

PART E

SPECIFICATIONS

PART E - SPECIFICATIONS

GENERAL

E1. GENERAL

E1.1 These Specifications shall apply to the Work.

E1.2 The following Drawings are applicable to the Work:

<u>Drawing No.</u>	<u>Drawing</u>
A-1	Step Box Inspection

E2. DURATION OF CONTRACT

(a) January 1, 2005 to December 31, 2009

E3. SERVICE TO BE PROVIDED

Work Included

E3.1 The Contractor will be responsible for the elevator, escalator and dumbwaiter maintenance services at the location(s) on the terms and conditions outlined in the Specifications.

E3.2 The Contractor shall be responsible for ensuring that up-to-date wiring diagrams, manufacturer's manuals, leaflets and other information relevant to the maintenance of the equipment are in the elevator room prior to the commencement of the service. All wiring to be removed for any reason from the elevator room.

E4. SERVICES PROVIDED BY THE CONTRACTOR

E4.1 The Contractor shall provide a **FULL MAINTENANCE SERVICE** which shall comprise of maintaining the elevator equipment in its original condition, regularly examining, cleaning, lubricating and making **all repairs and replacement parts to the entire elevator, escalator and dumbwaiter equipment**, including within the machine rooms, hoist way, pit and car top, as outlined in the Specifications. (with exceptions listed in E5 of this Contract). All Work shall be done in a careful, workmanlike manner, acceptable to the Contract Administrator. All Work shall be in compliance with the original manufacturer's specification and the latest CAN/B44 Code for elevators, escalators and dumbwaiters.

E5. WORK NOT INCLUDED IN CONTRACT

E5.1 The Contractor shall assume no responsibility for the following items of elevator equipment which are not included in this Contract: car enclosures (including removable panels, door panels, car gate bodies, plenum chambers, hung ceilings, light diffusers, light tubes, bulbs and ballasts, mirrors and tile flooring or carpets); hoist way gate bodies, frames and sills.

E5.2 The contractor shall assume no responsibility for the replacement cost of Montgomery escalator step boxes requiring replacement as a result of Type A and or Type B cracks.

E6. NOTICE OF REPAIRS

- E6.1 The Contractor shall provide the Department with as much advance notice as possible of major maintenance repairs for which the Contractor is responsible including cleaning that has been planned for the elevator giving approximate dates for such work.

E7. ADJUSTMENTS

- E7.1 The Contractor shall examine the equipment and make adjustments as required to maintain contract speed and performance (unless other Contact is made with the Department), smooth operation, including operation of groups supervisory control systems. This applies also to all solid state and electronics components.

E8. EMERGENCY POWER GENERATOR SYSTEM TESTING

- E8.1 The Contractor shall not normally be required to make any tests to the elevator equipment utilizing emergency power supply. Where such supply is available, the testing of the emergency system will be normally undertaken by the City of Winnipeg.

E9. CONTRACTOR'S RESPONSIBILITIES

- E9.1 The Contractor shall maintain the elevator, escalator and dumbwaiter equipment herein described on the following terms and conditions as per the original manufacturer's specifications and the latest CAN/B44 code for elevators.
- E9.2 The Contractor shall be responsible for ensuring that the specified works herein described, or as otherwise required in current and relevant manufacturer's instruction/manuals, are diligently executed and rigidly adhered to, including the required number and frequency of servicing and inspections of the equipment.
- E9.3 The Contractor shall be responsible for the annual inspection, repair and documentation (not including replacement as per E5.2) of the Montgomery escalator step boxes located at 365 Main Concourse, Royal Bank and Scotia Bank entrances. Each step box to be inspected, repaired or replaced on a 12 month cycle for the possible existence of "Type A" or "Type B" cracks as per the attached drawing D1.
- E9.4 Crack Definitions:
- (a) Type A – Cracks located at the lead end (where the chain rollers attach) of the step, beginning at the end of the 1" weld closest to the centre of the step and proceeding toward the tread surface at approximately 90 degrees to the weld.
 - (b) Type B – Crack radiating from the bolt pattern on the side of the step body where the chain wheel attaches to the step.
- E9.5 Policy – with the understanding that novatex board adjustments must be maintained:
- (a) Steps with Type A cracks do not necessarily require replacement. A 1.4" hole may be drilled at the end of the crack to provide smooth surfaces at the end of the crack. (See the attached drawing D1). **NOTE:** If the crack has progressed over the bend in the step body wrapper sheet and has turned toward the side of the step it should be replaced.
 - (b) Any steps with Type B cracks require replacement.

E10. LABOUR

- E10.1 The Contractor shall only use trained personnel directly in his employment with proper supervision. The elevator mechanics shall be qualified to keep the equipment properly adjusted

and maintained and shall hold a valid limited Electrical License issued by the Department of Labour, Province of Manitoba.

E10.2 During the term of this Contract, all personnel employed by the Contractor at these premises shall pass a security check by the City of Winnipeg Police Services, prior to commencement of Work.

E10.3 The Contractor shall immediately upon award, supply to the Contract Administrator, the following data on personnel he intends to employ at these premises for the term of this Contract: full name, present address and verified date of birth, for each employee.

E10.4 The list of names of all persons submitted by the Contractor, for the clearance procedure, must be accompanied by the "Authorization" form supplied by the City of Winnipeg, signed by the prospective employees.

E10.5 Any supervisor or workman not acceptable to the Contract Administrator because of improper conduct or security, shall upon notice to the Contractor, be removed from the location of Work and replaced forthwith unless the Contractor can show valid reason to the contrary.

E11. PERFORMANCE – CONTRACT SPEED

E11.1 The Contractor shall agree, where applicable, to maintain the original equipment speed in feet per minute, the original performance time, including acceleration and retardation as designed and installed by the manufacturer and to perform the necessary adjustments, as required, to maintain the original door opening and closing time, within limits of applicable codes.

E12. GROUP DISPATCHING

E12.1 The Contractor shall, where applicable, check the group dispatching systems and make necessary tests to insure that all circuits and time settings are properly adjusted and that the system performs as designed and installed by the manufacturer.

E13. DAMAGE

E13.1 The Contractor shall be responsible for all damage which may occur to the equipment during this Work, due to faulty or negligent workmanship on the part of his employees.

E13.2 The Contractor shall also be held responsible for any damage caused to the building or its contents which may occur during the Work, where such damage is directly attributable to the use or misuse of equipment or materials of all kinds on the part of his employees or for any other type of damage caused directly by his employees. Damage shall be made good by new materials as required to match existing work in kind, quality and workmanship.

E13.3 The City of Winnipeg reserves the right to withhold any payment due to the Contractor, until such time as damage is repaired to the satisfaction of the Contract Administrator.

E14. MATERIALS

E14.1 The Contractor shall provide all materials necessary to perform the Service to the Contract Administrator's satisfaction.

E14.2 The Contractor shall supply **all parts**, except as otherwise excluded, including lubricants, hydraulics fluid and cleaning materials, and tools, and have an adequate stock of normal replacement parts in a parts cabinet on the job, so that the mechanic can effect prompt repairs. All parts supplied by the Contractor shall be new, unused and of the best quality available.

- E14.3 All materials and equipment supplied in the undertaking of this Contract shall be of the best quality.
- E14.4 All cleaning materials, lubricants and hydraulic fluids shall be supplied and applied in accordance with the original manufacturer's requirements.
- E14.5 All repair or replacement parts and/or components when required, shall be supplied using only genuine original manufacturer's replacement parts or equivalents acceptable to the City of Winnipeg. If other than the manufacturer's parts must be used, permission must be obtained from the Contract Administrator in writing and such parts must be C.S.A. approved where applicable, in accordance with the original manufacturer's specifications and the latest C.S.A. Code B44, for elevator, escalators, dumbwaiters and moving walks.
- E14.6 N.B. – Current Material Safety Data Sheets, (M.S.D.S.) must be available on all products on site and be contained in a binder specifically marked M.S.D.S., in each area where chemicals are stored or dispensed. Where a contractor wishes to use a product that does not have a current M.S.D.S., prior written approval must be given by the Contract Administrator and that written approval must be in the binder.

E15. STORAGE

- E15.1 The City of Winnipeg will provide reasonable space for the storage of the Contractor's materials and inventory. Such storage space will be locked to other than the employees of the Contractor, wherever reasonably possible.
- E15.2 In providing such space, the City of Winnipeg accepts no responsibility for loss to, or damage of, the material, inventory and other property of the Contractor. The Contractor acknowledges that any insurance policies held, or to be held by the City of Winnipeg, in respect of the Building and contents, will not cover loss or damage pertaining to the Contractor's materials and inventory.

E16. CONTRACTORS'S INVENTORY

- E16.1 Steel Parts, Cabinets and Wiring Diagrams
- (a) The Contractor shall maintain steel cabinets for the orderly storage of replacement parts in the machine room. Original manufacturer's engineering wiring diagrams **must** remain within the elevator room at all times, in compliance with the Department of Labour and Elevator Board Regulations. Upon completion of contract provisions, Contractors shall leave all diagrams within the elevator room, removing only their parts cabinet and contents.
- E16.2 Job Material Inventory
- (a) The Contractor shall maintain a supply of contacts, coils, leads and generator brushes, lubricants, cleaning materials, and other minor parts in such elevator machine room for the performance of routine preventative maintenance.
- E16.3 Spare Parts Inventory – Acceptable Equivalents
- (a) The Contractor shall maintain a supply of genuine manufacturer's replacement parts or equivalents acceptable to the City of Winnipeg, in his warehouse inventory. This inventory will include, but is not limited to, door operator motors, brake magnets, generator and motor brushes, controller switch contacts, solid state components, selector tapes, door hangers, rollers hoist way limit switches.
- E16.4 Safety

- (a) The Contractor shall be knowledgeable of and abide by the provision of all legislative enactments, by-laws and regulations in regard to safety in the Province of Manitoba and must be covered by Workers' Compensation, as noted below.
- (b) The Contractor shall examine all safety devices and governors and shall carry out all required tests and examinations per Section 12, Supplemental No. 1-1992 to CAN/CSA-B44-M90 Safety Code for Elevators, Escalators and Dumbwaiters. Annually conducted no load safety tests on each elevator shall occur during September/October of each year and shall be recorded on the monthly inspection report to the Authorized Representative.
- (c) If the Contractor deems the equipment to be unsafe to operate, he will make sure that it is inoperative and immediately notify the Contract Administrator. The Contractor shall provide adequate barricades, warning signs, out of order signs and all reasonable protections and shall not leave the premises until steps have been taken to protect the public from all hazards. These provisions shall remain in force until the necessary adjustments or repairs are made to make the elevator(s) safe to operate.
- (d) The Contractor shall be responsible for utilizing the services of the Department of Labour, Province of Manitoba, Elevator Inspection Branch, to determine the adequate factor of safety in compliance with the original manufacturer's specifications and the latest C.S.A. Code B44 and all relating standards, under such circumstances where the Contractor is in doubt as to the prudent and safe operation of the equipment.

E16.5 Inspection, Testing

- (a) Inspection, testing and maintenance shall be carried out as outlined in the Manitoba Fire Code, Section 7.2, sub-section 7.2.2 and Section 12, Supplemental No. 1-1992 to CAN/CSA-B44-M90 Safety Code for Elevators, Escalators and Dumbwaiters.

E16.6 Inspections – Reporting

- (a) The Contractor shall make arrangements with the Contract Administrator, or his approved designate, as to the time and date for all regular inspections. The Contractor's mechanic(s) shall report to the office of the Contract Administrator and make an entry, in a log, as to arrival and departure times and other information as requested. The Contract Administrator, or his designate, shall be witness to such entries. The log shall be provided by and remain the property of the City of Winnipeg.
- (b) The Contractor shall provide the Contract Administrator with a record of the Work undertaken during each visit to the building. The standard checklist normally provided by the Contractor may be used upon approval by the Contract Administrator. The checklist shall be retained within the Building Manager's Office, or the elevator machine room, for review by the Contract Administrator at any time. Work performed and items replaced shall be indicated together with the mechanic's signature.
- (c) The City of Winnipeg reserves the right to implement its own standard checklist in lieu of the Contractor's, at any time during the term of the Contract.
- (d) The Contractor shall submit, to the Contract Administrator on a monthly basis, reports detailing the work completed in that month's regular maintenance service provision. The reports may be computer print outs or copies of time sheets indicating the pertinent information.
- (e) The Contractor shall submit time tickets for each call back detailing the cause of the call back and the action taken.
- (f) The Contract Administrator, or designate, shall have access to the elevator room at all times during the period(s) of the mechanic's visitations to observe, or be informed by the mechanic, of potential problems that may arise.

E17. WORK

E17.1 All work is to be performed during regular business hours for the particular location in which the equipment is located.

E17.2 Emergency Call Back Services – Service Calls

- (a) Regular time service calls shall be included in the Full Maintenance price quoted on Form B: Unit Price – Schedule of Prices, item 1. for each location.
- (b) Weekday Call-Backs shall be indicated on Form B: Unit Price – Schedule of Prices, item 2 for each location. In the event that trouble develops between regular examinations, the Contractor shall, upon receipt of notification from the Contract Administrator or Authorized Representative, make every reasonable effort to provide prompt service to perform any necessary adjustments and repairs that may be required.
- (c) Cost for the premium portion of authorized overtime call-backs on weekdays and Saturdays shall be indicated on Form B: Unit Price – Schedule of Prices, item 3. for each location.
- (d) Cost for the premium portion of authorized overtime call-backs on Sundays and statutory holidays shall be indicated on Form B: Unit Price – Schedule of Prices item 4. for each location.
- (e) Cost for authorized extra call-backs not covered by this contract (malicious or accidental damage, etc.) shall be indicated on Form B: Unit Price – Schedule of Prices item 5. for each location. If the malicious damage call-back is required outside of regular working hours, the premium charge for call-backs on Sundays and statutory holidays shall also apply to any overtime calls.

E17.3 Extra Work

- (a) The Contractor shall advise the City of Winnipeg of work outside the scope of this Contract that needs to be done. Extra work outside the scope of this Contract shall only be done upon prior written authorization of the Authorized Representative or his designate.

E17.4 Shutdown of Equipment by Contractor

- (a) When any pre-planned work requires shut down of equipment, or decrease in capacity of the equipment, the Contractor shall obtain permission from the Contract Administrator, prior to commencing the work, allowing sufficient notice for the Contract Administrator to make the required arrangements.
- (b) Every effort shall be made, by the Contractor, to coordinate the work with the Contract Administrator and hold interruptions to service, to a minimum.

E17.5 Changes to Equipment

- (a) No changes shall be made, by the Contractor, to the equipment, including circuit changes, without written permission of the Contract Administrator.

E17.6 Report on Condition of Equipment

- (a) The Contractor shall inform the Contract Administrator promptly and confirm in writing, any recognizable hazards, malfunctions or repairs that are necessary either for the protection of the equipment, or for general safety, that are not covered by the Contract.

E18. PERFORMANCE OF CONTRACTOR'S OBLIGATIONS

E18.1 The Contractor represents and warrants that:

- (a) the Contractor and the Contractor's mechanic(s) possess the necessary skills, expertise and experience to perform the Service, in accordance with the provisions of this Contract; and
- (b) the Contractor understands the City of Winnipeg's requirements under this Contract and will be able to satisfy these requirements.

E18.2 The Contractor agrees:

- (a) To perform all obligations and provide the Service in a professional manner satisfactory to the Contract Administrator.

E19. SERVICE REDUCTION

E19.1 The City of Winnipeg reserves the right to reduce the number of elevator units under this Contract from service, if it is deemed prudent to do so, at any time within the Contract duration. Such elevator unit(s) will be closed for access and use.

E19.2 In the event that shut down does not occur, the reimbursement payable to the Contractor for service to the total number of units shall be proportionately reduced by the unit(s) being deactivated from service. The decision to deactivate any unit(s) will be subject to a minimum of thirty (30) days written notice of intent to the Contractor.

E20. NOTICE

E20.1 In regard to emergency call back services, the Contract Administrator may request the Contractor for service by means of telephone, or any other method, in order that prompt remedial action by the Contractor is achieved.

E21. ELEVATOR, ESCALATOR & DUMBWAITER LOCATIONS

E21.1 Locations are identified "A, B, C, D, E, F, G, H, I, J, K, L" on Form A – Unit Price Schedule of Prices, as follows:

Building Address	Name	Type & Number	Manufacturer
A – 25 Poseidon	Pan Am Pool	1 elevator	Otis
B – 100 Main	Office Building	1 elevator	Otis
C – 111 Victoria	Transcona Library	1 elevator	Exel
D – 171 Princess	Civic Centre Car Park	2 elevators	Turnbull
E – 185 King	Office Building	3 elevators	Exel
F – 365 Main	Portage & Main Concourse	8 escalators	4 Otis, 4 Montgomery
G – 365 Main	Portage & Main Concourse	1 handicap elevator	Montgomery
H – 365 Main	Portage & Main Concourse	4 handicap lifts	Various
I – 380 William	Library Archives	1 elevator	Otis
J – 752 McGee	Public Works Shops	1 freight elevator	Otis

K – 1155 Pacific	Office Building	1 elevator	Otis
L – 1910 Portage	St. James Library	1 elevator	Dover/Turnbull

E22. RESPONSE TIME

- E22.1 Services shall be provided on an “as required” basis available twenty-four (24) hours a day, three hundred and sixty-five (365) days a year.
- E22.2 Emergency services shall be provided on a twenty-four (24) hours a day basis and work crews shall be on site and working within one half hour (30 min.) from telephone notification.
- E22.3 Contractor shall provide, a telephone number at which they may be contacted twenty-four (24) hours a day, three hundred and sixty-five (365) days a year. An answering service is acceptable provided that the Contractor returns calls within fifteen (15) minutes of a message from the City.