

3/5/2026

PROJECT MANUAL
for the work at:

Mississippi Terrace Senior Building
Elevator Modernization

Dakota County CDA
1228 Town Centre Drive
Eagan, MN 55123

Project No.
CBF 06-02

Contact:
Vince Markell
Dakota County CDA
Office: (651) 675-4482
vmarkell@dakotacda.org

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Dakota County
Community Development
Agency

3/5/2026

Elevator Modernization

Mississippi Terrace Senior Building
301 Ramsey St.
Hastings, MN 55033

REQUEST FOR BIDS (RFB)

Qualified contractors are invited to submit a **bid** for the above noted site (above). Bids will be received for a single contract for the complete work.

On-site review (optional):	March 26, 2026, at 10AM
Bids due:	April 8, 2026, before 10AM (CST)
Current resident status:	occupied
Owner approval:	April 28, 2026
Target project start:	August 10, 2026
Project completion:	August 21, 2026 (a 10-business day project).
Project duration:	10-business days from start of work
Project description:	Elevator modernization

Once the project starts, the work must be completed within 10-business days. The elevator can't be out of service for longer than 10-business days. Please note that middle of the month project work is best for us at CDA, since this time period usually avoids typical resident moves-- in and out of the building.

This is a formal bid process. Bids must be dropped off (not emailed). For uniformity, please submit your price on the Bid Form included in this Project Manual. All bids must be signed.

Bonding Requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The bid guarantee shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100% of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100% of the contract price. A payment bond is one executed in connection with a contract to assure payment as required by law of all people supplying labor and material in the execution of the work provided for in the contract.

Project requirements. The Contractor and all subcontractors must submit signed MN IC-134 withholding forms at completion of the project as a condition of final payment.

The Contractor and all subcontractors are required to submit evidence of insurance \$1,500,000.00 in personal & advertising injury, \$1,500,000.00 commercial general liability per occurrence (\$2,000,000.00 general aggregate), and

(page two RFB continued)

1,500,000.00 in automobile liability combined single limit, and the name the Dakota County Community Development Agency (and also any funding agencies named by the CDA) as co-insured.

The CDA is exempt from the local .25% transit tax and there is no exemption certificate. The CDA pays the MN state tax of 6.875% but will seek sales tax rebates after the project is complete. The contractor shall provide the CDA with all records and documentation to claim this refund.

Contractor requirements. The Contractor must be able to demonstrate that both the Contractor and its project superintendent have at least five years of experience constructing projects of the size and type of this one or larger. A list of at least five references and a minimum of five similar projects 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. The Contractor must have full knowledge of the services to be provided (as determined by the CDA). The Contractor must have 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 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 bid, the requirements of the Project Manual or the conditions of the Contract.

The low bid contractor must execute a Dakota County CDA contract or a standard AIA contract between owner and contractor. The choice of the contract will be of the choice of the owner.

The public housing sites are to be a tobacco free work zone.

The Dakota County Community Development Agency. The CDA reserves the right to reject any/all price proposals received, and to waive any informalities and irregularities in this price proposal 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 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 the release of information provided by the Contractor to the CDA.

(page three RFB continued)

Sub-contractors to have contracts with the contractor with the same requirements that the contractor is obligated to.

Payment requests. The CDA processes payment requests within (30) days on receipt. The CDA will process up to (2) payment requests per month. The scope of work as described in the project manual, the signed contract, and change order(s) must be completed prior to a payment request. Monthly payments can be paid on completed work. Payment requests must also be all properly completed and paperwork accompanying the request to be processed. See Low Bid Checklist for the paperwork requirements. The payments are to be sent out via USPS and cannot be picked up.

Change orders. All change order requests must have the signed (signed by both 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.

Respectfully,

Vince Markell

Capital Projects Manager

Office: 651-675-4482

e-mail: vmarkell@dakotacda.org

1/2/2026

Dakota County CDA

Paperwork Requirements (if awarded a contract).

Before Work Start

- Bid Form** (signed).
- Verification of Compliance** or Responsible Contractor (for projects \geq \$50k).
- Contract** (signed).
- Proof of Insurance.** The Dakota County CDA as must be listed as "Additional Insured".
- Performance Bond** (for projects \geq \$100k).
- Payment Bond** (for projects \geq \$100k).
- Proceed to Work.** Email or written statement (to be issued by the CDA).
- Change Order** (signed before work starts on that change).
- Performance Bond** (for projects \geq \$100k).
- Payment Bond** (for projects \geq \$100k).
- W-9** (for contractors new to the CDA).
- DCCDA-01.** Employee and Subcontractor list.
- Schedule of work.**

Before Final Payment

- DCCDA-02.** Material and Supplier List.
- DCCDA-03.** Sales Tax Rebate.
- Project Completion.** Email or written statement (to be issued by the CDA).
- IC-134 MN.** Dept. of Revenue Withholding Affidavit (for projects \geq \$25k)
- Lien Waiver.**
- Inspection** (and work completion).
- Key** (returned to CDA).
- Invoice.** Email to ap@dakotacda.org



DAKOTA COUNTY CDA

MISSISSIPPI TERRACE

ELEVATOR MODERNIZATION

SUMMARY OF WORK AND SPECIAL REQUIREMENTS

PART 1 GENERAL

1.1 SUMMARY OF WORK AND ADDITIONAL DEFINITIONS

- A. Owner: Dakota County CDA
The Owner's Representative is: Elevator TCI.
Elevator TCI Representative; Darren DeJoy, Phone: (612) 508-5456, email address: Darren@ElevatorTCI.com.
- B. Elevator Consultant: Elevator Technical Consulting, Inc. Office Ph# 612-999-1182
Representatives: Darren DeJoy, Greg Gehring, & Nancy Fontana.
- C. Project Location: MISSISSIPPI TERRACE
301 RAMSEY STREET
HASTINGS, MN
- D. General Scope: The project consists of the modernization and renovation of ONE (1) elevator within the building. Mechanical and electrical alterations will be done as part of this contract for code compliance with the AHJ interpretations of the ASME 17.1 Safety Code for Elevators and Escalators. The Elevator Contractor shall act as the prime contractor.

It shall be understood that:

1. This is a fully occupied building.
2. Bids must be presented with one (1) Point of Contact.
3. Bids must be Turnkey and include all applicable General Contractor work.
4. Bids must represent a complete installation that is ready to operate upon completion.

- E. Intent of these specifications is to cover the specified work complete and operable in every respect. It is not intended to give every minor detail in the specifications.
- F. All measurements provided in this document are for the bidder's convenience. It is the prime bidder's ultimate responsibility to verify all measurements for accuracy before any equipment is ordered.
- G. The Owner or his representatives will not be responsible for absence of wiring diagrams of existing equipment or any detail the Contractor may require.
- H. Work Included: Provide labor, materials, articles, equipment, incidentals, items, tools services, supplies, methods, operations, skills in such quantities as may be necessary to complete project within intent of the Contract Documents. Singular notations shall be considered plural where plural application is reasonably inferable. Mention or indication of extent of work under any work division or specification section is done only for convenience of Contractor and shall not be construed as describing all work required under that Division or Section.
- I. Construction Contract: The modernization will be accomplished under a single Prime Contract including General construction, mechanical and electrical work.
- J. Coordination: The Project will require close cooperation and coordination with Owner, the elevator modernization Contractor and the mechanical and electrical Subcontractors. The Contractor shall: consider such coordination in his work; schedule the Work with subcontractors and the Owner, particularly near the end of the Project, keep the Owner advised of his schedule to complete the Work.
- K. Examination of Site and Documents: In submitting a bid and in accepting a Contract award, the contractor represents he has examined the site, existing conditions as well as the entire set of documents, in accordance with the General conditions and agrees to be bound by all conditions of the site, existing conditions and all documents, without additional cost.
- L. Construction Limits: Except as specifically indicated or as may be necessary to complete the work under the contract, activities of the contract shall be limited to within the Owner's property lines.

1.2 SUBCONTRACTORS

- A. The Elevator Modernization Contractor shall not award any work to any Subcontractor without prior approval of Elevator TCI.

1.3 USE BY OWNER

- A. The Owner reserves the right to let other contracts in connection with this Project or in connection with existing buildings. This Contractor shall afford other contractors' reasonable opportunity for the introduction and storage of their materials and execution of their work.
- B. The Owner reserves the right to jointly occupy the premises with the Contractor in the performance of his duties and functions. Contractor shall coordinate work with the Owner and cooperate with the Owner to minimize undue interference.
- C. If any part or the entire Project is substantially complete or ready for use, the Owner may, upon notice to the Contractor, and without prejudice to any of the rights of the Owner or Contractors, enter into and make use of the work that is substantially complete.

1.4 MAINTAINING SERVICES AND FUNCTIONS

- A. General: Throughout the construction period there shall be minimum disturbance and disruption to the Owner's operations. The Elevator Modernization Contractor and Subcontractors shall be aware of these requirements and objectives. The Contractor shall conduct the work and develop his detailed schedule to meet these requirements and objectives.
- B. Work at Occupied Facilities: See other portions of the Contract for special requirements, if any.

1.5 COORDINATION

- A. The Elevator Modernization Contractor shall be responsible for the coordination of all work essential to maintaining continuous elevator operation throughout the contract period and to maintain safe and orderly conditions in the construction site.
- B. On-site working hours are to 8:00 a.m. to 4:30 p.m. unless prior approval is granted by the Owner and/or Owner's representative.
- C. Efforts shall be made to limit the noise levels during the early morning hours. The Contractor shall cooperate with the Owner's representative to determine the best times and opportunities to perform the work needed for completion of the project that produce or warrant excessive noise.
- D. If asbestos is discovered, or a material encountered that is suspected to contain asbestos by the Contractor during this project, the Contractor should immediately notify the Owner's Representative for containment/abatement direction. Abatement, mitigation and/or control of asbestos are the responsibility of the Owner.

1.6 CUTTING AND PATCHING

- A. Refer to the General and Special Conditions of the Contract for special requirements, protection, constraints, timing of work, scheduling of work, enclosures and similar requirements, if any, related to this Section.
- B. This Section covers cutting, demolition, removal work, patching and restoration of work, as necessary to accomplish and complete all work under the Contract.
- C. Accomplish all work of cutting, removal, demolition, relocation, patching and other restoration by using only mechanics skilled in the trade. If necessary, sublet the work to skilled contractors or subcontractors. The contractor will be responsible for the final finish: painting and/or wallpaper.
- D. The Contractor shall coordinate all work of this Section with all subcontractors so the work will progress without interruption and minimum delays. The Contractor shall coordinate and schedule the work with the Owner where possible disturbance may occur and where relocations or other potential disruptions of the Owner's functions and services may occur. All work affecting the Owner's functions and services shall be performed at times acceptable to the Owner.
- E. The Contractor shall be fully responsible for the safety of the existing buildings and personnel, as well as new construction as a result of work, procedures, operations or activities of this contract.
- F. Where the work of removals, demolition, cutting and similar work involves structural consideration, extreme care shall be exercised to avoid damage and preserve the safety of the structure and all personnel. The Contractor shall utilize (employing if necessary) competent and qualified technical assistance to develop safe methods and techniques to accomplish the work, including for temporary shoring and supports, methods of removal and other considerations. All permanent or temporary supports shall be so designed and placed by considering all loads and shall be carried down to sound bearing.
- G. Where the work of removals, demolition, cutting and similar work involves possible hazardous substances and/or harmful physical agents, such as asbestos fibers, notify the Owner's Representative' immediately and the Owner's Representative will promptly have the suspect material tested and abated if necessary.

1.7 SALVAGE MATERIALS

- A. Remove salvage materials in a manner that will avoid damage to materials or equipment that will remain. Do not allow refuse to accumulate. Completely remove and legally dispose away from the site on a daily basis.

PART 2 EXECUTION

2.1 INSPECTION

- A. Inspect existing conditions, including elements subject to damage or movement during cutting and patching
- B. After uncovering, inspect conditions affecting performance of work.
- C. Beginning of cutting or patching means acceptance of existing conditions.

2.2 TEMPORARY PROTECTION

- A. Provide temporary bracing, shoring, needling and support during demolition, cutting, remodeling and related new construction as necessary for the execution of the Work and the protection of persons and property.
- B. Provide protective coverings and enclosures necessary to prevent damage to existing spaces and materials to remain.
- C. Provide dustproof temporary enclosures separating areas under demolition and remodeling from the remainder of the building.

2.3 DEMOLITION AND CUTTING

- A. Demolish and remove existing construction as required. Where new construction work is to be installed in or adjacent to existing construction, removed or cut the existing construction as necessary to complete the Work of the Project.
- B. Existing construction that is to remain that becomes loose, cracked, or otherwise damaged or defaced as a result of the work-in-progress and is unsuitable for its intended use shall be removed and replaced at no additional cost to the Owner.
- C. Thoroughly clean demolition areas to existing conditions and remove debris, waste and rubbish from the building at the conclusion of each day's work.

2.4 PATCHING, REMODELING, REPLACEMENTS AND RESTORATION

- A. Patch or otherwise restore disturbed existing construction as indicated and or as otherwise required to restore the work and surfaces. Patching or restoration shall be carried to natural breaks (i.e., corners) wherever possible. Prime and paint surfaces affected to match existing area. Repair any damage to existing construction that is to remain.
- B. Patching work shall be done by skilled mechanics experienced in the particular type of work involved. Patching work shall conform to the standards of the Specifications

where applicable and where not specified, work shall conform to the highest standards of the trade.

2.5 MECHANICAL AND ELECTRICAL WORK EXPOSED

- A. Where unknown mechanical piping, ductwork or electrical conduit is exposed, the removal or rerouting shall be accomplished as applicable. Locate mechanical and electrical work where directed and connect to maintain all functions in proper operation.

- B. Accomplish removals, capping or otherwise termination services which are abandoned or need to be abandoned, and rerouting of mechanical and electrical work without additional cost to the Owner, whether shown or noted on drawings or otherwise encountered.

ELEVATOR MODERNIZATION
TECHNICAL SPECIFICATIONS
FOR
MISSISSIPPI TERRACE

ELEVATOR CONSULTANT:

ELEVATOR TCI
Darren DeJoy, CEI

Darren@ElevatorTCI.com

DAKOTA COUNTY ELEVATOR UPGRADE

PART 3 GENERAL SCOPE

3.1 SCOPE OF WORK

- A. Complete mechanical equipment upgrade of one (1) hydraulic simplex passenger elevator. This includes the replacement of the controller system, wiring, fixtures, power units, door operators, hanger tracks and locks. All related equipment shall comply with prevailing code and the intent and scope of the specifications.
 - 1. Provide all equipment, material, and labor to required or specified to satisfactorily complete the modernization and comply with all applicable codes.
 - 2. Remove and dispose of all material and equipment not retained.
 - 3. Provide elevator maintenance as specified. This will be an addendum to the award documents and provided at the time of award or prior to the warranty maintenance starting.

3.2 ASSOCIATED SECTIONS AND DOCUMENTS

- A. For work under this contract, the Contractor is referred to the instructions to Bidders, form of proposal, and all amendments and addenda thereto, all of which are hereby made part of this contract.
- B. The Contractor shall be subject to the "General Conditions of the Contract" of the American Institute (AIA) Document A201, Latest Edition, which shall form a part of this specification except as otherwise herein provided.

3.3 DESCRIPTION OF WORK

- A. The extent of work to be performed shall include all labor, equipment, material and services necessary to fully comply with these specifications. All work shall pertain to these elevators unless otherwise noted.

3.4 INTENT

- A. Intent of these specifications is to cover the specified work complete and operable in every respect. It is not intended to give every detail in the specifications. Owner will not be responsible for any detail the Contractor may have omitted requiring satisfying the prevailing code authorities or to provide a complete installation. Furnish all material and equipment usually furnished with such systems and/or needed to make a complete and safe operating installation, whether specifically mentioned or not.

- B. All material and equipment furnished shall be new and in like-new condition or when modified, replaced with equipment, or refurbished to first-class condition.
- C. Owner's interpretation of specifications shall be final and binding upon Bidder.

3.5 QUALITY ASSURANCE

- A. Installer Qualifications: Pre-approval needed
- B. Provide only nonproprietary control systems, acceptable manufacturers are listed as follows: Motion Control Engineering, Smart-Rise Engineering, Elevator Controls, Vertitron Midwest Inc., and Schumacher SS5-PLC. No other substitution will be accepted unless approval is given before date of bid.
- C. Regulatory Requirements: All work shall comply with current governing local codes.
- D. Standards: Except as modified by local governing codes and by this section, new work shall comply with provisions of the following, and in the event of conflict between these standards, the most stringent standard shall be used.

ASME:

American National Standard Safety Code, A17.1 current adopted edition and all adopted supplements.

American National Standards Practice for the Inspection of Elevators, Escalators and Moving Walks Inspectors Manual A17.2, Latest Edition.

ASME A17.3 Latest adopted version.

ASME 17.5, Latest adopted version

3.6 LAWS AND PERMITS

- A. Contractor shall comply with all federal, state and municipal laws and ordinances, prepare all documents, give all notices, obtain all permits necessary for the work, pay all costs and fees for permits and inspections and obtain all certificates of inspection and approval for the work and deliver same to the Owner before requesting final or beneficial use acceptance. The Contractor shall pay all late fees and penalties if assessed by the AHJ.

3.7 CONFLICTS

- A. Should it appear that there is real or apparent discrepancy between different sections of specifications concerning nature, quality or extent of work to be furnished, it shall be assumed that Contractor has based his bid on completing the work in a more stringent manner. Final decision(s) will rest with the Owner after all the facts have been properly submitted and reviewed. All submittals shall be electronic or written out including all appropriate material data sheets if required.

3.8 SUBMITTALS

- A. Contractor shall submit three sets of blue line shop drawings for equipment layout, fixtures drawings, catalogs and catalog data of all new equipment to be provided. Please also submit as a PDF (Portable Document Format).
- B. Within two weeks of approvals, submit three sets of prints of approved shop drawings and a complete delivery schedule electronically or in a printed format.
- C. All submittals shall be on dates sufficiently in advance of job progress requirements to afford ample time for checking, and no claim for extension of contract time will be granted the Contractor by reason of failure to comply with this request. All submittals shall be complete and shall contain required and detailed information.
- D. Contractor shall check all submittals for conformity with contract specifications and correct any errors, omissions or deviations before transmittal. Specifications, catalogs, etc., submitted for approval shall be properly labeled indicating specific service for which material or equipment is to be used, Manufacturer's name and name of job. Catalogs, pamphlets or other documents submitted to describe items on which approval is being required should be specific. Identification of item submitted shall be clearly made in ink. Data of general nature will not be accepted.
- E. Contractor shall be responsible for correct quantities, dimensions, design of adequate connections, details for satisfactory construction of all work and furnishing of materials for work required by the intent of the contract documents, even if not indicated on submittals that have been approved by Owner or authorized representative.
- F. Owner or authorized representative shall check drawings for design only and approval of drawings, schedules, and catalogs shall not be construed as a complete check and shall not relieve Contractor of his responsibilities as stated above.
- G. If submittals differ from requirements of contract documents, Contractor shall make specific mention of such difference in his letter of transmittal with a request for substitution, together with his reasons for same in order that, if acceptable, suitable action may be taken for proper adjustment. It is understood and agreed that specific written approval of substitute materials and/or methods is required before Contractor can proceed with a substitution.
- G. No material shall be delivered until Contractor has obtained written approval of shop drawings and other data enumerated above. Should materials or equipment be delivered before required approval, Contractor shall be liable for its removal and replacement at no charge, if material or equipment does not meet intent of documents.
- H. By approving and submitting shop drawings and samples, the Contractor thereby represents that he has determined and verified all field measurements, field construction criteria, materials, catalog numbers and similar data, or will do so, and

that he has checked and coordinated the shop drawings and samples with the requirements of the work of the contract documents.

- I. Prior to the final acceptance, submit three (3) copies of the following bound manuals to Elevator TCI. The Consultant shall forward unto the Owner's Representative after review.
 1. Operating Instructions: Printed or typewritten literature describing the function and operation of all controls.
 2. Maintenance Instructions / Check chart: Printed or typewritten schedules of all required maintenance procedures.
 3. Wiring Diagrams: Full size, ladder type, complete, "as built" wiring and single line diagrams showing the new and revised electrical connections, functions and sequence of operation of apparatus connected with the elevators, both in the machine room and in the hoistway, shall be furnished in duplicate for each elevator at the time of final inspection and acceptance. Coded diagrams are not acceptable.
 4. Adjusting instructions of all equipment including brake, controls, selector devices, motor control, door operator, roller guides and all other equipment installed or modified as part of these specifications.

3.9 GUARANTY

- A. Contractor shall guaranty, in writing to Owner, at completion of the contract, all work installed to be free from any and all defects in workmanship and/or materials and that all apparatus will develop capabilities and characteristics specified and that if, during period of one year from date of certificate of completion and acceptance of work, unless a longer period is specified, any such defects in workmanship, material or performance appear, he will remedy them without any additional cost to the Owner. Should the Contractor fail to remedy such defects within a reasonable length of time, or within 10 working days whichever is longer, the Owner may have such work performed and charge all costs to Contractor.

3.10 TESTS

- A. Conduct tests and adjustment of equipment as specified or necessary to verify performance requirements as required by the ASME A17.1 Safety Code for Elevators and Escalators.
- B. If a turnover and 6 month warranty maintenance inspection or audit by the Consultant shows that the new equipment is in any way defective, of poor workmanship, at variance with the requirements of the contract documents, dangerous or objectionable in operation, the Contractor shall make all necessary changes and remedy all defects at their expense, to the satisfaction of the Owner and

also pay for the expenses of all subsequent inspections and tests until all equipment is acceptable.

- C. Upon completion of satisfactory tests, secure and furnish to the Owner certificates from all departments having jurisdiction that the elevators and related equipment have been inspected and approved.

3.11 CONDUCT AT SITE

- A. Personnel shall be instructed to refrain from un-workman like conduct while on the job. All personnel shall comply with the facilities rules and regulations. It is up to the Contractor's supervision to be informed and informative to their personnel and representatives of facility regulations and requirements.

3.12 PROTECTION OF PERSONS AND PROPERTY

- A. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.
- B. The Contractor shall take all reasonable precautions for the safety of and shall provide all reasonable protection to prevent damage, injury, or loss to:
 - 1. All employees on the project and all other persons affected thereby.
 - 2. All the work, all materials and equipment to be incorporated therein, whether in storage on or off the site or under the care, custody, or control of subcontractors.
- C. The Contractor shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority and construction management organization having jurisdiction over the safety of persons or property or to protect them from damage, injury or loss. The Contractor shall erect and maintain, as required by existing conditions and progress of the work, all reasonable safeguards for safety and protection, including posting of danger signs and other warnings against hazards, promulgating safety regulations and notifying Owners and users of adjacent utilities.
- E. In any emergency affecting the safety of persons or property, the Contractor shall act, at his discretion, to prevent threatened damages, injury or loss.
- F. The Contractor shall protect floors, walls, and other surfaces from damage during the course of their work. All damaged surfaces shall be restored to the pre-existing condition. Failure by the Contractor to do so may result in the Owner having all restorations made and charging all costs to the Contractor.

PART 4 PRODUCTS

4.1 ARTICLE A: IMPROVEMENTS / EQUIPMENT

1. Quantity	Simplex One (1)
2. Type	Passenger Borehole Hydraulic
3. Capacity (lbs.)	2,500
4. Speed (fpm)	125fpm / Retain
5. Travel in Feet	Retain Existing 29'-08" (field verify)
6. Number of Landings	Retain / (4) Four
7. Number of Openings	Retain / (4) Four
8. Front Openings	Retain / (4) Four
9. Cab	Retain /
10. Operation	Retain selective collective simplex
11. Control	New / Microprocessor
12. Fireman's Service	New
13. Machine Room	Modify / as specified
14. Jack	Retain / Replace packing when substantially complete
15. Hydraulic Power Unit	Replace
16. Oil Line	Retain / Replace Vic rubber gaskets and Shutoff Valves
17. Platform	Retain
18. Guide Rails	Retain / Clean & Realign
19. Rail Brackets	Retain / Check all Bolts for Tightness
20. Guides	Replace / with ELSCO 3" Roller Guides
21. Buffers	Retain / Fasten Springs to Buffer Stand
22. Car Door	Replace / New #4SS
23. Hoistway Door	Retain
24. Master Door Operator	New / Closed loop GAL
25. Hoistway Entrance Sills	Retain / Clean and Scotch Bright the Existing
26. Rollers, Hangers, Interlocks	New/Schindler MPH II integral headers
27. Closers	New
28. Top Emergency Exit	Provide switch
29. Pit Ladder	New
30. Power Supply	Retain / Modify as Required
31. Wiring and Traveling Cables	New
32. CCTV	Provide wiring for future camera
33. Number of Push Button Risers	One (1)
34. Hall Operating Fixtures	New / reuse button boxes except for 1 st floor
35. Hall Position Indicators	New / Main Egress Level Only
36. Car Position Indicators	New within COP
37. Car Operating Panel	New/ cut into the existing COP, cutting out the old PI's
38. Communication	New/ provide per spec
39. Door Protective Device	New/ provide per spec
40. Emergency Lighting	New/ provide per spec
41. Car Ventilation	New/ provide a new 2 speed cab fan

4.2 MANUFACTURERS

A. Pre-Approved Equipment Manufacturers

1. The following manufacturers' equipment and materials have been pre-approved for use on this project.
 - a. Controller: Nonproprietary only-- Motion Control Engineering, Smart-Rise Engineering, Vertitron Midwest, Elevator Controls, Schumacher SS5-PLC
 - b. Tracks & Hangers: G.A.L.
 - c. Interlocks: G.A.L.
 - d. Fixtures: Innovation or a preapproved alternate
 - e. Door Operators: G.A.L. MOVFR II
 - f. Door Protective: Janus, Adams, G.A.L., Tri-Tronics
 - g. Entrances/Entrance Door Panels: Tyler, Columbia, Gunderlin, MEI
 - h. Cab Interior Manufacturers: G & R Elevator, Advance Elevator, MEI, Columbia or pre-approved equal
 - i. Hydraulic Machines: MEI, Canton, Schumacher, or approved equal
 - j. Motors and Motor Generators: Imperial Electric, General Electric, Baldor, Reuland Electric
 - k. SCR Power Drives: MagneTek DSD 412, MagneTek „Quattro”, MCE System 12, or approved equal
 - l. VVVF Power Drives: MagneTek, TorqMax
 - m. VVVF Emergency Power Systems: MCE
 - n. Guide Rails: AFD Industries or approved equal
 - o. Electrical Traveling Cables: Draka, James Monroe or approved equal
 - p. Guide Shoes/Rollers: ELSCO or approved equal
 - q. Wire Ropes: Draka, Brugg
 - r. Intercommunications/Telephones: K-Tec, Ring, Wurtec, Janus Talk-a-phone or approved equal
2. Other equipment not specifically mentioned shall be considered for approval on an individual basis.

Note: Proprietary Equipment will not be accepted without prior approval.

4.3 PRE-APPROVED ELEVATOR CONTRACTORS

All City Elevator
 Metro Elevator
 Midwest Elevator
 Minnesota Elevator, Inc.
 Otis Elevator
 Platinum Standard Elevator
 Schumacher Elevator

Schindler Elevator

4.5 HOISTWAY EQUIPMENT**A. RAILS – CAR Retain T-rails**

The guide rails and brackets shall be cleaned and aligned as needed to provide a smooth ride.

B. BUFFERS

The existing buffers are coil spring and shall be retained, fastened to the buffer stands.

C. INGROUND HYDRAULIC CYLINDER

The hydraulic cylinder shall be retained. The packing shall be replaced after the modernization work is completed.

D. CAR SLINGS

The existing car sling frame to support the elevator platform and enclosure shall be checked for rust, cleaned, and painted as needed with a high grade of enamel where it is practical to reach and appropriate to paint.

E. PLATFORMS

The platforms shall comply with all the current code requirements. The underside of the platform shall be properly fireproofed. The existing isolation pads on which the platforms rest shall be replaced.

F. PLATFORM SUBFLOOR

Retain

G. ROLLER GUIDES

Replace with ELSCO 3" roller guide assemblies.

H. PIT LADDERS

Provide new pit ladder.

I. HOISTWAY DOOR ROLLERS

Provide new rollers for the existing integral hangers

J. HOISTWAY DOOR INTERLOCKS

Interlocks shall be replaced at each hoistway entrance and rewired with fire wire.

K. UNLOCKING DEVICES

Emergency devices and lunar keys for opening the hoistway doors from the landing shall be provided in accordance with code requirements.

L. DOOR CLOSERS

Provide new sill mounted, or door mounted closers.

M. HOISTWAY ACCESS

Per Code. New key operated switches shall be furnished adjacent to the jamb at top and bottom floor for hoistway access to match the car operating panel's manufactured style. If the Hoistway Access Key Switch Box is UL listed, the box can be retained, this is at contractor's discretion.

N. CAR TOP INSPECTION

A new code-compliant inspection station shall be provided on the crosshead of the car accessible from the entrance area. If not accessible from the hoistway entrance, an additional stop switch shall be located on the door operator assembly for compliant access.

O. WIRING

1. Provide all new wiring for proper operation of all equipment that shall be installed and conforms to the requirements of the applicable electrical codes including the latest versions of the NEC and ASME 17.5.
2. All wiring in the machine room shall be of proper size and type for equipment furnished. Any old or abandoned wiring and conduit in the machine room must be removed and disposed of.

P. TRAVELING CABLES

1. New traveling cables of adequate number of conductors shall be Cables shall contain #14-gauge wires for cab lighting, cab ventilation, door protection power supply and a separate feed for the ground fault receptacles.
2. Traveling cables shall contain a minimum of four (4) shielded and jacketed pairs which results in at least two spare twisted pairs after all wiring is completed including the fire speakers.
3. A minimum of one Coax cable per elevator, and one spare twisted shielded pair will be required within the traveling cables for future use.
 - a. This Coax cable or twisted pair shall be terminated on the car top in a suitable electrical box, label the cover, camera. The other end will be terminated in an electrical box marked camera.

Q. LIMIT SWITCHES

New normal and terminal stopping devices shall be furnished and installed.

R. PIT SWITCH

New code compliant stop switches shall be provided for the elevator pit.

S. Hydraulic Piping

- a. Replace all Victaulic rubber gaskets
- b. Provide clampable pipe stands with isolation, secure these pipe stands to the floor or wall.
- c. If hydraulic piping is replaced, provide only rolled grooves for the Victaulic fittings.
- d. Clean, de-rust and paint the hydraulic oil lines
- e. Label per code, all hydraulic oil line outside of the hoistway or machine room
- f. Replace the hydraulic oil line shut off valve in the pit, provide new at the power unit.

4.6 MACHINE ROOM AND EQUIPMENT**A. POWER UNIT**

Replace the power units, provide submersible power units sized and engineered for the speed, capacity and duty for passenger elevators.

B. CONTROLS

Controller shall be replaced MCE, Smart Rise, VMI, Schumacher SS5-PLC or equivalent.

C. ELECTRONIC FLOOR SELECTOR

Provide new, no vane floor selectors; these shall be used to provide hoistway position information.

D. AUTOMATIC FLOOR STOPPING

Control provided shall be designed to automatically bring the car to a floor landing within minimum of a 1/4" + or -.

E. SIGNAL LOGIC MICRO

The signal logic shall be a Microprocessor based system. All individual car logic and group logic shall be done by utilizing a Microprocessor. The system shall be of manufacturer's latest production design. Prototype systems are not acceptable. Diagnostic lights shall be clearly visible on solid-state boards. The system shall contain built-in diagnostic capability. No system utilizing removable diagnostic equipment shall be accepted without the diagnostic equipment being furnished to owner as part of the equipment.

F. CONTROLLER HARDWARE

The controller shall have the required UL or CSA label and conform to all appropriate codes.

G. FIREMAN SERVICE

The elevators shall be equipped with devices and circuits to provide firefighters service in accordance with current codes and the Prevailing Code Authorities interpretations.

1. Firefighters Service Phase – I – operation
2. Firefighters Service Phase – II – operation
3. It shall be the responsibility of the elevator contractor to provide the fire emergency lobby box with all keys properly tagged with metal or plastic tags. Paper tags will not be allowed.

4.7 CAR DOOR EQUIPMENT**A. DOOR OPERATOR / GAL MOVFR11 PRE-APPROVED**

1. The existing door operator shall be replaced.
2. All linkage arms shall be replaced with new.
3. The car door shall be replaced with new.

B. DOOR CONTROL

The door operations shall be fully controlled for smooth consistent operation.

C. DOOR CLUTCH

Provide new restrictor clutch to connect the car and hoistway door

D. CAR DOOR HANGERS AND TRACKS

Door hanger tracks and rollers on each door shall be replaced with new.

E. DOOR PROTECTIVE DEVICES

Provide new door protective devices per approved units.

F. NUDGING

The nudging action by the doors shall comply with all code limits and requirements.

4.8 FIXTURES

A. CAR OPERATING PANEL NEW

1. Provide a cutout in the existing stainless steel cab swing return, make sure to make the COP large enough, so the cut out engulfs the old buttonholes and PI holes. The new mini swing car operating panel shall be installed to include all code requirements. All illumination of button devices shall be installed with LED cluster light bulbs. Appropriate firefighter's service key switch, jewel, and fire call cancel button, shall meet current code.
2. The new main car operating panel shall be incorporated with a digital position indicator.
 - a. The unit shall have a minimum display of two inches in height, proper voltage and color to provide adequate visual indication.
 - b. Color selection of segment or dot matrix shall be of owner's choice. The position indicator shall also have direction arrows in addition to the floor identification.
 - c. The passing floor gong will be incorporated with an adjustable volume control in each car unit.
3. The main car operating panel shall contain a recessed service cabinet with the inspection key switch, keyed stop switch, GFCI receptacle, fan and light toggle switches and emergency light test button as a minimum and comply with the latest code requirements.
4. The fire fighters' phase II instructions shall be engraved in the car fire service operating panel door.
5. The emergency light unit shall be incorporated within the new LED cab lighting system.
6. A push-to-talk phone shall be incorporated into car operating panel. The unit will be programmed to the Contractors 24-hour number or a designation to be determined by the Owner. There will be no charge for this service throughout the interim or warranty or extended maintenance. The phone unit and related requirements will comply with the latest AHJ interpretation level of acceptance. Audible floor position indicator required.

B. HALL DIRECTION LANTERNS

NA

C. POSITION INDICATORS

1. Provide a new flush mounted Position Indicator at the main egress level, this new unit shall be digital and shall replace the old analog position indicator at the main egress level.

2. The unit shall have a minimum display of two inches in height, proper voltage and color to provide adequate visual indication.
3. Color selection of segment or dot matrix shall be red. The position indicator shall also have direction arrows in addition to the floor identification.

D. CORRIDOR CALL BUTTONS

1. Replace the existing fixtures with new flush mount code compliant fixtures. Provide fixtures from the manufactures listed in the specifications. The old button boxes can be retained and are UL listed.
2. The main floor lobby fixture shall be replaced with a new flush mounted assembly and shall contain the firefighter's service switch assemblies and Phase I key switch, phone failure, and hall call buttons.
3. The proper code approved fire pictorial signage shall be embossed on a separate plate and installed at each lobby level other than the main egress. The embossed pictorial shall be filled with clear epoxy **Do Not Incorporate the pictorial into the fixture cover, provide separate plates for the pictorial.**
4. The proper firefighter's phase I instructions shall be engraved within the main landing lobby panel. They shall be installed with tamper resistant screws.

E. ALARM BELL

A new emergency alarm bell shall be installed. The bell shall be connected to the alarm button in the car-operating panel and powered by the emergency light power supply providing proper compliant back up.

F. TELEPHONE

1. An A.D.A. compliant "push to talk" phone unit shall be installed within the car-operating panel.
2. One telephone line will be supplied in the machine room by the Owner to comply with the two-way communication requirements.
3. Phone to be provide with monitored and if a communication error is detected a fixture at the main egress level shall alert of this condition with a visual and auditable signal.

G. LOBBY FIRE BOX

1. Provide and install a new lobby emergency fire department box at the main egress level.
2. Provide and install all keys required by code, tagged with plastic enclosed identification tags.
3. The fire keys shall have the top portion of the key painted red. Paper tags will not be permitted.

H. HANDICAP PROVISIONS

The elevator equipment being provided shall be designed to conform to the applicable codes in effect including the Minnesota Building Code Chapter 1341.

4.9 ENTRANCES

- A. Retain / they stay as is

4.10 RETAIN CAB

- A. Provide new car door
- B. Provide new emergency bell
- C. Provide a new surface mounted LED tube lights, replacing the old light.
- D. Retain the ceiling
- F. Retain the flooring
- G. The Stainless-Steel Cab front shall be retained, cut in the new COP thus cutting out the old buttonholes and PI light holes. Reinforce as needed.

PART 5 EXECUTION

5.1 CLEANING, ADJUSTMENT AND FINAL ACCEPTANCE

- A. Cleaning: The Contractor shall always keep the premises clean and free from excess accumulation of waste materials or rubbish caused by the Contractor's operations. The rubbish shall be removed daily and not be allowed to accumulate.
- B. At the completion of each workday, all rubbish shall be removed from and around the premises and all tools, scaffolding and temporary work shall be left broom clean, unless otherwise specified. Should the Contractor fail to attend to such cleaning with reasonable promptness, the Owner may cause such cleaning to be done by others and charge the cost of cleaning to the Contractor if the Contractor fails to respond to a request for additional cleaning.
- C. Adjustments and Removals: After completion of the work, and before the issuance of Certificate of Final Acceptance, work area shall be thoroughly cleaned, and elevators properly adjusted so that they are in proper operating condition. The entire work area shall be left in a clean condition satisfactory to the Owner. All machine room equipment shall be painted with good enamel base paint. The machine room and pit floors shall be painted Tool Gray.

5.2 TESTS

- A. Conduct tests and adjustment of equipment as specified or necessary to verify performance requirements as required by the ASME A17.1 Safety Code for Elevators and Escalators.
- B. Upon completion and full operation of all equipment, completely test same, both for the governing authorities and for compliance with the requirements of the contract documents. All necessary equipment for testing and cost involved shall be included as part of this contract. All tests shall be performed in accordance with the requirements of ASME A17.2 and Applicable Codes.
- C. If tests show that the new equipment is in any way defective, of poor workmanship, at variance with the requirements of the contract documents, or dangerous or objectionable in operation, the Contractor shall make all necessary changes and remedy all defects at his expense. The Contractor shall also pay for the expenses of all subsequent tests until all equipment is acceptable.
- D. Upon completion of satisfactory tests, secure and furnish to The Owner certificates from the consultant and the prevailing code authorities having jurisdiction that the elevators and related equipment have been inspected and approved.

5.3 INSTALLATION OF ELEVATOR SYSTEM

A. GENERAL

Comply with all instructions and recommendations for installation of elevator systems.

Coordination: Coordinate elevator work with the related work of other trades and the Owners operation of the building requirements for proper time and sequence to avoid delays or cause excessive inconvenience.

Sound-Isolation: All new equipment furnished shall be mounted on vibration-absorption mounts, designed to effectively prevent vibrations to structure, and thereby eliminate sources of structure-borne noise from elevator system.

B. FIELD QUALITY CONTROL

Acceptance-Testing - Upon nominal completion of elevator modifications, and before permitting use of elevator (either temporary or permanent), perform acceptance tests as required and recommended by Code, and also perform other tests, if any, as required by governing authorities.

Advise the Owners consultant or agent in advance of dates and times tests are to be performed on elevators. The tests will not have to be duplicated or witnessed by the Consultant if the AHJ witnessed the test and a copy of the test is forwarded to the Consultant.

C. PROTECTION

Installer shall advise the Owner and/or his agent of recommended protection facilities and procedures, to prevent damage and deterioration of completed elevator work (regardless of whether placed in temporary service) during remainder of construction period. Provide complete inspection and maintenance service for elevators in temporary service, if any, for period of such service, at a cost to be determined when such service is provided.

D. INSPECTION

The Owner or his Representative shall be permitted to make periodic and final inspections of the work for compliance with contract documents. The contractor shall provide manpower necessary to assist the Representative during such inspections if requested. The Consultant or Representative will prepare and submit to the contractor, inspection reports describing incomplete or corrective work required to satisfy contract requirements. The Contractor shall make arrangements to have the prevailing code authorities inspect each elevator along with a final inspection and advise the Consultant of each inspection prior to taking place.

E. PERFORMANCE

Overall performance time shall comply with industry standards.

PART 6 PROJECT CLOSEOUT**6.1 REQUIREMENTS SPECIFIED ELSEWHERE****A. Insurance:**

1. Upon completion of the work and written acceptance by the Owner, provide a Certificate of Insurance that indicates the specified Completed Operations insurance will be provided a minimum of one year after the Owner's acceptance of the entire Project.

B. Supplemental Agreements: All supplemental agreements shall be resolved prior to final payment, including the adjustment of any allowances.**C. Guaranties – Warranties:** In addition to the general guaranty, provide all written guaranties specified in the technical sections of the Specifications. Where the guaranty terms are included in the Specifications or a specific guaranty is referenced, submit guaranty in the specified form. Submit guaranties prior to final payment. The Contractor shall provide a checklist of required guaranties, by section numbers.**D. Test Reports and Certificates:** Provide all test reports and certificates required in the technical sections prior to final payment. Provide a checklist of required reports and certificates, by Specifications sections.

- E Retention of Records: Retain all records as required by law and good business practice.
- F Deliver the Owner's Copies to the Elevator Consultant upon final Completion of the Project. Review the set with the Elevator Consultant to clarify or explain changes that may be necessary.
- G. Temporary Utilities: Remove all temporary facilities and utilities as the job progress permits.
- H. Sanitary Facilities: Owner shall designate one toilet facility for each sex and make available for Contractor's employees during construction.
- I. Identification of Equipment: Prior to Substantial Completion, the Contractor shall provide the identification tags or plates, or other identification means, as specified under the Technical Sections of the Specifications, such as at controllers, crossheads, buffers and code required items. Plates with directions, circuit data and similar information shall also be affixed.

6.2 INSTRUCTIONS TO THE OWNER

- A. Requirements herein supplement any specific requirements provided under individual specification sections. The Contractor shall thoroughly and properly instruct the Owner in the use, operation, care and maintenance of various systems and equipment installed under the Contract. The instructions shall be methodically given with sufficient details, so the Owner has a workable understanding.
- B. The Contractor shall permit and assist designated representatives of the Owner to become familiar with the locations, methods, materials, uses and operation of the systems and equipment, as well as any specialized materials installed under the Contract. The training shall be provided by qualified representatives of the Contractors.
- C. As work nears completion, the Contractor shall instruct (and demonstrate to) the Owner in the full use, operation, sequence or function and similar information to fully acquaint the Owner in the proper use, care and control of all equipment, systems and devices under the Contract. Precautionary measures and dangers of misuse shall specifically be explained. To qualify for completion of this section of instructions, specific and agreed upon periods of time shall be established with the Owner and the Owner will record length of time and number of days spent in the instructions.
- D. When the foregoing instructions are being provided, the Contractor shall provide two copies of neatly edited and typed manuals of instructions, organized by classes or types of equipment and systems, to explain the use, function and control of equipment systems. Printed information shall cover all instructions and explanations and shall enumerate common errors made, which will "abuse" the equipment or system. Contractor shall keep and turn over to Owner, clean installation data and pamphlets, which are not to be left at the equipment, but collected and put in the

manuals. Manuals shall also include maintenance instructions, noting the recommended frequency and type of the various maintenance procedures.

- E. Instructions specified herein shall be provided before acceptance of Project and before final payment is made. The Contractor shall collect information and data in advance of completion so that complete manuals are provided in sufficient time to permit review prior to the time for final payment.
- F. Not required will be such normal matters of routine as cleaning of normal floor and wall finishes; maintenance of light fixtures; cleaning of radiation covers; hardware maintenance; and similar housekeeping matters.

6.3 SYSTEMS AND EQUIPMENT TESTING

- A. The Contractor is responsible for testing all equipment and systems and demonstrating they are correctly installed and operating properly. Provide a written record of the tests and the results.
- B. After operation and testing of the systems, instruct the Owner's representatives, as designated by the Owner.

6.4 CLEAN-UP

- A. Refer to the Special Conditions of the Contract and Part 5 Execution-5.1 Cleaning, Adjustment and Final Acceptance for requirements of cleaning during construction. Contractor shall be responsible for cleaning the materials and equipment and the removal (hauling away) of all debris, cartons, crates, surplus materials and maintaining work neat and orderly on a regular basis.
- B. The general "final" cleaning shall be accomplished just prior to the inspection for Substantial Completion and occupancy, typically within the week prior to the inspection. Cleaning shall be planned and organized to avoid working in spaces after they have been cleaned.
- C. The following requirements are a general guide to the required cleaning; do not construe as a complete description of all the cleaning required, as the work of the entire Project shall be thoroughly cleaned, including cleaning required under other sections. As an area is cleaned, remove the accumulated dust, dirt and debris.
- D. Thoroughly clean the materials, equipment or other items. Cleaning shall be done by appropriate methods (scrubbing, washing, damp mopping, dusting, vacuuming) to leave surfaces, areas, spaces and interiors free from stains, discoloration, oil, grease, dirt, dust or other soil to leave the work in a clean and streak-free condition, except for floors and walls where "broom" clean is later specified. Remove labels, except those that are necessary to leave for the proper use of the equipment or item, or have data and characteristics that are necessary to leave.

- E. The Elevator Contractor shall clean the interiors of cabinets, panel boards and other equipment provided under his/her Contract.
- F. At equipment rooms (including rooms such as elevator equipment rooms), the Contractor shall clean the spaces to "broom clean" condition and paint the floors, machines and related equipment.
- G. At normally occupied areas, service areas, passages and corridors and similar spaces, clean all new work to the "thoroughly clean" condition previously specified on a daily basis; provide floors (including concrete) that are free of stains and discoloration, as required to turn the Project over to the Owner in a new, well maintained building condition, ready for full use and occupancy.
- H. Cleaning required by subsequent work done after Substantial Completion shall be accomplished prior to Final Completion.

6.5 WARRANTY PERIOD / ELEVATOR MAINTENANCE

- A. Warranty Period is defined as 12 months from substantial completion. Substantial completion is defined as when the newly modernized or upgraded vertical transportation equipment has passed inspection and has been turned over for normal use by the General Public.
- B. Contractor shall furnish maintenance on all equipment modernized or upgraded per these specifications for a period of 12 months following final acceptance of the newly modernized or upgraded equipment.
- C. The maintenance shall include systematic examination, adjustment, and lubrication of all equipment. **Maintenance shall be performed monthly per elevator.**
- D. Provide Regular hour emergency callbacks at no additional cost to the Owner. Respond to callbacks within two hours after request is received. No elevator shall be out of service for more than three hours without informing the owner. O.T. Callbacks charged for Premium portion only.
- E. Response time for callbacks shall be two hours, and, if persons are trapped, one hour.
- F. If any callback is due to vandalism, Contractor shall submit a written report to the Owner detailing the cause of the callback.
- G. Documentation & Testing
 - 1. Technician is required to log in and out of building with the property management office or security.
 - 2. Maintenance Control Program documents shall be filled out, updated, and stored in the Machine Room for elevators or basket for escalators.
 - 3. All testing required by code shall be scheduled to minimize inconvenience to the building.

4. Testing shall be performed, and documentation shall be provided to the AHJ and the Building Representative. A copy shall also be left on site in the Machine Room.

6.6 ACCEPTANCE FOR TEMPORARY USE

- A. The Elevator Modernization Contractor's temporary acceptance form provisions must be acceptable to the Owner. The accepted form will be signed prior to use by any party other than the Prime Contractor.

6.7 ASSOCIATED WORK INCLUDED BY ELEVATOR CONTRACTOR

- A. The following minimum work is included in the project. It is the intent for the Elevator Contractor to be the Prime Contractor and shall include all building requirements needed to comply with current code. The Elevator Contractor shall have appropriate sub-contractors or General Contractor as needed to perform all work appropriately. All code requirements shall be included.
- B. SUMMARY including but not limited to the following:
 1. Provide adequate grounding requirements to the distribution source.
 2. Provide for only one disconnecting means in the machine room.
 3. Compliant 110vac, provide a 6 to 8 count circuit breaker box, all elevator related circuits shall be wired to this new breaker panel located in the Machine Room.
 4. All cutting, patching, and painting made necessary by this project and installation including the hoistway portion.
 5. Installation of proper lighting in the machine room as needed, to obtain 19-foot candles of light.
 6. Improve pit lighting to a minimum of 10-foot candles all corners of the pit, add light guards in the pits, install a GFIC convenience receptacles in each of the pit areas.
 7. Hoistway Venting. The existing hoistway vent shall be upgraded to provide a proving light, and new switch at the main egress level. This will require a micro switch that activates off the actual louver movement, motor end switches for the proving lights are prohibited.
 8. Machine room conditioning shall be provided and shall maintain an ambient room temperature between 50 to 90 degrees Fahrenheit, with a maximum humidity level of 85%.
 9. Provide updated smoke detectors, one in the machine room, one in each lobby, provide for alternate floor and flashing fire light.

10. Fire caulking as required.
11. Signage:
 - a. Provide machine room signage on machine room door.
 - b. Provide feeder tags on disconnects.
 - c. Provide other required data tags and signage per code.
12. Install the telephone cable in conduit within the machine room area.
13. Clean and paint the elevator pit, machine room floor and machine room walls with a high-grade enamel paint.

END

3/6/2026

Elevator Modernization

Mississippi Terrace Senior Building

301 Ramsey St.

Hastings, MN 55033

Proposed work schedule (the elevator can't be out of service longer than 10 business days):

Parts available:	August 7, 2026 or prior.	On-site storage is limited.
Project start:	Monday August 10, 2026.	
Elevator operating times:		Brief operating times are required.
	1. Wednesday August 12	8:30am-9am
	2. Wednesday August 12	2:30pm-3pm
	3. Friday August 14	8:30am-9am
	4. Friday August 14	2:30pm-3pm
	5. Monday August 17	8:30am-9am
	6. Monday August 17	2:30pm-3pm
	7. Wednesday August 19	8:30am-9am
	8. Wednesday August 19	2:30pm-3pm
Project completion: (with inspection)	Friday August 21, 2026	

BID FORM

(date)

(company)

Return to:

Dakota County CDA
1228 Town Centre Drive
Eagan, Minnesota 55123
Attn: Vince Markell
office: 651-675-4482
e-mail: vmarkell@dakotacda.org

The undersigned, having carefully examined the Project Manual prepared by The Dakota County CDA for:

Elevator Modernization

Mississippi Terrace
301 Ramsey St.
Hastings, MN 55033

and having examined the site, being familiar with the local conditions affecting the cost of the Work, hereby proposes to furnish all labor, proper disposal costs, material, equipment, tools, transportation, taxes and services necessary to complete the Work including all overtime work needed to complete the project in the stated timeframe. All of the work is to be completed in accordance with the Contract Documents for the following sums:

A. BASE BID. The price also includes any & all overtime needed to complete the work in that stated timeframe)

\$ _____
(state using numbers) _____
(estimate the hours of overtime needed)

B. ALTERNATES.

There are no alternates for this project.

If the base price bid plus the total of all alternates exceed \$100,000.00 a Bid Guarantee is required for the total amount of base bid plus all alternates. The bid guarantee to be a bid bond or a cashier's check and to be 5% of the bid amount. The cost of the Bid Guarantee is the sole responsibility of the Contractor, no matter which combination of alternates the CDA accepts or not accepts.

C. GENERAL

1. If the bid & all alternates are greater than \$100,000, **bid security** in the form of a _____
(n/a, bid bond, or cashier's check)
2. **Bid security** in the amount of \$ _____
(n/a, or sum of base and alternates)
3. **Addenda** have been received and incorporated in this Bid _____
(0, or number of addenda)
4. The Estimated cost of all **materials** related to this project including sales tax is \$ _____
(cost of materials)
5. The Estimated cost of **labor** related to this project is \$ _____
(cost of labor)
6. The Estimated cost of **permits, overhead, profit**, etc. is \$ _____
(cost of permits, overhead, profit)

(Bid Form page 2)

7. I have reviewed the site conditions, the project manual requirements, and paperwork submittals in providing the costs for the noted work. Missing, unclear, or items that need to be qualified have been noted to the CDA representative. 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, then this bid security shall be forfeited to the CDA, not as a penalty, but as liquidated damages. Also, this Bid may not be withdrawn for a period of (90) calendar days immediately following the date of receipt. 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. The base bid price includes any and all overtime labor to complete the work within the stated timeframe.

8. Name & title _____
(your name & title)

9. Signature _____
(your signature)

**End of Bid form
(return to CDA)**

RESPONSIBLE CONTRACTOR CERTIFICATE

Applies to all prime contracts in excess of \$50,000.00

A responsible contractor is defined in Minnesota Statutes §16C.285, subdivision 3.

Any prime contractor or subcontractor who does not meet the minimum criteria under Minnesota Statute §16C.285, subdivision 3, or who fails to verify that it meets those criteria, is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project.

A false statement under oath verifying compliance with any of the minimum criteria shall render the prime contractor or subcontractor that makes the false statement ineligible to be awarded a construction contract for the project and may result in termination of a contract awarded to a prime contractor or subcontractor that makes a false statement.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause 7.

By signing this statement, I,

(type or print name)

_____ certify that I am an owner or officer of the
company

(title)

and do verify under oath that my company is in compliance with each of the minimum criteria listed in the law.

(name of the person, partnership, or corporation submitting this proposal)

(business address)

Signed: _____ Date: _____
(bidder or authorized representative)

(return to CDA)

**DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY
AFFIDAVIT OF NONCOLLUSION**

Project Number: _____

Project Address: _____

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal, including fees when required to be part of the proposal, submitted in response to the Request for Proposals for the above-referenced project has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open completion;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening or the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: _____

Authorized Signature: _____

Date: _____

Subscribed and sworn to me this ____ day of _____

Notary Public

My commission expires: _____

(return to CDA)