of the Act and is identified as such by the Contractor. The CDA assumes no responsibility to defend any action by a third party seeking to access material deemed to not be public information. The CDA will release any information to comply with a court order. The CDA assumes no responsibility for any damages claimed by a Contractor as a result of release of information provided by the Contractor to the CDA.

**Payment requests:**

The CDA processes payment requests within (30) days on receipt. Payment requests must have all properly completed paperwork accompanying the request to be processed. All invoices must be emailed to AP@dakotacda.org . The payments will be sent out via USPS, and cannot be picked up.

**Change orders:**

All change order requests must have the signed authorization (signed both by the contractor and CDA representative) change order paperwork prior to work taking place. Requests for change orders will not be allowed without the proper paperwork.

**See the other sections of this RFB for further information and requirements. Also see any other attachments.**

Respectfully,

Aaron Davis

Contract Service Coordinator

office: 651-675-4407

cell: 651-955-4974

email: [adavis@dakotacda.org](mailto:adavis@dakotacda.org)

### **Section 3 Requirements (applies to all CDA sites)**

The work to be performed under this Contract is subject to the requirements of Section 3 of the Housing and Urban development Act of 1968, as amended, 12 U.S.C. 170lu (section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to this Contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, and qualifications for each; the name and location of the person(s) taking application for each of the positions; and the anticipated date the work shall begin.

The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the Contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 135.

Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted Contracts.

With respect to work performed in connection with Section 3 covered Indian Housing Assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Contract. Section 7(b) requires that to the greatest extent feasible (1) preference and opportunities for training and employment shall be given to Indians, and (2) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b). See attached HUD 60002 form. This form to be completed by the contract holder(s).

## **SCOPE OF WORK**

### **I. DEFINITION OF TERMS:**

- A. The term OWNER, as used herein, refers to **Dakota County Community Development Agency, 1228 Town Centre Drive, Eagan, MN 55123**; Attention: Aaron Davis.
- B. The term CONTRACT or CONTRACT DOCUMENTS, as used herein, consists of this Contract, and the Addenda attached hereto.
- C. The term CONTRACTOR, as used herein, refers to contractor that executed this Contract with the Owner.
- D. All technical terms which are not defined herein have the definition given in the latest edition of the Safety Code for Elevators and Escalators published by the American Society of Mechanical Engineers ("AMSE"), including AMSE A 17.1; ASME 17.3; and AMSE B-20 Code for Reciprocators and Material Lifts.
- E. Owner's Representative means: who shall act as the Owner's representatives on matters pertaining to this Contract. The Owner's Representative shall interpret the Contract.

### **II. INSURANCE:**

See the General Conditions.

### **III. EQUAL OPPORTUNITY:**

See the General Conditions.

### **IV. INTENT OF CONTRACT AND SPECIFICATIONS:**

The services require Contractor under this Contract are classified and considered **Full Maintenance**. Full Maintenance requires the complete maintenance and repair of all vertical transportation equipment. Contractor will provide all labor, testing, materials, parts, travel time, parking fees, permit fees, tools, laptops, EPROM burners, drives, monitors, remote monitoring components, control components, machine room printers, programmable phones, drives, relays, starters, monitors, printers, microprocessor / solid state boards and all other equipment necessary to fulfill and perform the maintenance of the Owner's vertical transportation equipment for all of the elevators identified in Article XV ("Covered Equipment").

Contractor agrees to perform the ASME A 17.1, A17.2 one-year and five-year tests and any additional tests required by law or regulation, when due. Contractor will prepare a written report for each elevator tested which shall be provided to the Owner and one copy forwarded to the proper authorities, if any. If there are any adjustments, repairs, or replacements identified by the test or written report, the Contractor will make such adjustments, repairs or replacements. The Contractor's services pursuant to this Contract and the elevators must conform to and be in compliance with all applicable codes, laws and regulations. The Contractor is responsible for all maintenance repairs and replacements of the Covered Equipment during the terms of this Contract.

## **MCP (Maintenance Control Program)**

Contractor shall submit their respective Program identifying each service item and reference the code rules for those items. The MCP shall comply with all applicable codes and use the criteria mandated by the codes, including but not limited to 1 -- Age, 2—Design – 3 -- Usage levels, 4 --Environment, 5 -- Technology. The MCP shall encompass, include and incorporate the minimum requirements set out in this Contract as part of the MCP. The MCP shall be maintained on Owner's sites. This will be either a CD rom or print at Owner's election. Notwithstanding that applicable rules or codes may require less, all logs, test reports, and documentation shall remain on site for minimum 5 years, or longer if required by the AMSE rules or applicable law.

For purposes of clarity, there will be no proration of Contractor's cost for parts in consideration for worn components at the time of this Contract, including, but not limited to such items as cables, commutators, door equipment, motors, submersible motors, pumps, packings, valves, seals, selector components, escalator chains, sprockets, brakes, skirts, handrails and brushes.

The Contractor's MCP will include provisions requiring Contractor to regularly and systematically examine, clean, lubricate, adjust and, when conditions warrant, repair or replace parts, devices and components including but not limited to the following:

* Solid State Boards	* Motors
* Controllers	* Bearings
* Dispatchers	* Rotating elements
* Contacts and relays	* Hatch reading systems
* Resistors and transformers	* Solid state devices
* Solid State Components	* Door rollers & equipment
* Door operators	* Door Protection devices
* Car stations & components	* Travelling Cables
* Hydraulic pumps	* Valves
* Jack Seals	* Roller guide rollers
* Guide Shoes	* Scanners
* Programmable Phones	* Monitors

Without limiting the foregoing:

1. The Contractor shall use genuine original manufacturer's parts or, if approved in advance by Owner, equivalent parts.
2. The Contractor shall keep guide rails properly lubricated except where roller guides are used.
3. The Contractor shall replace guide shoe inserts or rollers in order to provide a smooth and quiet operation.
4. The Contractor shall adjust, repair or replace traveling cables when conditions warrant. The replacement of these and other major items shall be scheduled in advance with the building Owner.

5. The Contractor shall own and maintain the hoist rope monitor for the flat style traveling cables. It is up to the Contractor to identify the existence or onsite presence of the monitor at the start of the Contract, obtain one if not existing on site, replace it if lost and repair it to proper working order if not functioning.
6. The Contractor shall re-lamp signals as required during regular examinations. This includes but is not limited to hall buttons, car operating panels, lobby panels, position indicators, alarm, phone, or any other indicator light in the system(s). Where ever possible LED bulbs will be utilized. If neon or LED bulbs are used, the entire fixture or all the devices requiring a bulb in that fixture will be changed at the same time to maintain a consistent and similar cosmetic appearance.
7. The Contractor shall furnish lubricants, cleaners, solvents and all other chemicals required to conform to the Contract. The Contractor shall also supply and post Material Safety Data Sheet ("MSD") forms for all solvents and lubricants at a location identified by the Contractor's specific building representative where the solvents or chemicals are stored or used. All hydraulic units shall have hydraulic oil at a minimum in the machine room. The MSDSs shall be inserted into a plastic insert adhered to at least one tank unit per machine room.
8. The Contractor shall keep the machine rooms, hoistways, rails, tracks, pits and car tops and bottoms clean. The Contractor shall remove and dispose of all waste, oil, wipes (whether rag or disposable), old parts and debris in a proper legal manner. It will not use the Building's disposal means unless approved in advance from the Owner's Representative. The Contractor shall comply with EPA and environmental requirements.

## **V. TESTING:**

All past and current tasking, testing and documentation logs shall remain on site and are and will remain the property of the Owner. Without limiting anything provision of this Contract, the Contractor will comply with the following:

### **Annual No Load Test for Traction**

Contractor shall perform a no load safety test conforming to the requirements contained in ASME A17.1 and all legally required safety tests, one year inspection and test requirements on all traction elevators covered under this Contract. An annual no load test form shall be provided in the machine room for review. The completed test form shall be inserted into the file holder or plastic sleeve. If the test has to be witnessed, the Contractor shall include the time, tools, equipment and effort to perform and coordinate the test with the required witness.

### **Five Year Full Load Test**

Contractor shall perform all five year load tests conforming to the requirements contained in ASME A17.1 and all legally required tests. Five year inspection and test requirements on all traction units covered under this contract. A full load test form shall be provided in the machine room for review. The completed test form shall be inserted into the file holder or plastic sleeve. If the test has to be witnessed, the Contractor shall include the time, tools, equipment and effort to perform and coordinate the test with the required witness.

## **Fire Service Phase I and II**

The Contractor shall conduct and document all tests for compliance with ASME A17.1 and A17.2 and all legal requirements, including but not limited to all fire fighters and emergency power testing. The Contractor shall document the test results on a test form in each machine room and forward a copy to the Owner for review and as needed to meet the governing authority's filing procedures. This includes all permits or associated charges. The documentation shall be forwarded to all respective parties within 10 days of the test completion. Any fines incurred for failure to timely complete required and file testing or resulting from filing irregularities will be paid by the Contractor.

### **Annual Hydraulic Elevator Relief Valve**

Contractor shall perform an annual no load test on the relief valve and entire system pressure test conforming to the requirements outlined in ASME A17.1 and ASME 17.2 and all legal requirements. One-year inspection and test requirements on all hydraulic units including material lift units covered under this Contract. Notwithstanding that the legal requirement may be lower, annual no load tests must be performed in addition to legally required tests. An annual no load test form shall be provided in the machine room for review at each machine room. The completed test form shall be inserted into the file holder or plastic sleeve. If the test has to be witnessed, the Contractor shall include the time, tools, equipment and effort to perform and coordinate the test with the required witness.

### **SIL's**

All equipment, expertise and technical support shall be provided by Contractor to maintain all SIL's in proper working order.

### **Phone / Phone Line Testing / Misc. Testing**

The Contractor shall check the phone line and connection in each elevator at least quarterly or as often as legally required. The phones shall be programmed to the Contractor's answering system at no additional charge. Replacement phone devices are included. This includes programmable to programmable style phones. The Contractor shall provide all programming, assistance and testing that is required by code, law or rule. Contractor will replace batteries for the ROM at least every 18 months or sooner as required to maintain the ROM memory or to comply with legal requirements.

The alarm bell shall be checked by Contractor quarterly (at a minimum).

### **Code requirements**

1. If no installation code is identified on the main line disconnect or on the existing controller door, a controller data tag identifying the installation code shall be posted on the controller door by Contractor. The Owner will assist in identifying the year the facility was built but the Contractor determines what appropriate code was in effect at the time.
2. A Group II Security key ring shall be provided in the machine room for each respective bank or set of elevators. Each ring shall have a key for every device for the complex the machine space serves. If the legal requirements require a key box, the key box shall be provided and installed. If this is a requirement now, Contractor will complete within the first 90 days of the Effective Date.

3. Arc Flash protection labels shall be posted on all three phase disconnects. The labels shall meet OSHA, legal requirements and industry standards for content and format.
4. If the MCP (Maintenance Control Program) required under ASME 17.1 Section 8.6 is more stringent than this Contract, the Contractor shall comply with the most stringent requirements. The requirements under the Contract shall be put into a CD and posted on the controller door per code.
5. Compliance with the Elevator Industry Field Employee Safety Handbook (EIFESHB) and legal requirements is required by the Contractor and its agents.

## **VI. SOLID STATE REQUIREMENTS (where applicable):**

The Contractor shall keep all solid-state printed circuit boards in a clean condition at all times. Contractor is responsible for all damages caused by cleaning.

The Contractor shall perform and provide services to copy the main e-proms of the systems exclusively for the Owner or have the backup and ability to provide immediate replacements in case of a failure. No copy shall leave the premises or be used for any other facility. The Owner agrees to store the devices in a clean protected environment on site.

The Contractor shall document the version of software installed in each microprocessor and forward a copy to the Owner's representative. If an update is required, the Contractor shall install the new software at no cost to the Owner. The Contractor shall also document the motor drive's tach error percentage in a written memo to the Owner's Representative for review. If too high, the Contractor shall adjust the parameter to the correct level but shall not exceed 5 percent over the system's ability to operate properly.

## **VII. PAINTING REQUIREMENTS:**

Contractor will paint all equipment with a quality enamel. Contractor will ensure that all equipment shall appear to be clean at all times.

## **VIII. MOTOR REQUIREMENTS:**

Motors will be megged every three years and results or findings given to the Owner's Representative. The motors to be megged in the first year of the contract, unless otherwise approved by the owner's rep. Documentation of the meg results shall be posted by Contractor in the tasking logs or form on site. The Contractor will be required to clean and re-insulate motors if meg readings fall below industry benchmarks or legal requirements (whatever is more stringent). In no event will the benchmark reference be below 800 K to ground. The motor windings and armatures are to be cleaned and painted with insulating varnish as needed by Contractor. The motors shall be blown out annually by Contractor as a minimum to keep the dust and contaminates to a minimum. Documentation is required and will be maintained in a computer file by Contractor and made available to the Owner or in a separate section of a procedure manual on site.

## **IX. CLEANING REQUIREMENTS: ELEVATORS**

### **GLASS ELEVATORS**

Contractor shall assist in running the elevator for the cleaners in a safe and timely manner. Contractor shall provide a technician to run the elevator during normal business hours for the units. Contractor shall provide this service at an additional cost at least once a year using the appropriate category on the price adjustment page of the contract. During normal hours, Contractor may provide assistance if within their established

cleaning and safety policy. Contractor shall submit a cleaning policy to the Owner for comparison to Owner's own cleaning policy, as required by code, to make sure established safety policies are followed for both parties. Contractor shall notify the Owner if excess water is harming any equipment including any elevator component or device and recommend a solution to keep the equipment safe and protected.

#### **CLEANING REQUIREMENTS: HYDRAULIC FLUID**

The hydraulic fluid shall be filtered by Contractor at least every third year or more often as needed or required. The hydraulic fluid to be filtered in the first year of the contract, unless otherwise approved by the owner's rep. This includes without limitation emptying of the tank in order to get the sludge off the walls if necessary. Contractor will: (1) provide all labor, equipment, filter devices, tools and effort to obtain clean oil; and (2) replace and date any oil filter including the oil coolers that are in the system. A schedule of filtering each unit will be provided to the Owner by Contractor. Contractor acknowledges and agrees that the fluid may require more frequent filtering depending on use and surrounding construction activity and Contractor will filter as needed as part of preventive maintenance. Contractor will submit a schedule within the first quarter after the Effective Date of this Contract for review and acceptance. All units will be filtered by Contract within the first year following the Effective Date.

#### **CLEANING REQUIREMENTS: HOISTWAYS**

The hoistways including but not limited to the pits, rails, door tracks, car tops, sills and door equipment shall be kept clean by Contractor and be cleaned by Contractor at least quarterly or more often as often as needed. Housekeeping activity will be performed by Contractor as needed as part of preventive maintenance.

Oil pads (rags) to be removed regularly from the pit. If the pits have water trapped in the pit due to the placement of oil pads, then the contractor shall empty the water from the pit, clean-up the debris, and de-grease the floor of the pit.

Documentation of cleaning by Contractor is required and will be maintained in a computer file available to the Owner or in a separate section of a procedure manual on site.

#### **X. SERVICE MEETING REQUIREMENTS:**

The Contractor will attend quarterly, semiannual meetings and participate in teleconferences deemed necessary or desirable by the Owner. The Owner's Representative shall determine where, how or when they shall occur. Owner's representative, a representative from the Elevator Consulting Services (if applicable), and the assigned Representative from the Contractor will attend the meetings. The Contractor will provide all service call-back logs and a summary of completed and scheduled maintenance and repairs in advance of the meeting.

A complete permanent record of maintenance, inspections, lubrication and call back service shall be kept by Contractor in the machine room or other designated locations at the property. These records shall be available for review by Owner at all times. The records shall indicate the reason for the Contractor to be in the building, arrival and departure times, the work performed or the test performed and the results thereof.

If acceptable to Owner, Contractor may provide electronic documentation by internet, but onsite activity **documentation is mandatory** and will take precedence in any evaluation and dispute.

The Contractor shall provide the Owner's Representative a summary of all callbacks at the end of each quarter or on request for cause. Contractor will review and analyze the quarter's performance with Owner. The callback report will identify each unit separately.

Required documentation may be reviewed as needed or requested by Owner, including but not limited to hoistway cleaning, filtering oil, testing status of fire service, etc. All tasking logs, past and present, belong to the Owner and shall be left on site in the machine room; this includes, without limitation, repair logs, callback logs, testing forms and logs, and any documentation warranted as part of the Contract work.

### **ACCOUNTS REPRESENTATIVE EXPECTATIONS, AND TRAINING**

The Contractor representative assigned to the Owner to present reports, present bids, review invoices prior to submittal and be responsible for the interfacing with the Owner shall be available via phone, cell phone, fax or email. Response to Owner inquiries or events shall be made by Contractor within a reasonable time frame regardless of method. Alternates shall be assigned by Contractor when the primary representative is unavailable to provide the timely responses.

A Representative is expected to be available within two hours to address escalated issues including, but not limited to, proposed work and invoices. If representative cannot be available for a specific time, a back-up must be assigned and the Owner notified of the person's name and cell phone number. Contractor's Representative is also expected to review all monthly contact and billable call-backs for accuracy including billing rates before invoices are sent to the Owner.

The Contractor shall obtain training for its field staff on all equipment being serviced for Owner, including either on-site training by the OEM manufacturers or formal training at the OEM manufacturer's facilities. This includes all special procedures and requirements; including, but not limited to, lubrication, adjustment, repair and documentation shall be understood, performed and followed as outlined by the OEM. This includes "foreign equipment" or equipment not manufactured by the Contractor. Contractor's national support personnel may be required to perform training or assistance to field personnel in order to provide adequate support.

### **RECORD RETENTION / REPORTING REQUIREMENTS**

A complete, permanent record of maintenance tasking, inspections, lubrication and call back service shall be kept by Contractor in the machine room or other designated location at the property. These records shall be available for Owner review at all times. The records shall indicate arrival and departure times, the reason for Contractor to be in the building, and the specific work or test performed with respect to each unit. "Routine service" or "serviced equipment" will not be acceptable notations as documentation rather specific detail of activities performed on-site must be logged. Contractor is expected to use a standard vertical transportation log-in sheet or an equivalent if approved by the Owner. On site documentation is mandatory and will take precedence in any evaluation or dispute. All tasking logs, repair logs, call back logs, testing logs and all other documentation activity shall be retained on site for a minimum of five years and will be owned by Owner.

Contractor shall provide a list of its service supervisor or manager, repair superintendent, and branch manager for each respective site covered by this Contract.

If Contractor is notified of deficiencies or repair items identified by either the Owner or applicable authority, Contractor shall provide timely responses, including a timing and action plan and, when complete, Contractor

shall provide prompt notification to the Owner. If Contractor receives notice of deficiency or required repair from any governmental authority, Contractor will immediately provide a copy of such notice to the Owner.

Contractor shall provide the Owner with the following reports on a monthly basis, or when requested by the Owner: 1) a service report that lists the facility name, manufacturer, model #, date of service, hours spent, service performed, name of mechanic(s), and any other noteworthy items; and The report shall be an Excel or .pdf file, and submitted via e-mail.

Upon request, Contractor shall provide the Owner with documentation required by the Contract for hoistway cleaning, filtering oil, escalator clean downs, testing status of fire service, etc. for its review.

## **XI. PERFORMANCE REQUIREMENTS:**

The Contractor shall: (1) perform all maintenance and services in accordance with this Contract, (2) perform all work in a skillful and workmanlike manner with a degree of care and skill which equals or exceeds that which is customarily used by the most reputable contractors in Contractor's trade and in accordance with industry best practices, (3) ensure that its work will be free of defects and (4) comply with all laws and regulations applicable to the Contractor and the equipment and (5) maintain the original designed performance of the equipment, including but not limited to contract speeds for each elevator, and performance time, which include acceleration and deceleration, as designed and installed ("Performance Criteria"). The Contractor shall perform all the necessary adjustments as required to maintain the Performance Criteria as specified, within the limits of the applicable codes. Without limiting the foregoing, Contractor confirms or will ensure that:

- A. It is intended that this Contract requires the Contractor to perform all labor, provide all tools, obtain all permits and procure all material necessary to provide complete maintenance in accordance with the maintenance specifications of the OEM, ASME 17.1 Maintenance requirements and industry standards for premium service.
- B. System designed floor-to-floor times shall be maintained and are measured from the time the doors begin to close, including a typical one-floor travel and until the elevator is approximately level with the next successive floor, either up or down, and the doors are 3/4 open.
- C. Appropriate door opening times shall be maintained and are measured from the start of a car door opening until doors are 1" from the fully open position. The Owner has latitude to determine the appropriate speed for each set of elevators based on pedestrian usage.
- D. Door closing force shall not exceed the code requirements of 30 pounds and will be measured at rest with the doors between 1/3 and 2/3 closed.
- E. Stopping accuracy shall be maintained to the manufacturer's standards at all times and shall be measured and monitored under all load conditions.
- F. Variance from rated contract speed, regardless of load, shall not exceed +5 %.
- G. Door close speed reduced (nudging) and code parameters. All scanners to be in a fail-safe mode.

- H. Door dwell time for car calls shall meet ADA parameters and to each facilities special requirements.
- I. Door dwell time for hall calls shall meet ADA parameters and to each facilities special requirements.
- J. All equipment creating excessive noise shall be repaired to OEM or original standards; including but not limited to adding, repairing or replacing mufflers, guide shoes, SCR drives, VVVF equipment, rollers, bearings or other replaceable parts determined to be the cause. The sound limits shall not exceed 70 dba for hydraulics and 65 dba for tractions.
- K. Ride Quality. The equipment shall be maintained, lubricated to provide and maintain ride quality parameters specified or designed within the equipment base. If roller guide rollers, step rollers, guide devices, rails or supporting equipment and normally replaceable or adjustable parts are determined to be the cause of poor ride quality, it will be the Contractors responsibility to replace or adjust those parts at no additional cost.
- L. System Supervisory. The group supervisory and individual control system shall be maintained to provide satisfactory service levels per OEM design criteria. Adjustments and modifications available within the LCD programming screen are included if it will improve service, reliability or operation.

The Owner may request a computerized traffic study with a summary report that details hall waiting times, floor to floor times and average response times. The report will have documentation for a minimum of one week in time. The Contractor may use their analyzer of choice as long as it supplies the documentation required.

In accomplishing the above requirements, the Contractor shall maintain a comfortable elevator ride with smooth acceleration, retardation (slowing) and a soft stop. Power door operation when used shall be quiet and positive with smooth checking at the extremes of travel. Performance requirements indicated are minimum standards, and are not the sole criteria for judging the Contractor's performance.

## **XII. HOURS AND MANNER OF WORK:**

**The contractor to schedule the regular maintenance times and dates with the Owner's representative.** Scheduling the work can be done electronically (via e-mail or some other agreed upon method), or as part of a web-based notification program.

All normal work under this Contract shall be provided during regular working hours of regular working days of the elevator trade. For the purpose of this Contract, regular working hours are defined as 8:00 a.m. to 4:30 p.m., Monday through Friday.

Call-back service shall be included during regular time hours on any vertical transportation unit and there will be no charge for any callback. Overtime callbacks (including travel time) shall be billed at bonus time only as outlined in the billing rates within the Contract. Callbacks resulting from abuse or damage must be verified or approved prior to repair by the Owner's Representative for authorization of any billable item whether it is material or labor.

In case of a strike (wildcat or organized), compliance and performance of this Contract is required. Every effort by the Contractor to respond quickly and responsibly to callbacks and normal maintenance is required.

Any additional work performed outside the scope of this Contract shall be billed to the Owner at the hourly billing rates indicated within the contract document; provided however that any work by Contractor outside of the scope of this Contract must be approved in writing in advance by Owner. If Contractor does not notify Owner that proposed work is outside the scope of this Contract and get Owners consent in writing in advance, Contractor will have irrevocably acknowledged that the work was within the scope of the Contract and Contractor will have waived its right to any additional compensation.

**Contractor will repair minor breakdowns within one (1) day, or within 24 hours. Service calls (requests) must be responded to within a maximum of two hours from receiving the notice that a unit is malfunctioning.**

When a **major service repair** is required, under no circumstances shall Contractor permit any **shutdown or breakdown (excluding Owner related reasons, schedules, or issues beyond the Contractors responsibility) to last longer than three (3) days (72 hours) from notice to the Contractor.** This includes locating the trouble, procuring and installing parts and placing the unit back into safe, uninterrupted operation. Inability to obtain parts, necessary technical and engineering advice, or other cause reasonably foreseeable by Contractor will not excuse any delay by Contractor, unless otherwise agreed, and the Contractor will be considered in default, giving sufficient justification to the Owner to obtain these Services from another Contractor who can provide the Owner with uninterrupted elevator service and seek other remedies available at law or equity.

It will be the responsibility of the Contractor's service personnel to log in and log out each time he/she visits the site for either routine maintenance or call-back service at a location favorable to the Owner.

Upon completion of the work, Contractor's service personnel shall return to the log-book to complete the documentation log. These logs will be reviewed and verified for accuracy at random by a designated representative of Owner. If the log book is not utilized, payment for the respective service not performed will not be earned. It is up to the Contractor's management to have Contractor's employees and agents comply with this requirement. The logs shall be located at the Owner's facility.

It is the intent of the Contract to require timely proactive maintenance to all the facilities by Contractor. This includes planning for and implementing procedures to make sure the vertical equipment is in excellent condition. Contractor must make every effort to anticipate peak use and perform above average maintenance in anticipation to minimize down time.

### **XIII. SPARE PARTS INVENTORY:**

The Contractor shall maintain a supply of solid-state boards, contacts, coils, leads, fuses, motor brushes, hanger rollers, clutch rollers, lubricants, wiping cloths, rollers, button parts, at least one spare door protective device, and other parts for the performance of routine preventive maintenance and to minimize down time on emergency call backs after hours.

The Contractor shall maintain a supply of spare and replacement parts in their warehouse inventory. This inventory shall include, but is not limited to: door operator motors, controller switch contacts, selector switch contacts, solid state components, selector tapes and guides, door hangers, roller guides, emergency light fixture batteries, and hoistway limit switches.

## **XIV. ACCIDENT REPORTS:**

In the event of accidents of any kind, the Contractor or Owner shall contact the other party immediately and furnish the other party with copies of all accident reports. The reports shall be sent without delay and at the same time that they are forwarded to any other parties. The Contractor shall assist the Owner in proper reporting to the applicable authorities in the time frame mandated by law. The Contractor shall provide all required technical personnel in any investigative process needed to determine the cause of the accident.

## **XV. PARTS:**

The Contractor shall not be responsible to upgrade parts or equipment that has become obsolete or unavailable. Obsolete is defined as no longer available from the OEM or the replacement parts vendors within the industry. Obsolete is also defined as the inability to get a solid state / microprocessor board repaired from a reliable industry provided of such services. A replacement part that can replace a part using the same base or wiring is not obsolete. (For example, plug in relays, solid state boards without major wiring changes). The Contractor shall not be responsible for any repairs required due to accident (unless caused by the Contractor or its agents), vandalism, abuse or misuse.

These parts are covered by the contract:

- \* Hoisting motors
- \* Solid state motor drives
- \* Controllers
- \* Dispatchers
- \* Brake magnet coils
- \* Brushes and commutators
- \* Brake shoes, linings and pins
- \* Windings and coils
- \* Contacts and relays
- \* Resistors and transformers
- \* Solid state devices
- \* Cables
- \* Motors
- \* Roller guide rollers
- \* Selector motors
- \* Solid State Boards
- \* Bearings
- \* Rotating elements
- \* Machine brake
- \* Door rollers & equipment
- \* Door operators
- \* Car stations & components
- \* Hatch reading systems
- \* Cable tension
- \* Solid State Components
- \* Door Protection devices
- \* Scanners
- \* Programmable Phones

## **XVI. CAR ENCLOSURES:**

The Contractor will not be responsible for the car enclosures (including but not limited to, wall panels, door panels unless damaged by worn gibs, plenum chambers, hung ceilings, lighting, light diffusers, light tubes and bulbs, handrails except for making sure they are tight to the wall, mirrors and floor coverings), rail alignment when affected by building compression or shifting hoistway enclosures, hoistway inserts and brackets, mainline disconnect switches, doors, door frames and sills unless damaged by worn gibs. However, the Contractor shall replace burned out lamps or bulbs in the car ambient lighting, machine room lighting and pit lighting. Pit lighting—lights and bulbs to be provided by the Owner and replaced by the Contractor. The Contractor is responsible for checking and tightening the load side connections of the main line disconnect to the controller. Signal bulbs to be replaced by the Contractor.

## **XVII. SAFETY:**

Each contractor is responsible for its own safety program, which must conform or exceed industry "best practices, and be in accordance with all applicable law, including but not limited to provisions of the Occupational Safety and Health Act and the Facility Rules and Regulations.

Each contractor shall be responsible for payment of all fines and claims for damages levied against the Owner, for environmental, health and safety deficiencies relating to conduct of the Contractor.

Arc Flash requirements shall be the responsibility of the Contractor. This includes providing the correct clothing, protective gear and training to meet the obligations. The Contractor shall post the Arc Flash labels on the main line disconnects.

Contractor, and all of its agents and subcontractors, shall comply with all applicable local, State, and Federal environmental, safety and health regulations and with the Owner's rules and regulations for safety requirements for all outside contractors and construction crews.

The Contractor shall install safety handles as needed on controller doors or pump unit access panels to facilitate safe removal and handling. The handles can be installed on maintenance time but shall be no cost to the Owner.

The Contractor shall comply with all provisions of the Right-to Know and Resource Conservation and Recovery Act of the respective jurisdiction, and shall additionally provide to the Owner the following substantiation of same:

1. A copy of all material safety data sheets (MSDS) for each major chemical or lubricant shall be on site. All hydraulic elevators shall have the oil MSDS placed in the machine room, in a plastic sleeve attached to at least one tank assembly per machine room.
2. Shall provide training as required for its employees.
3. Submit a copy of its written hazard communication program to the Owner's Representative.
4. Shall identify one person who is in charge of the program.
5. Shall properly label and store all containers of chemicals on site or used in performance of the contract.
6. Shall dispose of all chemicals in a manner prescribed by law, including but not limited to the Resource Conservation and Recovery Act and any Facility Rules and Policies that may govern disposal of fluids or hazardous waste.

## **XVIII. SAFETY PROCEDURES FOR CONTRACTORS:**

Prior to commencing work, Contractor (and each of its agents or subcontractors) shall submit its written safety program to the Owner. The minimum content of the program will be a "Safety Item Checklist" in accordance with this next section.

#### A. Safety Item Checklist

- (1) ADMINISTRATION
  - (a) Emergency Numbers Posted
  - (b) Inspections Performed
  - (c) Work Comp Procedures Followed
  - (f) Oil Monitoring Program for All Hydraulic Units
  - (g) Major volume MSD sheets located on-site

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

Contractor shall cooperate with the Owner and its consultants to make inspections to ascertain that the requirements of this Contract are being fulfilled. Deficiencies noted by Owner or its consultants shall be promptly (within 5 work days) corrected at Contractor's expense. If Contractor fails to perform the work required by the terms of this specification in a satisfactory manner, Owner may, after 10 day's written notice to Contractor, perform or cause to be performed, all or any part of the work required. Contractor agrees that it will reimburse Owner for any expense incurred in performing Contractor's obligation plus an administrative fee equal to 15% of the reimbursable expenses, and the Owner at its election may deduct the amount from any sum owing the Contractor. A waiver by the Owner on a breach by the Contractor regarding any provision of this specification shall not be construed as a waiver of any subsequent breach by the Contractor.

If the Contractor does not provide timely or accurate verification of the completion of any deficiencies, the Owner reserves the right to verify the status and back charge the Contractor for the expense.

#### **XX. CONTRACTOR TO COMPLY WITH LAWS:**

In the performance of this specification, the Contractor agrees it will abide by all laws, codes, rules and regulations set forth by all appropriate authorities having jurisdiction in the location where the work is to be performed, whether in force on the Effective Date or not.

Without limiting the foregoing, Contractor shall make periodic tests and maintenance inspections of all equipment as required by current applicable laws and safety codes for elevators, dumbwaiters, escalators and moving walks. Contractor shall make annual pressure test on hydraulic elevators; and Firefighter's Recall tests; annual no load tests on tractions, emergency power testing, all as required by ASME A17.1. Written reports of all tests shall be submitted to the Owner and, in the case of safety tests, prior notification shall be given so that a representative of Owner may witness the test.

All safety tests, scheduled repairs or other scheduled work that requires an elevator to be out of service longer than 2 hours shall be scheduled, in advance, with the Owner.

The Contractor shall not be required to install new attachments as may be recommended or directed by inspecting entities; insurance companies; and federal, state or municipal governmental authorities subsequent to the date of the contract, unless compensated for such installation.

## **XXI. EMPLOYEES OF CONTRACTOR:**

Contractor agrees that all work shall be performed by and under the supervision of skilled, experienced, elevator service and repair personnel directly employed and supervised by the Contractor. Any and all employees performing work under this specification shall be satisfactory to the Owner. Contractor's employees shall not work if they are intoxicated, nor shall they use alcohol, tobacco of any form, or mind altering drugs during working hours while on the Owner's property.

## **XXII. HOUSEKEEPING:**

The Contractor is to prevent unnecessary dust, or accumulated debris to interfere with the convenience or sanitation of the Owner's buildings or property. The Contractor shall repair any and all damage it or its agents may cause to the building or property.

**Contractor shall maintain the machine room, machinery spaces, hoistways, pits and equipment in reasonably clean condition at all times.**

The Contractor shall clean the pits **monthly or as needed to be clean of dirt and debris**. The pits shall also be kept oil free.

The Contractor shall incorporate the safety routine or procedure and safety signage for all maintenance procedures.

The Owner or Owner's Representative may request a walk-through of the elevator areas with the supervisory personnel of the Contractor. The request shall be complied with in a reasonable time frame. At Owner's election, this may include viewing the car top, pit and various equipment from the hallway or elevator lobby.

The Contractor will get cab light ballasts, light tubes and bulbs from the respective building maintenance department and replace defective units as part of maintenance time allocated under this Contract.

## **XXIII. WARRANTY:**

Contractor warrants and agrees that the services performed under this Contract shall be free from defects in performance or material, shall conform to the requirements and specifications of this Contract, and shall be fit and sufficient for the purposes expressed in, or reasonably to be inferred from this Contract.

Contractor warrants, for the term of this Contract, that Contractor's services shall be performed in accordance with this Contract, in a professional manner and in accordance with the highest standards in the industry. Contractor agrees that all services shall be performed by and under the supervision of skilled, experienced vertical transportation service and repair personnel directly employed and supervised by the Contractor. If personnel are unavailable, or in the Owners opinion unsuitable, the Contractor shall consult with the Owner and provide, at the Owners request, replacement personnel to ensure immediate continuation of services at a competent level.

Contractor will indemnify the Owner and the Owner's affiliates (including but not limited to the owners of the real property on which the elevators are located) officers, directors, shareholders, managers, governors, members, Employees, independent contractors (other than Contractor), subcontractors, representatives, agents, visitors and invitees ("Owner's Group") against, and will hold the Owner's Group harmless from, any and all claims, losses, costs and damages, of whatever type, nature or description whatsoever, including, without limitation, reasonable attorneys' and consultants' fees, which are incurred or suffered by the Owner's Group (or any of them), directly or indirectly, in connection with or relating to:

- i. any damage to or loss or destruction of any property which occurs in connection with, or which directly or indirectly arises from or relates to, the performance of the Contractor's obligations under this Contract ("Work");
- ii. any injury to or death of any person which occurs in connection with, or which directly or indirectly arises from or relates to, the performance of the Work;
- iii. the filing of any mechanic's, material men's or other lien relating to the Work or this Contract against any property owned by Owner arising from the Work;
- iv. any use, transportation or storage of any hazardous material on, at or about the Owner's property by the Contractor or any of its agents, employees, or subcontractors ("Contractor's Group"), or any release, spilling, leaking, or other dispersal of any hazardous material which was brought on to the Owner's property by a member of the Contractor Group;
- v. any infringement upon any intellectual property right of any person by any equipment, tools, materials, supplies, drawings, plans or specifications (other than the Work) used by a member of the Contractor Group in the performance of the Work; or
- vi. any breach or violation of, or failure to perform under, this Contract by Contractor.

For the avoidance of doubt in that regard, Contractor's duties of indemnification under this Section will apply even as to losses, costs and damages which are not caused by, or do not arise from or relate to, negligence or other acts or omissions on the part of Contractor or another member of the Contractor Group.

Notwithstanding anything to the contrary contained in this Section: (i) Contractor will have no duty of indemnification to any member of the Owner's Group under this Section as to any losses, costs or damages to the proportionate extent that those losses, costs or damages are attributable to negligence on the part of Owner; and (ii) Contractor will have no duty of indemnification under any provision of this Section in any circumstance in which the application of that provision would violate any applicable law or, under the terms of any applicable law, render this Agreement or this Section invalid.

#### **XXIV. WRITTEN CONTRACTS.**

The Dakota County CDA may divide the contracts into different zones or into different categories of: Senior, Office, Building Operated by others and Public Housing.

#### **XXV. OTHER**

There will not be any prepayment of services. The invoice shall not be due until (35) days after the end of the month for which monthly services are provided. If there is evidence of missed maintenance or work required by this Agreement (i.e. breach of this Agreement), in addition to any other rights and remedies available to Owner, the Contractor shall reimburse the Owner for all the labor, material and other consideration paid for the missed maintenance or work.

**EQUIPMENT INVENTORY FORM**  
**Contact Person: Owner's Representative**  
**Min. Hours – 1 hour per elevator per month**

Site	Passenger/Freight	Brand	Stops	Speed	Capacity	Control System	Type
Argonne	(1) Passenger	Kone	4 in line	150	4000	KCM831	Traction
Cahill	(1) Passenger	Schindler	4 in line	125	3000	Micropr	Roped Hydro
Cameo	(1) Passenger	Schindler	4 in line	125	2500	Mph ii	Hydro
Cambrian	(1) Passenger	Schindler	4 in line	125	4000	330a	Hydro
Carmen	(1) Passenger	Minnesota	4 in line	115	2500	VCS1Micro	Hydro
Cobblestone	(1) Passenger	Schindler	4 in line	125	3000	330a	Holeless Hydro
Colleen Loney	(2) Passenger	MCE MCE	4 in line 4 in line	1-125 2-75	1-2500 2-1500	Relay Relay	Hydro Hydro
Cortland	(1) Passenger	Schindler	4 in line	125	3000	Mph ii	Hydro
Crossroads	2 – (1) Passenger	Schindler	4 in line	125	4500	330a	Holeless Hydro
The Dakotah	(1) Passenger	Schindler	4 in line	125	3500	330a	Hydro
Dakota Heights	(1) Passenger	Otis	4 in line	125	3000	211	Hydro
CDA Office	(1) Passenger	Schindler	4 in line	125	4500	Micropr	Roped Hydro
Eagle Ridge	(1) Passenger	Minnesota	4 in line	115	2500	Vcs 1 Micro	Hydro
Gateway	(1) Passenger	Schindler	4 in line	125	3500	330a	Hydro
Haskell Court	(1) Passenger	Dover	4 in line	135 up 150 dn	2500	Dmc i	Hydro
Hillcrest Pointe	(1) Passenger	Schindler	4 in line	125	4000	330a	Hydro
Lakeside Pointe	(1) Passenger	Schindler	4 in line	125	2500	300a	Hydro
Lincoln Place	(1) Passenger	Schindler	4 in line	125	4500	330a	Holeless Hydro
Main Street	(1) Passenger	Schindler	4 in line	125	4500	300a	Hydro
Mississippi Terr	(1) Passenger	Schindler	4 in line	125	2500	Mph ii	Hydro
Nicols Pointe	(1) Passenger	TKE	4 in line	200	5000	TAC32	Hydro
Oakwoods	(1) Passenger	Minnesota	4 in line	115	2500	Vcs 1 Micro	Hydro
Oakwoods East	(1) Passenger	Schindler	4 in line	125	4500	330a	Holeless Hydro
O'Leary Manor	(1) Passenger	Schindler	4 in line	125	3000	300a	Roped Hydro
Orchard Square	(1) Passenger	Schindler	4 in line	100	2500	300a	Hydro
Parkview Plaza	(1) Passenger	Otis	4 in line	125	4500	211 Lvm	Hydro
Park Ridge Place	(1) Passenger	Dover	4 in line	125 up 150 dn	3000	Dmc 1	Hydro
River Heights	(1) Passenger	Schindler	4 in line	125	2500	Mph	Hydro
Rivertown Court	(1) Passenger	Otis	4 in line	125	2500	211	Hydro
Thompson Hgts	(1) Passenger	Schindler	4 in line	125	4500	330a	Holeless Hydro
Valley Ridge	1+2 duplex passengers	Schindler	5	125	4500	330a	Holeless Hydros
Vermillion River	(1) Passenger	Schindler	4 in line	125	4500	330a	Holeless Hydro
Village Commons	(1) Passenger	Schindler	4 in line	115	3000	300a	Roped Hydro
Winsor Plaza	(1) Passenger	Minnesota	4 in line	125	2500	Vcs 1	Hydro
Winsor Plaza (second car)	(1) Passenger	Schindler	4 in line	125	2500	mph ii	Hydro

## DAKOTA COUNTY CDA PROPERTIES WITH ELEVATORS

**A. Senior Housing (30 developments, 1,809 units)**

<b>Name</b>	<b>Units</b>	<b>Date Built</b>	<b>Address</b>
Winsor Plaza (2 elevators)	64	1990	20827 Howland Ave., Lakeville 55044
Eagle Ridge Place	60	1991	12600 Eagle Ridge Dr., Burnsville 55337
Oakwoods of Eagan	65	1992	2065 Park Center Dr., Eagan 55122
Haskell Court	42	1992	140 E. Haskell St. E., West St. Paul 55118
Mississippi Terrace	40	1993	301 Ramsey St., Hastings 55033
Carmen Court	51	1994	5825 Carmen Ave., Inver Grove Heights 55076
Orchard Square	50	1995	7375 157 <sup>th</sup> St. W., Apple Valley 55124
Parkview Plaza	65	1997	730 South Plaza Dr., Mendota Heights 55120
River Heights Terrace	54	1997	1720 Thompson Ave., So. St. Paul 55075
Cameo Place	44	1997	3101 Lower 147 <sup>th</sup> St., Rosemount 55068
O'Leary Manor	65	1998	1220 Town Centre Drive, Eagan 55123
Park Ridge Place	66	1999	330 E. Burnsville Parkway, Burnsville 55337
Cortland Square	60	2001	7385-157 <sup>th</sup> St. W., Apple Valley 55124
Main Street Manor	51	2001	8725-209 <sup>th</sup> Street, Lakeville 55044
Cahill Commons	60	2002	5840 Cahill Avenue, Inver Grove Heights 55076
Village Commons	60	2003	720 Linden Street, Mendota Heights 55118
Lakeside Pointe	60	2004	1200 Town Centre Drive, Eagan 55123
The Dakotah	59	2004	900 So. Robert Street, West St. Paul 55118
River Town Court	63	2005	1791 South Frontage Road, Hastings 55033
Dakota Heights	56	2007	337 – 15 <sup>th</sup> Ave. N, South Saint Paul MN 55075
Oakwoods East	55	2008	2061 Park Center Dr, Eagan 55122
Crossroads Commons (2 elev)	87	2009	17725 Glasgow Ave, Lakeville 55044
Cobblestone Square	60	2010	15848 Emperor Ave, Apple Valley, MN 55124
Thompson Heights	60	2011	1350 Thompson Ave. South St. Paul MN 55075
Vermillion River Crossing	66	2012	21400 Dushane Parkway, Farmington 55024
Hillcrest Pointe	66	2015	Cahill Avenue, Inver Grove Heights MN 55076
Cambrian Commons	60	2016	14736 Cambrian Ave Rosemount MN 55068
Argonne Hills	62	2017	17688 Junelle Path Lakeville MN 55044
Gateway Place	54	2021	895 S Robert Street, West St. Paul, MN 55118
Nicols Pointe	24	2024	4012 Nicols Road, Eagan, MN 55122

**B. Building Managed by Others**

Valley Ridge	120	2012	1921 Burnsville Pkwy W., Burnsville, MN 55337
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**C. Public Housing (1 development, 80 units, 2 elevators)**

Colleen Loney Manor	1675 Livingston Ave. West St. Paul 55118
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**D. Youth Supportive Housing – (1 development, 25 units)**

Lincoln Place	1997 Gold Trail, Eagan 55122
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Staffed 24 hours. Ask for entry on-site.

**E. Office Building**

CDA Office Headquarters	1228 Town Centre Drive, Eagan 55123
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**REQUIRED BID SUBMITTAL DOCUMENT – MUST TO RETURNED TO CDA****BID PRICES:**

A. Having carefully examined the Equipment, this Contract and all conditions affecting the work, the undersigned agrees to furnish all labor and material, equipment and services necessary for the proper completion of the work indicated for the following price (see equipment table for quantities and data):

Provide complete maintenance for:

<b>Building Name</b>	<b>Price Per Month</b>
Argonne Hills – traction elevator	
Cambrian Commons	
Cahill Commons	
Cameo Place	
Carmen Court	
CDA Office	
Cobblestone Square	
Cortland Square	
Crossroads	
The Dakotah	
Dakota Heights	
Gateway Place	
Haskell Court	
Hillcrest Pointe	
Lakeside Pointe	
Lincoln Place	
Mainstreet Manor	
Mississippi Terrace	
Nicols Pointe	
Oakwood of Eagan	
Oakwoods East	
O'Leary Manor	
Orchard Square	
Park Ridge Place	
Parkview Plaza	
River Heights Terrace	
Rivertown Court	
Thompson Heights	
Vermillion River Crossing	
Village Commons	
Winsor Plaza	
<b>Total</b>	

**REQUIRED BID SUBMITTAL DOCUMENT – MUST TO RETURNED TO CDA**

**B. Valley Ridge (4 elevators)**

Building Name	Price Per Month
Valley Ridge	

**C. Colleen Loney Manor (2 elevators)**

Building Name	Price Per Month
Colleen Loney Manor	

**D. ALTERNATE PRICING. ADD/DELETE ONE ELEVATOR**

Building Name	Price Per Month

**E. PAYMENT (OVER-TIME CALLBACKS):**

Work completed after normal working hours, including callbacks after normal business hours, the Owner will pay only the difference between normal and overtime labor (premium portion) at the hourly rates indicated hereafter; unless otherwise authorized by the Owner.

Type	Team	Mechanic	Helper
1. Straight Time:	\$ ____.00	\$ ____.00	\$ ____.00
2. Time and seven / tenths	N/A	\$ ____.00	\$ ____.00
3. Double Time:	\$ ____.00	\$ ____.00	\$ ____.00
4. Holiday	\$ ____.00	\$ ____.00	\$ ____.00
5. Drive Time To Site (1 hour max)	\$ ____.00	\$ ____.00	\$ ____.00

Drive time from the site after the work is complete will be unpaid for all Teams, Mechanics and Helpers.

**F. PAYMENT (after normal business hours—outside the scope of the base contract):**

Type	Team	Mechanic	Helper
1. Straight Time:	\$ ____.00	\$ ____.00	\$ ____.00
2. Time and Seven / tenths	N/A	\$ ____.00	\$ ____.00
3. Double Time:	\$ ____.00	\$ ____.00	\$ ____.00
4. Holiday	\$ ____.00	\$ ____.00	\$ ____.00
5. Drive Time To Site (1 hour max)	\$ ____.00	\$ ____.00	\$ ____.00

Drive time from the site after the work is complete will be unpaid for all Teams, Mechanics and Helpers.

In addition, should parts or materials be needed for work outside the scope of this Contract, these shall be billed by the Contractor at a maximum of **cost plus 10%**. Owner has the right to verify cost through proper documentation by Contractor. The contractor must provide a price list when requested.

The Owners Representative has the latitude to delete elevators and add elevators when appropriate.

The prices shall be adjusted to reflect any increase or decrease in the material cost based on the producer price index for metal products as published by the U. S. Department of Labor, Bureau of Statistics comparing the most recent index price available at the time of the adjustment to the prices one year prior. Price escalations shall be limited to a maximum of **3% in any one-year period**, if the contract where to be renewed for another year.

**REQUIRED BID SUBMITTAL DOCUMENT – MUST TO RETURNED TO CDA**

**GENERAL:**

Accompanying this bid is a bid security in the form of a \_\_\_\_\_ in the amount of \$\_\_\_\_\_. The bid security noted above includes the combination total of the base bid plus the total of all alternates. The undersigned agrees that if this bid is accepted and the undersigned refuses to enter into a Contract with the CDA on the terms stated in this Bid or fails to furnish satisfactory Performance and Payment Bonds in accordance with the Bidding Documents, this bid security shall be forfeited to the CDA, not as a penalty, but as liquidated damages.

The undersigned agrees, if awarded the Contract, to enter into a Contract with the CDA and will execute the Agreement and furnish satisfactory Performance and Payments Bonds in accordance with the Bidding Documents.

The undersigned agrees that this bid may not be withdrawn for a period of (60) calendar days immediately following the date of receipt of bids. It is understood that the CDA reserves the right to reject any or all bids, to waive any informality or irregularity in any bid received and to accept any alternate in any order or combination.

Addenda Nos. \_\_\_\_\_ have been received and incorporated in this Bid. (required to be filled in).

I have reviewed the site conditions, the project manual, requirements, and submittals in providing the costs for the noted services:

Date \_\_\_\_\_

Company \_\_\_\_\_

Name \_\_\_\_\_ (Signature)

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

**REQUIRED BID SUBMITTAL DOCUMENT – MUST TO RETURNED TO CDA**

**CONTRACTOR'S QUALIFICATION STATEMENT****(Submit this form as part of bid response)**

SUBMITTED BY
CORPORATION
ADDRESS
PARTNERSHIP
PRINCIPAL OFFICE
INDIVIDUAL
PHONE
OTHER

**(NOTE: Attach separate sheets as necessary)**

1. How many years has your organization been in business?
  
2. How many years has your organization been in business under its present business name?
  
- 3: If a corporation answer the following: Date of incorporation:

State of incorporation:
President's name:
Vice-President's name:
Secretary's name:
Treasurer's name:

4. If individual or partnership, answer the following: Date of organization:

Name and address of all partners:

**REQUIRED BID SUBMITTAL DOCUMENT – MUST TO RETURNED TO CDA**

5. We normally perform \_\_\_\_\_% of the work with our own forces;

6. Have you failed to complete any work awarded to you? If so, note when, where, and why:

7. List the construction experience of the principal individuals of your organization:

8. List your principal subcontractors:

9. List your principal suppliers:

10. List your bank references:

11. List three completed projects who may be contacted as references, type or work address, phone number and contact name.

1.
2.
3.

12. Insurance requirements

Name of Insurance company:
Name of Insurance agent:
Agents phone number:

13. Are you licensed by the State of Minnesota?

List other licenses held:

I certify that the above is true and complete and I authorize the Dakota County CDA to verify any information on this statement.

Signature\_\_\_\_\_ Date\_\_\_\_\_

**REQUIRED BID SUBMITTAL DOCUMENT – MUST TO RETURNED TO CDA**