



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Centralized Request for Quote
 Construction**

Proc Folder: 1108420		Reason for Modification:	
Doc Description: GSD Elevator Maintenance - Open-End		Addendum No.1	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-10-19	2022-10-25 13:30	CRFQ 0211 GSD2300000018	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

10/25/22 11:54:31
 WV Purchasing Division

VENDOR

Vendor Customer Code:
Vendor Name : DC ELEVATOR
Address : 521 SLACK STREET
Street :
City : CHARLESTON
State : WEST VIRGINIA **Country :** UNITED STATES **Zip :** 25301
Principal Contact : KATHY DAVIS
Vendor Contact Phone: 304.345.7222 **Extension:** 602

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Vendor
 Signature X

FEIN# 61-0922853

DATE 10/24/2022

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 1 is issued to publish and distribute the attached information to the vendor community.

Request for Quotation
Elevator Maintenance (Construction)

The West Virginia Purchasing Division is soliciting bids on behalf of General Services Division to establish an open-end contract for Elevator Maintenance, for elevators in buildings owned and operated by the West Virginia Department of Administration as listed in Exhibit B per the bid requirements, specifications and terms and conditions as attached hereto.

In accordance with W. Va. Code 5-22-1(a)(5), total payments under this contract will not exceed \$500,000. This includes all payments under the initial contract term, any renewal terms, all delivery orders, and any change orders.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV US		DEPARTMENT OF ADMINISTRATION GENERAL SERVICES 103 MICHIGAN AVENUE CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Elevator Maintenance				

Comm Code	Manufacturer	Specification	Model #
72101506			

Extended Description:

Elevator Maintenance Contract - Bid MUST be submitted on Exhibit C - Pricing Page

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Mandatory Pre-bid @ 10 AM	2022-10-11
2	Vendor Question Deadline @ 12 PM	2022-10-18

SOLICITATION NUMBER: GSD2300000082

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To publish the Vendor questions and Agency responses

No other changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

CRFQ GSD230000018
Vendor questions and responses.

Q1. Is the elevator technician required to be on-campus /on-site at the State Capitol M-F from 7:00a.m. – 5:00p.m.... except State recognized holidays

A1. Yes, every day. When Session is in, they do work Holidays.

Q2. Historically speaking how many technician(s) are on-site at the State Capitol

A2. One.

Q3. Please provide us with the last two years of inspection reports

A3. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question-and-answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Q4. How many callbacks have you had in the past 6 months?

A4. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question-and-answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Q5. Do you keep a check-in and check-out sheet for the mechanics who are entering the base? If so, can you provide us with the time and hours they are in.?

A5. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question-and-answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Q6. Will the mechanic be able to enter the base through their ID as the vendors did for the bid meeting? If so, will they have access through the ID for the full five-year term or will they have to do a monthly renewal?

A6. This has nothing to do with a base and there are no renewals on ID given.

Q7. What is the current billing rate /mo.?

A7. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question-and-answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

CRFQ GSD230000018
Vendor questions and responses.

Q8. How much have you spent outside of the maintenance contract?

A8. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question-and-answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Q9. How many major repairs have you had over the last 12 months?

A9. Six.

Q10. How many units are overdue in testing?

A10. Zero.

Q11. What are the expectations for the new vendor after a job is identified as deficient in the first 2 weeks?

A11. It is expected that vendors make repairs (as needed) and maintain elevators per specifications throughout the life of the contract.

Q12. Are clarifications allowed to be submitted w/ our bid?

A12. No.

Q13. Is travel time included in the contract?

A13. See Section 7 (Travel) of the specifications.

Q14. What are your decision-making criteria for selecting a vendor?

A14. Lowest responsible bidder meeting specifications.

Q15. Will we be able to survey the equipment prior to the bid being due?

A15. Vendors were allowed to look at elevators the day of the pre-bid and no one wanted nor asked to. Vendors were also told during the pre-bid that if there was an elevator they needed to see, request the specific elevator(s), so that it may be scheduled for a site visit. Since there was no specific elevator in question, and the technical question period has now closed, the answer will be no.

CRFQ GSD230000018
Vendor questions and responses.

Q16. Did this equipment go out to bid last year? And if so what was the reason for this going out to bid this year?

A16. Yes. Agency in danger of going over the spend threshold set by the State. Bid out to advert any overspending.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: GSD2300000018

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

DC ELEVATOR

Company



Authorized Signature

10/24/2022

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.



Department of Administration
 Purchasing Division
 2019 Washington Street East
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GENERAL SERVICES DIVISION		GENERAL SERVICES	
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CHARLESTON WV		CHARLESTON WV	
US		US	

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	Document Phase	Document Description	Page 3
GSD2300000018	Final	GSD Elevator Maintenance - Open-End	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

Building 11 (Chiller Plant) Conference Room
218 California Avenue
Charleston, WV 25305

Tuesday, October 11, 2022 @ 10:00am

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted emails should have the solicitation number in the subject line.

Question Submission Deadline: Tuesday, October 18, 2022 @12:00PM

Submit Questions to: Melissa K. Pettrey, Senior Buyer
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-3970
Email: Melissa.K.Pettrey@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via email. Bids submitted in paper or facsimile form must contain a signature. Bids submitted in wvOASIS are deemed to be electronically signed.

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

For Request for Proposal ("RFP") Responses Only: Submission of a response to a Request for Proposal is not permitted in wvOASIS. In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal prior to the bid opening date and time identified in Section 7 below, plus N/A convenience copies of each to the Purchasing Division at the address shown below. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

Revised 09/12/2022

Bid Delivery Address and Fax Number:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
Fax: 304-558-3970

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:

BUYER: Melissa K. Pettrey, Senior Buyer
SOLICITATION NO.: CRFQ GSD2300000018
BID OPENING DATE: Tuesday, October 25, 2022
BID OPENING TIME: 1:30 pm
FAX NUMBER: 304-558-3970

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: Tuesday, October 25, 2022 @ 1:30pm

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:
www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

23. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor *wvOASIS* or the Purchasing Division’s website to determine when a contract has been awarded.

24. ISRAEL BOYCOTT CERTIFICATION: Vendor’s act of submitting a bid in response to this solicitation shall be deemed a certification from bidder to the State that bidder is not currently engaged in, and will not for the duration of the contract, engage in a boycott of Israel. This certification is required by W. Va. Code § 5A-3-63.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: The Initial Contract Term will be for a period of one-year from award. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

the contract will continue for _____ years;

the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

One-Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Construction/Project Oversight: This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

Other: Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One-Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

Construction: This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancellation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.

Automobile Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

Commercial Crime and Third Party Fidelity Insurance in an amount of: 100,000.00 per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

Builders Risk Insurance in an amount equal to 100% of the amount of the

Contract. **Pollution Insurance** in an amount of: _____ per

occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

Revised 09/12/2022

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

ADDITIONAL TERMS AND CONDITIONS (Construction Contracts Only)

1. CONTRACTOR'S LICENSE: Until June 15, 2021, West Virginia Code § 21-11-2, and after that date, § 30-42-2, requires that all persons desiring to perform contracting work in this state be licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Applications for a contractor's license may be made by contacting the West Virginia Contractor Licensing Board.

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a contract award document.

2. BONDS: The following bonds must be submitted:

- a. **BID BOND:** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. **THE BID BOND MUST BE SUBMITTED WITH THE BID OR VENDOR'S BID WILL BE DISQUALIFIED.**
- b. **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.
- c. **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.
- d. **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system if the work impacts an existing roof. The amount of the bond must be equal to the price associated with the percentage of the project impacting the roof. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of the bid bond must be of the same amount required of the Bid Bond and delivered with the bid.

3. DRUG-FREE WORKPLACE AFFIDAVIT: W. Va. Code § 21-1D-5 provides that any solicitation for a public improvement contract requires each Vendor that submits a bid for the work to submit an affidavit that the Vendor has a written plan for a drug-free workplace policy. If the affidavit is not submitted with the bid submission, the Purchasing Division shall promptly request by telephone and electronic mail that the low bidder and second low bidder provide the affidavit within one business day of the request. Failure to submit the affidavit within one business day of receiving the request shall result in disqualification of the bid. To comply with this law, Vendor should complete the enclosed drug-free workplace affidavit and submit the

same with its bid. Failure to submit the signed and notarized drugfree workplace affidavit or a similar affidavit that fully complies with the requirements of the applicable code, within one business day of being requested to do so shall result in disqualification of Vendor's bid. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

3.1. DRUG-FREE WORKPLACE POLICY: Pursuant to W. Va. Code § 21-1D-4, Vendor and its subcontractors must implement and maintain a written drug-free workplace policy that complies with said article. The awarding public authority shall cancel this contract if: (1) Vendor fails to implement and maintain a written drug-free workplace policy described in the preceding paragraph, (2) Vendor fails to provide information regarding implementation of its drug-free workplace policy at the request of the public authority; or (3) Vendor provides to the public authority false information regarding the contractor's drug-free workplace policy.

Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

4. DRUG FREE WORKPLACE REPORT: Pursuant to W. Va. Code § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. For contracts over \$25,000, the public authority shall be the West Virginia Purchasing Division. For contracts of \$25,000 or less, the public authority shall be the agency issuing the contract. The report shall include:

- (1) Information to show that the education and training service to the requirements of West Virginia Code § 21-1D-5 was provided;
- (2) The name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- (3) The average number of employees in connection with the construction on the public improvement;
- (4) Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor should utilize the attached Certified Drug Free Workplace Report Coversheet when submitting the report required hereunder. Pursuant to W. Va. Code 21-1D-2(b) and (k), this provision does not apply to public improvement contracts the value of which is \$100,000 or less or temporary or emergency repairs.

5. AIA DOCUMENTS: All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the attached AIA documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein.

6. PROHIBITION AGAINST GENERAL CONDITIONS: Notwithstanding anything contained in the AIA Documents or the Supplementary Conditions, the State of West Virginia will not pay for general conditions, or winter conditions, or any other condition representing a delay in the contracts. The Vendor is expected to mitigate delay costs to the greatest extent possible and any costs associated with Delays must be specifically and concretely identified. The state will not consider an average daily rate multiplied by the number of days extended to be an acceptable charge.

7. GREEN BUILDINGS MINIMUM ENERGY STANDARDS: In accordance with § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

8. LOCAL LABOR MARKET HIRING REQUIREMENT: Pursuant to West Virginia Code §21-1C-1 et seq., Employers shall hire at least seventy-five percent of employees for public improvement construction projects from the local labor market, to be rounded off, with at least two employees from outside the local labor market permissible for each employer per project.

Any employer unable to employ the minimum number of employees from the local labor market shall inform the nearest office of Workforce West Virginia of the number of qualified employees needed and provide a job description of the positions to be filled.

If, within three business days following the placing of a job order, Workforce West Virginia is unable to refer any qualified job applicants to the employer or refers less qualified job applicants than the number requested, then Workforce West Virginia shall issue a waiver to the employer stating the unavailability of applicant and shall permit the employer to fill any positions covered by the waiver from outside the local labor market. The waiver shall be in writing and shall be issued within the prescribed three days. A waiver certificate shall be sent to both the employer for its permanent project records and to the public authority.

Any employer who violates this requirement is subject to a civil penalty of \$250 per each employee less than the required threshold of seventy-five percent per day of violation after receipt of a notice of violation.

Any employer that continues to violate any provision of this article more than fourteen calendar days after receipt of a notice of violation is subject to a civil penalty of \$500 per each employee less than the required threshold of seventy-five percent per day of violation.

The following terms used in this section have the meaning shown below.

(1) The term “construction project” means any construction, reconstruction, improvement, enlargement, painting, decorating or repair of any public improvement let to contract in an amount equal to or greater than \$500,000. The term “construction project” does not include temporary or emergency repairs;

(2) The term “employee” means any person hired or permitted to perform hourly work for wages by a person, firm or corporation in the construction industry; The term “employee” does not include:(i) Bona fide employees of a public authority or individuals engaged in making temporary or emergency repairs;(ii) Bona fide independent contractors; or(iii) Salaried supervisory personnel necessary to assure efficient execution of the employee's work;

(3) The term “employer” means any person, firm or corporation employing one or more employees on any public improvement and includes all contractors and subcontractors;

(4) The term “local labor market” means every county in West Virginia and any county outside of West Virginia if any portion of that county is within fifty miles of the border of West Virginia;

(5) The term “public improvement” includes the construction of all buildings, roads, highways, bridges, streets, alleys, sewers, ditches, sewage disposal plants, waterworks, airports and all other structures that may be let to contract by a public authority, excluding improvements funded, in whole or in part, by federal funds.

9. DAVIS-BACON AND RELATED ACT WAGE RATES:

The work performed under this contract is federally funded in whole, or in part. Pursuant to _____, Vendors are required to pay applicable Davis-Bacon wage rates.

The work performed under this contract is not subject to Davis-Bacon wage rates.

10. SUBCONTRACTOR LIST SUBMISSION: In accordance with W. Va. Code § 5-22-1, the apparent low bidder on a contract valued at more than \$250,000.00 for the construction, alteration, decoration, painting or improvement of a new or existing building or structure shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. (This section does not apply to any other construction projects, such as highway, mine reclamation, water or sewer projects.) The subcontractor list shall be provided to the Purchasing Division within one business day of the opening of bids for review.

If the apparent low bidder fails to submit the subcontractor list, the Purchasing Division shall promptly request by telephone and electronic mail that the low bidder and second low bidder provide the subcontractor list within one business day of the request. Failure to submit the subcontractor list within one business day of receiving the request shall result in disqualification of the bid.

If no subcontractors who will perform more than \$25,000.00 of work are to be used to complete the project, the apparent low bidder must make this clear on the subcontractor list, in the bid itself, or in response to the Purchasing Division's request for the subcontractor list.

a. Required Information. The subcontractor list must contain the following information:

i. Bidder's name

ii. Name of each subcontractor performing more than \$25,000 of work on the project.

iii. The license number of each subcontractor, as required by W. Va. Code § 21-11-1 et. seq.

iv. If applicable, a notation that no subcontractor will be used to perform more than \$25,000.00 of work. (This item iv. is not required if the vendor makes this clear in the bid itself or in documentation following the request for the subcontractor list.)

b. Subcontractor List Submission Form: The subcontractor list may be submitted in any form, including the attached form, as long as the required information noted above is included. If any information is missing from the bidder's subcontractor list submission, it may be obtained from other documents such as bids, emails, letters, etc. that accompany the subcontractor list submission.

c. Substitution of Subcontractor. Written approval must be obtained from the State Spending Unit before any subcontractor substitution is permitted. Substitutions are not permitted unless:

i. The subcontractor listed in the original bid has filed for bankruptcy;

ii. The subcontractor in the original bid has been debarred or suspended; or

iii. The contractor certifies in writing that the subcontractor listed in the original bid fails, is unable, or refuses to perform his subcontract.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) KATHY DAVIS, BRANCH MANAGER

(Address) 521 SLACK STREET CHARLESTON WV 25301

(Phone Number) / (Fax Number) (304)345-7222 / (304)346-1086

(email address) kathy.davis@dcelevator.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

DC ELEVATOR _____

(Company)

(Signature of Authorized Representative)

KATHY DAVIS, BRANCH MANAGER 10/24/2022

(Printed Name and Title of Authorized Representative) (Date)

(304)345-7222 / (304)346-1086

(Phone Number) (Fax Number)

kathy.davis@dcelevator.com

(Email Address)

REQUEST FOR QUOTATION
GSD230000018 Elevator Maintenance

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of General Services Division to establish an open-end contract for Elevator Maintenance, for elevators in buildings owned and operated by the West Virginia Department of Administration as listed in Exhibit B. All services shall ensure that the equipment is kept operating in accordance with manufacturer's specifications, federal, state, and local regulations including the Americans with Disabilities Act and the American National Standard Safety Code for Elevators.

The list of elevators provided in Exhibit B is indicative of current elevators in buildings owned and operated by the Department of Administration. The contract that will be established from this solicitation will include any additional, or upgraded, elevators that may be installed during the life of this contract. A change order will be required to address any changes to the existing contract. Due to Elevator Modernization Project that is being performed concurrent with this project, there will be various elevators will be "out-of-service" for periods of this contract and will need to be adjusted accordingly.

In accordance with W. Va. Code § 5-22-1(a)(5), total payments under this contract will not exceed \$500,000. This includes all payments under the initial contract term, any renewal terms, all delivery orders, and any change orders.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **"Elevator Maintenance"** means Preventive Maintenance and Corrective Maintenance services provided by Vendor under this Contract.
 - 2.2 **"Preventive Maintenance"** means activities that have been specifically identified on Exhibit A. Preventive maintenance is intended to include regularly scheduled activities that are known and anticipated in advance rather than one-time repairs.
 - 2.3 **"Corrective Maintenance"** includes all work not identified as Preventive Maintenance on Exhibit A. Corrective Maintenance is intended to cover work performed on an as-needed basis to identify and correct a malfunction or failure in an Elevator system and testing to ensure that equipment is in proper working order after the repair.
 - 2.4 **"Pricing Pages"** means the schedule of prices, estimated quantity, and totals attached hereto as Exhibit C.

REQUEST FOR QUOTATION
GSD2300000018 Elevator Maintenance

- 2.5 “RFQ” means the official RFQ published by the Purchasing Division and identified as GSD2000000001.
- 2.6 “Call-back Service” shall be defined as maintenance service performed between the hours of 5:01pm EST and 6:59am EST Monday through Friday, and all day on Saturday and Sunday, on an as-requested basis to correct a malfunction or failure in an elevator.
- 2.7 “Holidays” shall mean days designated by WV Code §2-2-1 as legal holidays (i.e., New Year’s Day, Martin Luther King Day, Presidents Day, Memorial Day, West Virginia Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Election Days, Thanksgiving Day, Christmas Day).
- 2.8 “Full-Service Maintenance” shall mean routine inspections, replacement of parts, components, and material on elevator components or equipment on a pre-planned schedule prior to the failure or wear-out period of the part, component, or materials and maintenance due to mechanical breakdown as a result of normal wear and tear. The planned inspections and replacement of parts, components, and material shall be in accordance with the equipment manufacturers’ specifications and recommendations or in accordance with National Code Requirements. Full-Service Maintenance is inclusive of corrective and preventative maintenance required due to normal usage.
3. **PERFORMANCE REQUIREMENTS:** Vendor shall provide Agency with Elevator Maintenance on an open-end and continuing basis as outlined in this Contract.

3.1 Full-Service Maintenance

- 3.1.1 Full-Service Maintenance shall include all supervision, labor, materials, equipment, and tools necessary to keep all equipment operating in accordance with the manufacturers’ specifications, federal, state, and local regulations including the Americans with Disabilities Act and the American National Safety Code for Elevators. Full-Service Maintenance shall be covered under the flat monthly rate as agreed upon herein.
- 3.1.2 Vendor shall provide full-time mechanic personnel for dedicated Full-Service Maintenance under this contract for all units located within the Charleston, WV metro area. Working hours covered by said personnel shall be between 7:00am EST and 5:00pm EST, Monday through Friday except State recognized holidays. During these established work hours, if meeting the Full-Service Maintenance requirements necessitates more than one technician being on-site, as determined by the Division of

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Labor regulation on weight limitation or other such regulation which would require more than one person to perform the operation, the Vendor shall bear the responsibility of any additional man hours or costs.

- 3.1.3 For buildings outside the Charleston metro area (Buildings 23, 25, 32, 34, 53, 54, and 55) the Vendor shall follow the monthly maintenance schedule provided to the Agency Building Maintenance and Operations Manager.
- 3.1.4 Five (5) business days after award of the Contract, Vendor shall provide a monthly schedule of all inspections, lubrications, adjustments, tests, cleanings, routine maintenance, safety checks, and other Full-Service Maintenance.
- 3.1.5 Vendor shall continuously analyze equipment performance, including riding quality, equipment condition, operational systems, and perform all part replacements and adjustments required to maintain operating performance. Routine examinations and maintenance shall be made at **least twice monthly** for each elevator.

3.2 Call-Back Service

- 3.2.1 Vendor shall provide Call-Back Service for **all locations** listed in Exhibit B. Call-Back Service shall be covered under the flat monthly rate as agreed upon herein.
- 3.2.2 Call-Back Service shall be required whenever requested by the Agency and shall be carried out to completion, without interruptions, regardless of normally scheduled working hours, weekends, or holidays. Work may be suspended for such time as is required to obtain needed parts, with approval, or instruction, by the Agency.
- 3.2.3 On site response time for Call-Back Service calls for buildings located in Charleston or South Charleston shall be guaranteed within one (1) hour of telephone notification. On site response time for Call-Back Services calls for buildings outside of Charleston or South Charleston shall be guaranteed within two (2) hours of telephone notification. If the Vendor does not arrive onsite in the designated time and has not received written approval from the Agency, the Vendor may be assessed Liquidated Damages in the sum of \$75 per hour of delay.

In the event of an entrapment the Vendor shall be on site to buildings located in Charleston or South Charleston within thirty (30) minutes of telephone notification. In the event of an entrapment the Vendor shall be on site to

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buildings located outside Charleston or South Charleston within one (1) hour of telephone notification. If the Vendor does not arrive onsite in the designated time and has not received written approval of the Agency, the Vendor may be assessed Liquidated Damages in the sum of \$75 per hour of delay.

- 3.2.4** If additional maintenance and/or corrections are required to place the elevator back into service and the cause of the service call was not due to a transient problem related to work covered under the Full-Service Maintenance program, then the Vendor, upon approval of the Agency, in the form of a written release order will be entitled to invoice for the remedial corrections outside of the initial service call. No additional work will be paid for by the Agency without issuance of a written release order from an Agency representative.

3.3 Elevator Maintenance (Preventive and Corrective)

- 3.3.1** Vendor shall provide Elevator Maintenance in accordance with manufacturer's recommendations and specifications, as well as industry best practices, at all facilities listed on Exhibit B attached hereto and incorporated herein by reference.
- 3.3.2** Vendor shall furnish and install parts as necessary to keep the elevator systems at each facility listed on Exhibit B in proper working order.
- 3.3.3** Vendor shall furnish all equipment, tools, and parts necessary for the performance of the Elevator Maintenance. Equipment and tools will be provided at no cost to the Agency.
- 3.3.4** Vendor shall provide expendable materials used in the scope of performing under this Contract at no cost to the Agency. Such items may include, but are not limited to, grease, cleaning supplies, rags, etc.
- 3.3.5** Vendor may only remove equipment from service for a period of 24 hours or more with written permission from the Agency. Any request to remove equipment for 24 hours or more must include a description of the work required and an estimate of the time the equipment will be out of service.
- 3.3.6** Vendor shall maintain a continuous 24-hour emergency telephone service where they can be reached every day of the week, including Sundays and Holidays.

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3.3.7 Vendor shall not perform any Elevator Maintenance under this contract without prior approval from Agency.

3.3.8 Vendor shall furnish a warranty of 12 months for all labor performed under this contract.

3.4 Preventive Maintenance:

3.4.1 Vendor shall perform Preventive Maintenance on a monthly basis in accordance with a schedule mutually agreed upon by the Vendor and Agency.

3.4.2 Vendor will be compensated for Preventive Maintenance activities through a monthly fee. Vendor must provide parts necessary to perform Preventive Maintenance at no additional cost to Agency. Any cost for such parts must be included in the monthly Preventive Maintenance fee.

3.4.3 Vendor shall submit a proposed schedule of all Preventive Maintenance within 5 business days of Vendor being awarded this contract for approval by Agency, at Agency's discretion.

3.5 Corrective Maintenance:

3.5.1 Vendor shall perform Corrective Maintenance as needed to restore the elevator systems to working order. Vendor shall bill for Corrective Maintenance on an hourly basis. Parts for Corrective Maintenance may be billed using the multiplier bid as described below.

3.5.1.1 Stand-By services shall also be included for the same hourly rate as Corrective Maintenance.

3.5.2 Vendor shall respond to Corrective Maintenance calls from Agency by phone or in person within two hours and must arrive on site to begin performance as soon as possible, but no later than four hours after Vendor is notified of the request. Vendor may only deviate from the required four-hour response time with written permission from the Agency.

3.5.3 Corrective Maintenance must be performed between the hours of 7:00 A.M. and 5:00 P.M., Monday through Friday, excluding Holidays, unless the Agency approves work at another time.

3.5.3.1 Notwithstanding section 3.3.3 above, Agency may request Corrective Maintenance on an emergency basis by notifying the

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Vendor of the emergency. Vendor must respond to all emergency requests within 30 minutes of being notified of the emergency request and arrive on site to begin performance no later than two hours after being notified of the emergency. Emergency requests can be authorized by GSD Business Unit and must be completed anytime 24 hours per day, 7 days per week unless otherwise permitted by Agency.

3.5.4 Parts:

3.5.4.1 Vendor is responsible for procuring all necessary parts needed to perform Elevator Maintenance under this Contract within the required time frames established herein. Vendor must, however, obtain advanced approval from Agency prior to purchasing any part in excess of \$2,500.00. Freight charges for parts are not permitted. See section 10.2.2. for more detail on freight charges.

3.5.4.2 Vendor shall maintain a supply or inventory of routinely used replacement parts for the elevator systems utilized by the Agency. All replacement parts shall be equal to or better than original manufacturer's parts. All parts used for replacement for normal wear or failed parts shall be new and obtained from authorized parts suppliers of the appropriate equipment manufacturer.

3.5.4.3 Third Party Repairs: Third-party service required to repair parts or components (e.g., motor rewinding, etc.) can be charged as other parts, using the third-party vendor invoice total as the parts cost and any parts mark-up included in this Contract. Agency must pre-approve any parts charges.

3.5.4.4 Disposal: Vendor is responsible of disposal of all replaced parts, oils, or anything relating to elevators. Such disposal shall comply with all applicable EPA (Environmental Protection Agency) standards.

3.5.4.5 Parts Warranty: The Contractor shall provide a copy of the manufacturer's warranty on parts with the invoice.

3.6 Safety Checks and Tests

3.6.1 Inspection and Testing shall be in accordance with Section 1001 of ANSI A17.1 and in accordance with all current state and federal laws, codes, or regulations. Safety inspection and testing service shall be covered under the flat monthly rate as agreed upon herein. Contractor

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may be held responsible for damage to the elevator or building if tests are not conducted properly, in accordance with the West Virginia Department of Labor guidelines and approved inspection services.

- 3.6.2** All *5-year* Full load safety tests, all annual no-load safety tests, and all I hydraulic relief tests shall be arranged and performed by the Contractor. Contractor shall file the proper tags and forms with the Division of Labor.
- 3.6.3** This Contract shall also require the Contractor to accomplish any corrective work as deemed necessary by the assigned Labor and Industry Elevator Inspector, WV approved third party inspector and/or designated West Virginia elevator consultant.
- 3.6.4** Vendor shall have thirty (30) days to correct any deficiency identified by the Division of Labor, third-party inspector, elevator consultant or Agency, or to obtain a waiver from the Division of Labor, or to acquire written Agency approval to not complete the correction. The thirty days begins upon notification being issued to the Vendor by any of these parties.
- 3.6.5** Failure by the Vendor to complete correction of identified deficiencies may result in the imposition of Liquidated Damages at the rate of \$100 per day for every day beyond the thirty calendar days established by the notification. If an identified deficiency results in the elevator being tagged "Out of Service" by the Division of Labor, liquidated damages may be assessed at the rate of \$200 per day until such time that the correction is completed, or the Vendor acquires written approval from the Agency to not complete the correction.
- 3.6.6** The Vendor shall maintain a minimum 80% passing rate for inspection of all elevators currently in service during any annual period.
- 3.6.7** The Contractor shall be required to perform all safety tests for all certified third-party inspectors. The Agency will be responsible for all costs for third-party inspectors. The Agency will be responsible for payment of Division of Labor certification fees. The Contractor shall be responsible for coordinating and scheduling all inspections with the third-party Contractor.
- 3.6.8** Monthly, the Contractor shall test all equipment for proper operation in all buildings that have emergency generators and note the date on the chart in the elevator machine room.
- 3.6.9** When fire service is present, emergency light, alarm, telephone, fire recall and emergency return units shall be tested monthly to insure operability. A written record of this test shall be kept in the elevator

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machine room. Re-programming of elevator telephones shall be included in the Full-service maintenance.

3.7 Removal from Service

3.7.1 Only under emergency situations will the Contractor remove an elevator from service without prior approval from the Agency. Any elevator removed from service by the Contractor for maintenance shall be restored to service promptly. Under no circumstance shall any elevator covered by this contract be out of service for a period greater than twenty-four (24) hours unless the Contractor has obtained approval from the Agency. The request for approval should include a description of the maintenance actions, estimated length of time service will be down and should be made well enough in advance so that the downtime can be scheduled.

3.7.2 Should any elevator covered by this contract be removed from service as the result of failing an inspection or by the Agency for any period of time and for any reason., the Contractor shall pro-rate the monthly charge for said elevator by reducing it a fraction of 1/X for each day during the month in which the elevator is out of service (e.g. 1/28th for February in a non-leap year, 1/31st for January, March, May, etc.). Vendor's invoice shall clearly indicate the fraction of monthly charge being billed (e.g. 18/30 days, 14/29 days, etc.).

4. FACILITIES ACCESS: The facilities identified in this contract may require access cards and/or keys to gain entrance.

4.1 Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

4.2 Vendor will be responsible for controlling cards and keys and will pay replacement fee if the cards or keys become lost or stolen.

4.3 Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

4.4 Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

4.5 Vendor shall inform all staff of Agency's security protocol and procedures.

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5. QUALIFICATIONS:

5.1 Experience: Vendor, or Vendor's employees that will be performing under this contract, must have successfully maintained elevator systems of the type, character and magnitude currently being utilized by Agency and included on the list of elevator equipment, attached hereto as Exhibit B, on two or more occasions in the last five years. Vendor should provide information confirming its experience prior to contract award.

5.2 Training: Vendor, or Vendor's employees that will be performing under this contract, shall be trained and/or certified to provide Elevator Maintenance on the equipment located at the Agency's facilities as shown on Exhibit B. Vendor must provide Agency with documentation satisfactory to verify training and certification upon request.

5.3 Factory Authorization: Vendor must be authorized by the applicable manufacturer to perform repair and warranty work on the equipment listed on Exhibit B.

5.4 Certifications: Vendor shall ensure that all Elevator Maintenance performed under this Contract is performed by an appropriately licensed individual. Required licenses may include, but are not limited to the following:

5.4.1 Electricians – WV Electricians License

5.4.2 NEIEP Certification or equal – National Elevator Industry Educational Program

5.4.3 WV Contractor's License

5.5 Building Codes: At a minimum, the Elevator Maintenance shall comply with the current editions of building standards and codes in effect at the time of performance.

6. REPORTS: Vendor shall provide all the reports as outlined below.

6.1 Preventive Maintenance Log: Vendor shall provide and update a Preventive Maintenance log in the form of a chart posted in the vicinity of elevator equipment. The Preventive Maintenance log must include a listing of all Preventive Maintenance performed, the name of the individual performing the Preventive Maintenance, the date it was performed, and the time spent performing the

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Preventive Maintenance. Vendor shall also maintain a duplicate maintenance log that Vendor must submit to Agency on a monthly basis.

6.2 Corrective Maintenance Log: Vendor shall maintain a log of all Corrective Maintenance performed under this Contract. The log must include the name of the individual performing the Corrective Maintenance, a description of the work performed, a list of any parts that were repaired or replaced, the total time spent performing the Corrective Maintenance, and the date and time Corrective Maintenance was performed. Vendor shall submit a copy of this log to Agency upon Agency's request.

6.3 Monthly Failure Log: Vendor shall maintain a log of all elevator failures during this Contract. The log must include the cause of the failure, the resolution to correct the failure, the name of the individual performing the work, a description of the work performed, a list of any parts that were repaired or replaced, the total time spent performing the work, and the date and time of the work. Vendor shall submit a copy of this log to the Agency on a monthly basis.

6.4 Quarterly and Annual Reports: Vendor shall provide quarterly reports and annual summaries to the Agency, and to the Purchasing Division when requested, with a detailed listing of Elevator Maintenance performed under this Contract during that period of time. The quarterly and annual reports must include a listing of the hours worked per project, the cost of hours worked per project, the total of all hours worked and corresponding cost, a listing of parts utilized per project, the cost of parts utilized per project, the total parts used for the period, the cost of parts for the period, a grand total of all costs for the period, and any other information that the Agency or Purchasing Division may request.

7. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Such costs will not be paid by the Agency.

8. **CONTRACT AWARD:** This Contract will be awarded to the Vendor meeting the required specifications that provides the lowest Total Cost on the Pricing Pages.

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8.1 Pricing Pages: Vendor should complete the Pricing Pages by inserting the requested information in the appropriate location and performing the calculations necessary to arrive at a total cost. The requested information includes: A monthly cost, an hourly labor rate, a parts multiplier, a total yearly cost, the total labor cost, the total parts cost, and the total cost. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bid being disqualified.

The Pricing Pages contain an estimated number of labor hours and an estimated cost for parts. The estimates for labor and parts represent an amount that will be utilized for evaluation purposes only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should type or electronically enter the information into the Pricing Pages to prevent errors in the evaluation. Notwithstanding the foregoing, the Purchasing Division may correct errors at its discretion.

An example of a properly completed Pricing Page is shown below for reference purposes only:

Monthly Charge	x	12 Months	=	Total Yearly Cost
<u>\$200</u>	x	<u>12</u>	=	<u>\$2,400</u>
Hourly Labor Rate	X	Estimated Hours	=	Total Labor Cost
<u>\$ 50</u>	x	<u>200</u>	=	<u>\$ 10,000</u>
Estimated Parts Cost	x	Multiplier	=	Total Parts Cost
<u>\$10,000.00</u>	x	<u>1.20</u>	=	<u>\$ 12,000</u>
Total Cost				<u>\$ 24,400</u>

9. ORDERING

9.1 Preventive Maintenance Ordering: After award of this Contract Agency and Vendor shall agree upon a Preventive Maintenance schedule. The Agency shall then issue a release order against this Contract covering the agreed upon Preventive

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Maintenance to be performed.

9.2 Corrective Maintenance Ordering: The Agency shall define the scope of each Corrective Maintenance project to be performed under this Contract and submit it to Vendor for a cost quote prior to Vendor's commencement of any work. The cost quote must detail the intended scope of work required to complete the project and contain an itemized listing of time and parts that will be required. If the Vendor's quote is satisfactory to the Agency, then Agency will issue a release order allowing Vendor to commence work. This release order shall have a unique number, reference the master contract number, and detail the scope of work for the project in question. Issuance of the release order to the Contractor shall be considered authorization to begin work. If the Agency determines that the cost quote is not satisfactory, then Agency and Vendor shall work to obtain a satisfactory cost quote by modifying the project, requesting different parts, performing labor with state employees, or other methods that Agency and Vendor deem appropriate.

9.3 Vendor is not permitted to perform any work other than that specified on the release order issued under section 9.1 or 9.2 of this Contract.

10. CONTRACT VALUE LIMIT

10.1 In accordance with W. Va. Code § 5-22-1(a)(5), total payments under this contract will not exceed \$500,000.

10.2 Change orders (including renewals) and delivery orders that cause this contract to exceed \$500,000 will not be permitted.

11. BILLING / PAYMENT:

11.1 Preventive Maintenance: All labor and parts associated with the Preventative Maintenance activities must be included in the monthly charge. Vendor may submit monthly invoices to obtain payment for Preventive Maintenance.

11.2 Corrective Maintenance:

11.2.1 Labor: Labor for Corrective Maintenance will be billed on a per hour basis using the number of hours worked and the single hourly rate bid by vendor. Vendor may include Corrective Maintenance on its monthly invoices or submit requests for payment of Corrective Maintenance on a separate invoice provided the work has been completed.

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11.2.2 Parts: Parts for Corrective Maintenance will be billed on a cost-plus basis with the multiplier designated by Vendor on the Pricing Page to serve as the markup. (Examples of how the multiplier should be used are shown below) For purposes of this Contract, Vendor's cost is the amount paid by Vendor to the manufacturer or supplier and does not include Vendor's overhead, stocking fees, delivery charges, or other fees that are not direct payment for parts. All charges not associated with direct payments to the manufacturer or supplier must be accounted for in the markup represented by the multiplier.

Multiplier	
<u>Example</u>	<u>Meaning</u>
0.5	Vendor sells parts to Agency at one-half of Vendor's cost.
1.0	Vendor sells parts to Agency at Vendor's cost
1.25	Vendor sells parts to Agency at Vendor's cost plus a 25% markup.
1.5	Vendor sells parts to Agency at its cost plus a 50% markup.

Notwithstanding the foregoing, Vendor may invoice Agency for expedited or emergency delivery of parts provided that the expedited or emergency delivery was requested by the Agency in advance, the delivery charge is specifically listed on the billing invoice to the Agency, the Agency pays no more than the actual delivery charge, and the actual delivery charge documentation is included with the invoice.

11.3. Invoices shall be submitted for payment (in arrears) and must include the following information:

11.3.1. Invoice must include, at a minimum, invoice date, FEIN number, complete address of vendor and Contract Number.

11.3.2. Invoices shall be mailed to the following address:

General Services Division
Attn: Business Manager
Building 4, Fifth Floor
112 California Avenue
Charleston, WV 25305

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11.3.3. Or, emailed to GSDInvoices@wv.gov

11.4. Liquidated Damages: In any instance in which liquidated damages will be imposed by the Agency against the Vendor, the amounts for liquidated damages will be subtracted from the invoice for the month's service (for the specific elevator) during which the event triggering the liquidated damages occurred and from immediately subsequent monthly billings, until such time that the entire damages are liquidated. Agency will provide vendor written explanation prior to the deduction of any portion of any invoice. Vendor will provide Agency with a single, direct point of contact to whom this written explanation will be communicated.

12. DEFAULT:

12.1 The following shall be considered a default under this Contract.

12.1.1 Failure to perform Elevator Maintenance in accordance with the requirements contained in herein.

12.1.2 Failure to comply with other specifications and requirements contained herein.

12.1.3 Failure to comply with any applicable law, rule, ordinance, or building code applicable to this Contract or Elevator Maintenance generally.

12.1.4 Failure to remedy deficient performance upon request.

12.2 The following remedies shall be available upon default.

12.2.1 Cancellation of the Contract.

12.2.2 Cancellation of one or more release orders issued under this Contract.

12.2.3 Any other remedies available in law or equity.

12.3 Agency reserves the right to inspect the Elevator Maintenance to ensure that Vendor's performance is in compliance with this Contract. If Agency determines that Vendor has failed to perform in accordance with this Contract, Agency may demand that the Vendor immediately remedy the failure or consider the failure to be a default. Vendor's failure to remedy the deficient performance, if given the opportunity to do so, shall be considered a default.

REQUEST FOR QUOTATION
GSD230000018 Elevator Maintenance

EXHIBIT A – PREVENTIVE MAINTENANCE

Preventive Maintenance Activities Include:

1. Inspections

- a. Monthly inspections on all elevators.** Vendor must complete monthly inspections on all elevators covered under this Contract. Wiring diagrams, blueprints, or any equipment or parts thereof shall be provided to the Vendor; but shall remain in the possession and control of the Agency. Monthly inspections include, but are not limited to:
- i. Check machine room doors are all self-closing and self-locking.
 - ii. Ensure all lights and AC are working in the elevator room.
 - iii. Ensure all shunt trip breaker lights are working.
 - iv. Service & Testing logs are present and up to date, including fire alarms, smoke detectors, emergency power.
 - v. Check phone and intercom for proper operation.

2. Testing

- a. Annual safety test, five-year full load safety test, I hydraulic relief test.** Vendor must arrange and perform all 5-year full load safety tests, all annual safety tests, and all I hydraulic relief tests. Tests must be in accordance with the standards set forth in American Standard Safety Practices for the Inspection of Elevators A17.2---ASA and American Standard Safety Code for Elevators, A17.1---ASA, or later versions of the ASA if applicable. Vendor shall be responsible for coordinating the annual safety testing with an Inspector who is approved by the West Virginia Division of Labor. Vendor shall provide certified test reports to the Agency as soon as practicable. Vendor shall file the proper paperwork and tags with the Division of Labor. Vendor must also accomplish any corrective work as deemed necessary by the assigned Labor and industry Elevator Inspector, WV approved third party inspector and/or designated WV elevator consultant. Required repairs will be considered corrective maintenance and completed in accordance with the requirements of this contract.
- b. Additional Testing.** Vendor must complete any additional testing required by the West Virginia Division of Labor to obtain and maintain certifications necessary to keep elevators in operation. Required repairs will be considered corrective maintenance and completed in accordance with the requirements of this contract.

REQUEST FOR QUOTATION
GSD2300000018 Elevator Maintenance

3. Entrapment

a. Emergency Entrapment: Vendor must arrive onsite within 30 minutes to free passengers trapped on the elevator. This response requirement applies 24 hours per day, 7 days per week. All efforts to free the trapped passenger must be treated as preventive maintenance. Efforts to repair the problem that caused the entrapment must be treated as Corrective Maintenance.

4. System Restart: Vendor shall restart and/or reprogram the elevator systems after a power outage, power surge, or other electrical event that takes one or more elevators offline. This provision does not include mechanical repairs, which will be completed as Corrective Maintenance.

5. Machine Rooms: Controllers, Hoist Motors, Generators, shall be kept clean of dirt, dust, and oil. Seals shall be changed as needed to prevent leakage. Brushes changed on an as-needed basis to prevent commutator damages. Refill gear cases and guide lubricators. Oil reservoirs shall be kept properly sealed to prevent leakage. Vendor shall use lubricants recommended by the manufacturer of the equipment or be equal to the manufacturer's recommendations. Machine room floors shall be swept clean and painted as necessary.

6. Hoistway: All Hoistways shall be cleaned annually. Hoistway doors, tracks, hangers, guide shoes or guide rollers and relating cables shall be changed as needed. Lubricate guide rails except for roller guide installations. All overhead sheaves shall be lubricated every six months. All pits shall be cleaned as needed. All compensating sheaves, cables, chains, and bearings shall be properly cleaned and lubricated. Car tops shall be cleaned every six months.

7. Hydraulic Elevators: Pit drip buckets must be emptied regularly to prevent overflow. If a 5-gallon bucket fills in 30 days, the packing shall be changed. Drip pans under the hydraulic controller pump units shall be kept clean of oil.

8. Car Speeds: At all times, the Vendor shall maintain the efficiency, speed and safety for the elevator as designated by the original manufacturer. This includes acceleration, retardation, contract speed in feet per second, with or without full load, and floor to floor.

9. Door Speeds: All door opening and closing speeds are thrust shall be maintained.

REQUEST FOR QUOTATION
GSD230000018 Elevator Maintenance

- 10. Fire Services:** When fire service is present it shall be tested every 30 days and recorded in the machine room. This includes emergency lights, alarms, telephones, fire recall and emergency recall. Vendor shall properly note the date on the chart in the elevator machine room.
- 11. Suspension, Comp Ropes, and Governor Lines:** All suspension ropes, compensating ropes, and governor lines shall be examined and equalized and be changed per code. Replacement ropes shall meet all code requirements and shall be equal or better than the original ropes in design, material, construction, and strength as specified by the elevator manufacturer.
- 12. Vendor shall replace, or make corrections to the below listed parts or equipment due to age, normal wear and tear, frequent mechanical breakdowns or for safety reasons:**
- a. Hoisting machines and machine brakes.
 - b. Motor generators or solid-state motor drives, and starters.
 - c. Transformers, and filters.
 - d. Control, selector, dispatch, signal, and relay panels.
 - e. Hoisting motors, selector motors and drives.
 - f. Tension frames, and magnet frames.
 - g. Worms, gears, bearings, thrusts, and rotating elements.
 - h. Brakes, coils linings, shoes, and pins.
 - i. Brushes, commutators, windings, and coils.
 - j. Contacts, relays, resistors, and transistors.
 - k. Solid-state panels, boards, and control devices.
 - l. Computers, PLC's, and video monitors.
 - m. PLC's software and hardware.
 - n. Hydraulic power units, pumps, and valves.
 - o. Operating valves, manual and automatic.
 - p. Pistons and their packing.
 - q. Mufflers and silencers.
 - r. Pipe and pipe fittings located above ground.
 - s. Control wiring, electric wiring, and fuses.
 - t. Hydraulic fluid.
 - u. Hydraulic fluid reservoirs, and heater for oil reservoirs.
 - v. Guide shoes and rollers.
 - w. Control cables, wire ropes and cables.
 - x. Hoisting and governor cables and their fastenings.

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- y. Drive, governor, deflector and compensating sheaves and their contacts.
 - z. Car and counterweight safeties.
 - aa. Overspeed governors.
 - bb. Buffers and their contacts.
 - cc. Limit, landing, leveling and slow-down switches, and emergency lowering devices.
 - dd. Anti-creep devices.
 - ee. Operating buttons and switches, including key type.
 - ff. Hatch door interlocks and gate and door contacts.
 - gg. Door and gate operating equipment, and grates.
 - hh. Door protective devices.
 - ii. Load weighting and dispatching devices.
 - jj. Compensating cables or chains.
 - kk. Position and speed encoders.
 - ll. Indicator lamps and indicator LED's.
 - mm. Car station telephones.
 - nn. Batteries for all equipment.
 - oo. Remote monitoring devices.
 - pp. Cylinders and casing.
 - qq. Hoistway gates, doors, frames, and sills.
 - rr. Hoistway enclosures.
 - ss. Emergency car lights.
 - tt. Car enclosures including wall panels, ceiling diffusers, door gates, ventilation equipment, handrails, and mirrors.
 - uu. Cover plates for signals, signal bells and signal systems.
 - vv. Music systems, car heaters and or air conditioners.
 - ww. Communication systems (intercoms), telephone cables.
 - xx. Smoke and heat sensors.
 - yy. Main line power switches, breakers, and feeders to elevator control equipment.
- 13.** Appearance features of elevator operations shall be covered to the same extent as any other mechanical features of the elevators. Vendor shall be required to maintain hall buttons, alarms, emergency telephone equipment, lamps, and fixtures (including car lighting), car operating panels, buttons and lamps, position indicators and lamps and legally required public signage (e.g., ADA, NFPA, DOL certificate). Vendor shall also correct all other deficiencies (except those expressly excluded), when discovered or when reported by the Agency. Vendor shall take any action necessary to correct these deficiencies within two (2) business days and will report to the Agency when the items have been corrected.

REQUEST FOR QUOTATION
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14. **Excluded** shall be:

- a. Carpets and applied floor coverings.
- b. Underground piping for hydraulic elevators and any enhancements to existing equipment, or new installations not required to keep the car in operation.
- c. Buried cylinders and casings.
- d. Maintenance or adjustments required due to vandalism, obsolescence of equipment, or misuse would be considered work under corrective maintenance and must be approved by the Agency. Any unauthorized work will be denied payment.

15. For purpose of clarification, any item not specifically excluded above shall be considered the Vendor's responsibility under the scope of the Full-Service Maintenance.

REQUEST FOR QUOTATION
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EXHIBIT B – AGENCY FACILITIES AND UNITS

Elevators listed with * will be part of an elevator modernization project and will be out of service for periods of time during this contract. Elevators listed with ** are currently being modernized and will not be a portion of this contract until after the warranty period for the new cars.

1. Facility Location: Capitol Complex, Building 1

- Eleven (11) units at this facility

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
* Elev. #1, E Wing	98966	2500	Murphy	Traction	5
* Elev. #2, W. Wing	BE 8350	2500	Dover	Traction	5
Elev. #3, AG Office	200450	1800	Otis	Traction	3
* Elev. #4, MB	ET 9078	2500	Thyssen	Hydraulic	4
* Elev. #5, MB House	200447	2500	Otis	Traction	4
* Elev. #6, MB Senate	200448	2500	Otis	Traction	4
Elev. #7, MB, Gov. Off.	200449	1800	Otis	Traction	3
* Elev. #8, W Wing	107135	2500	Milar	Traction	5
* Elev. #9, E Wing	98967	2500	Murphy	Traction	5
W/C Lift, W Wing	AS16392	750	Porchlif	W/C Lift	2
W/C Lift, E Wing	AS16391	750	Porchlif	W/C Lift	2

2. Facility Location: Capitol Complex, Building 3

- Five (5) units at this facility

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. # 1	C-30184	3000	Dover	Traction	9
Elev. # 2	C-30185	3000	Dover	Traction	9
Elev. # 3	C-30186	3000	Dover	Traction	9
Elev. # 4	C-30187	3000	Dover	Traction	9
Elev. # 5, Frt.	22374	8000	Canton	Hydraulic	2

3. Facility Location: Capitol Complex, Building 4

- Three (3) units at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. #1	B03085	2500	Dover	Traction	8
Elev. #2	B03086	2500	Dover	Traction	8
W/C Lift	6608LA	450	Porchlif	W/C Lift	2

4. Facility Location: Capitol Complex, Building 5

- Six (6) units at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
* Elev. #1	207110	3500	Otis	Traction	11
* Elev. #2	207110	3500	Otis	Traction	11
* Elev. #3	207110	3500	Otis	Traction	11
* Elev. #4	207110	3500	Otis	Traction	11
* Elev. #5, Exe.	207110	3500	Otis	Traction	11
Elev. #6, Frt.	207110	3500	Otis	Traction	11

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5. Facility Location: Capitol Complex, Building 6

- Five (5) units at this facility

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
* Elev. #1	207117	3500	Otis	Traction	9
* Elev. #2	207118	3500	Otis	Traction	9
* Elev. #3	207119	3500	Otis	Traction	9
* Elev. #4	207120	3500	Otis	Traction	9
* Elev. #5	207116	5000	Otis	Traction	10

6. Facility Location: Capitol Complex, Building 7

- Two (2) units at this facility

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
* Elev. #1	207121	2000	Otis	Hydraulic	3
* Elev. #2	207122	10000	Otis	Hydraulic	3

7. Facility Location: Capitol Complex, Building 8

- One (1) unit at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. #1	01058HIH	750	Inclinorator	Priv. Res.	4

8. Facility Location: Capitol Complex, Building 13

- Two (2) units at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. #1	419793	2500	Otis	Hydraulic	4
Elev. #2	419792	2500	Otis	Hydraulic	4

9. Facility Location: Capitol Complex, Building 15

- One (1) unit at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
* Elev. #1	EH 5329	2500	Dover	Hydraulic	2

10. Facility Location: Capitol Complex, Building 17

- One (1) unit at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
* Elev. # 1	E-53373	2100	Dover	Hydraulic	3

11. Facility Location: Building 20, 617 Leon Sullivan Way

- Two (2) units at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. #1	16537	6000	Warner	Traction	6
Elev. # 2	FM03-114558	4000	Thyssen	Roped/Traction	6

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12. Facility Location: Building 22, Lee & Dickinson Street, Charleston, WV 25301

- Three (3) units at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. #1	BV 78943	2000	Thyssen	Traction	6
Elev. #2	BV 78944	2000	Thyssen	Traction	6
Elev. #3	BV 78945	2000	Thyssen	Traction	6

13. Facility Location: Building 23, 407 Neville Street, Beckley, WV26301

- Two (2) units at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. #1	7332M	2500	Westinghouse	Traction	4
Elev. #2	EA 3028	3500	Dover	Hydraulic	5

14. Facility Location: Building 25, 5th & Avery Street, Parkersburg, WV 26101

- Two (2) units at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
* Elev. #1	EA 7958	2500	Dover	Hydraulic	6
* Elev. #2	16455	6000	Warner	Traction	5

15. Facility Location: Building 32, 2699 Park Avenue, Huntington, WV 25704

- Two (2) units at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. #1	EP 2511	5000	Thyssen	Hydraulic	2
Elev. #2	EP 2510	3000	Thyssen	Hydraulic	2

16. Facility Location: Building 34, 100 Municipal Plaza, Weirton, WV 26062

- Two (2) units at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. #1	445758	3500	Otis	Hydraulic	2
Elev. #2	445759	5000	Otis	Hydraulic	2

17. Facility Location: Building 36, 321 Capitol Street, Charleston, WV 25301

- Four (4) units at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
* Elev. #1	E-89689	2500	Dover	Hydraulic	5
* Elev. #2	E-89690	2500	Dover	Hydraulic	5
* Elev. #3	E-89691	2000	Dover	Hydraulic	2
* Elev. #4	C 19319	4000	Shepard-Warner	Traction	5

18. Facility Location: Building 37, 610 57th Street, Charleston, WV 25314

- Four (4) units at this facility.

Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. #1	ER 2654	3000	Thyssen	Hydraulic	3
Elev. #2	ER 2655	3000	Thyssen	Hydraulic	3
Elev. #3	ER 2656	3000	Thyssen	Hydraulic	3
Elev. #4	ER 2657	5000	Thyssen	Hydraulic	3

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19. Facility Location: Building 53, 135 W. Main Street, Clarksburg, WV 26301

Three (3) units at this facility.

- Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. # 1	20378199	2500	Kone	Traction	5
Elev. # 2	20378200	2500	Kone	Traction	5
Elev. # 3	20378201	4000	Kone	Traction	5

20. Facility Location: Building 54, 400 Adams Street, Fairmont, WV 26554

- Two (2) units at this facility.

- Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. #1	H4725-2	4500	Schindler	Traction	5
Elev. #2	H4725	3500	Schindler	Traction	5

21. Facility Location: Building 55, 130 Stratton Street, Logan, WV 25601

- Two (2) units at this facility.

- Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. #1	738761	5000	Otis	Traction	5
Elev. #2	760907	2500	Otis	Traction	5

22. Facility Location: Building 74, 318-324 4th Avenue, South Charleston, WV 25305

- One (1) unit at this facility.

- Location	Serial #	Cap.	Manu/Hoist	Type	Landings
Elev. #1	E51770	2100	Dover	Hydraulic	3

23. Facility Location: Building 84, 1409 Greenbrier Street, Charleston, WV 25312

- One (1) units at this facility.

- Location	Serial #	Cap.	Manu/Hoist	Type	Landings
* Elev. # 1	E57598	2500	Dover	Hydraulic	3

24. Facility Location: Building 86, 1124 Smith Street, Charleston, WV 25301

- Two (2) units at this facility.

- Location	Serial #	Cap.	Manu/Hoist	Type	Landings
* Elev. #1	8580202	3000	Schindler	Hydraulic	5
* Elev. #2	8580201	3000	Schindler	Hydraulic	5

25. Facility Location: Building 88, 7 Players Club Drive, Charleston, WV 25311

- One (1) unit at this facility

- Location	Serial #	Cap.	Manu/Hoist	Type	Landings
* Elev. #1	413721	2500	Otis	Hydraulic	2

Preventative Maintenance:

Capitol Complex, Building 1	Monthly	Quantity	Yearly
Elevator #1, East Wing	\$ 350.00	12	\$ 4,200.00
Elevator #2, East Wing	\$ 350.00	12	\$ 4,200.00
Elevator #3, MB, AG Office	\$ 350.00	12	\$ 4,200.00
Elevator #4, MB	\$ 145.00	12	\$ 1,740.00
Elevator #5, MB, House Side	\$ 350.00	12	\$ 4,200.00
Elevator #6, MB, Senate side	\$ 350.00	12	\$ 4,200.00
Elevator #7, MB, Gov. Office	\$ 350.00	12	\$ 4,200.00
Elevator #8, West Wing	\$ 350.00	12	\$ 4,200.00
Elevator #9, West Wing	\$ 350.00	12	\$ 4,200.00
W/C Lift, West Wing	\$ 75.00	12	\$ 900.00
W/C Lift, East Wing	\$ 75.00	12	\$ 900.00
Capitol Complex, Building 3			
Elevator #1	\$ 350.00	12	\$ 4,200.00
Elevator #2	\$ 350.00	12	\$ 4,200.00
Elevator #3	\$ 350.00	12	\$ 4,200.00
Elevator #4	\$ 350.00	12	\$ 4,200.00
Elevator #5, Frt.	\$ 150.00	12	\$ 1,800.00
Capitol Complex, Building 4			
Elevator #1, Left	\$ 350.00	12	\$ 4,200.00
Elevator #2, Right	\$ 350.00	12	\$ 4,200.00
W/C Lift,	\$ 75.00	12	\$ 900.00
Capitol Complex, Building 5			
Elevator #1	\$ 350.00	12	\$ 4,200.00
Elevator #2	\$ 350.00	12	\$ 4,200.00
Elevator #3	\$ 350.00	12	\$ 4,200.00
Elevator #4	\$ 350.00	12	\$ 4,200.00
Elevator #5, Executive	\$ 350.00	12	\$ 4,200.00
Elevator #6, Frt	\$ 350.00	12	\$ 4,200.00
Capitol Complex, Building 6			
Elevator #1	\$ 350.00	12	\$ 4,200.00
Elevator #2	\$ 350.00	12	\$ 4,200.00
Elevator #3	\$ 350.00	12	\$ 4,200.00
Elevator #4	\$ 350.00	12	\$ 4,200.00
Elevator #5	\$ 350.00	12	\$ 4,200.00
Capitol Complex, Building 7			
Elevator #1	\$ 145.00	12	\$ 1,740.00
Elevator #2, Frt	\$ 145.00	12	\$ 1,740.00
Capitol Complex, Building 8			
Elevator #1, Governors Mansion	\$ 130.00	12	\$ 1,560.00
Capitol Complex, Building 13			
Elevator #1, Parking Garage	\$ 150.00	12	\$ 1,800.00
Elevator #2, Parking Garage	\$ 150.00	12	\$ 1,800.00
Capitol Complex, Building 15			
Elevator #1, 2019 Wash. St E.	\$ 145.00	12	\$ 1,740.00
Capitol Complex, Building 17			
Elevator #1, 2101 Wash. St E.	\$ 145.00	12	\$ 1,740.00
Building 20, Leon Sullivan Way			
Elevator #1	\$ 350.00	12	\$ 4,200.00
Elevator #2	\$ 350.00	12	\$ 4,200.00
Building 22, Lee and Dickinson			
Elevator #1, Tax & Revenue	\$ 350.00	12	\$ 4,200.00
Elevator #2, Tax & Revenue	\$ 350.00	12	\$ 4,200.00
Elevator #3, Tax & Revenue	\$ 350.00	12	\$ 4,200.00
Building 23, Beckley, WV			
Elevator #1	\$ 380.00	12	\$ 4,560.00
Elevator #2	\$ 150.00	12	\$ 1,800.00
Building 25, Parkersburg, WV			
Elevator #1	\$ 150.00	12	\$ 1,800.00
Elevator #2	\$ 150.00	12	\$ 1,800.00



State of West Virginia
PURCHASING DIVISION
Construction Bid Submission Review Form

This list has been provided for informational purposes only and is not to be construed as a complete list of request for quotation or bidding requirements for any individual construction project. This list does not and cannot include every item, mistake or oversight that could cause a contractor's bid to be disqualified. Rather, this list is intended to draw attention to some of the most common problems that the Purchasing Division encounters in the bidding process for construction projects. All potential bidders must read the request for quotation, all additional documents, and all instructions relating thereto ("Bid Documents") in their entirety to identify the actual request for quotation and bidding requirements. Failure to read the Bid Documents in their entirety and comply with the stated requirements contained therein may result in bid disqualification.

Errors That Shall Be Reason for Immediate Bid Disqualification

1. Failure to attend a mandatory pre-bid meeting
2. Failure to sign the bid
3. Failure to supply a valid bid bond or other surety approved by the state of West Virginia
4. Failure to meet any mandatory requirement of the solicitation
5. Failure to submit bid prior to the bid opening date and time
6. Federal debarment
7. State of West Virginia debarment or suspension

Errors that May Be Reason for Bid Disqualification Before Contract Award

1. Failure to acknowledge receipt of Addenda (only if stipulated as mandatory)
2. Debt to the state or political subdivision (must be cured prior to award)
3. Workers' Compensation or Unemployment Compensation delinquency (must be cured prior to award)
4. Not registered as a vendor with the state of West Virginia (must be cured prior to award)
5. Failure to obtain required bonds and/or insurance
6. Failure to provide the sub-contractor listing within one business day of bid opening or one business day of the request to do so by the Purchasing Division
7. Failure to supply West Virginia contractor's license number with bid or within one day of Purchasing Division request to do so
8. Failure to supply a signed drug-free workplace affidavit with bid or within one day of Purchasing Division request to do so
9. Failure to use the provided solicitation form (only if stipulated as mandatory)



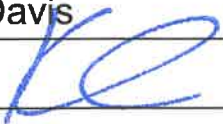
**State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5**

I, Kathy Davis, after being first duly sworn, depose and state as follows:

- 1. I am an employee of DC Elevator; and,
(Company Name)
- 2. I do hereby attest that DC Elevator
(Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code** §21-1D.

The above statements are sworn to under the penalty of perjury.

Printed Name: Kathy Davis
 Signature: 
 Title: Branch Manager
 Company Name: DC Elevator
 Date: 10/24/2022

STATE OF WEST VIRGINIA,
COUNTY OF Kanawha, TO-WIT:

Taken, subscribed and sworn to before me this 24 day of October, 2022.

By Commission expires February 5, 2024

(Seal)




(Notary Public)

State of West Virginia
Purchasing Division

CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

In accordance with **West Virginia Code** § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. That report must include each of the items identified below in the Required Report Content section.

Instructions: Vendor should complete this coversheet, attach it to the required report, and submit it to the appropriate location as follows: For contracts more than \$25,000, the report should be mailed to the West Virginia Purchasing Division at 2019 Washington Street East, Charleston, WV 25305. For contracts of \$25,000 or less, the vendor should mail the report to the public authority issuing the contract.

Contract Identification:

Contract Number: CRFQ 0211 GSD2300000018

Contract Purpose: GSD Elevator Maintenance - Open-End

Agency Requesting Work: West Virginia Purchasing Division General Services Division

Required Report Content: The attached report must include each of the items listed below. The vendor should check each box as an indication that the required information has been included in the attached report.

- Information indicating the education and training service to the requirements of **West Virginia Code** § 21-1D-5 was provided;
- Name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- Average number of employees in connection with the construction on the public improvement;
- Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor Contact Information:

Vendor Name: DC Elevator

Vendor Telephone: 304.345.7222

Vendor Address: 521 Slack Street
Charleston, WV 25301

Vendor Fax: 304.346.1086

Vendor E-Mail: kathy.davis@dcelevator.com



CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: WV041952

CLASSIFICATION:
ELECTRICAL

D C ELEVATOR INC
DBA D C ELEVATOR
709 MILES POINT WAY
LEXINGTON, KY 40510

DATE ISSUED

FEBRUARY 19, 2022

EXPIRATION DATE

FEBRUARY 19, 2023

Authorized Signature

Chair, West Virginia Contractor
Licensing Board



WEST VIRGINIA
CONTRACTOR
LICENSING BOARD

A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

Agency _____
REQ.P.O# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, DC Elevator, Inc.
_____ of Charleston, West Virginia, as Principal, and Atlantic Specialty Insurance Company
_____ of Plymouth, Minnesota, a corporation organized and existing under the laws of the State of _____
New York with its principal office in the City of Plymouth, as Surety, are held and firmly bound unto the State
of West Virginia, as Obligee, in the penal sum of five percent of the amount bid (\$ 5% of bid) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for
Solicitation No. CRFQ 0211 GSD230000018
GSD Elevator Maintenance - Open-End

NOW THEREFORE,

(a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal
attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform
the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in
full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no
event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby
waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and
Surety, or by Principal individually if Principal is an individual, this 25th day of October, 2022.

Principal Seal

DC Elevator, Inc.
(Name of Principal)
By _____
(Must be President, Vice President, or
Duly Authorized Agent)
Branch Manager
(Title)

Surety Seal



Atlantic Specialty Insurance Company
(Name of Surety)
Tammy Masterson
Tammy Masterson, Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and must attach a power of attorney with its seal affixed.



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Stella Adams, G. Dale Derr, Tammy Masterson, Mark Nelson, Nancy Nemeč, Randal T. Noah, Liz Ohl, Katie Rose, Tiffiany Gobich, Evan R. Derr, Audria Coleman, Kelsey Becker**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

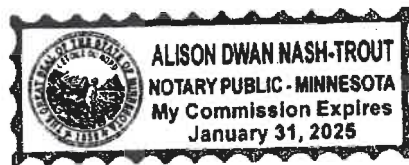
IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this twenty-seventh day of April, 2020.

STATE OF MINNESOTA
HENNEPIN COUNTY



By 
Paul J. Brehm, Senior Vice President

On this twenty-seventh day of April, 2020, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.





Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 25th day of October, 2022.

This Power of Attorney expires
January 31, 2025




Kara Barrow, Secretary

Contractor Acknowledgement:

I, the undersigned, have read, reviewed and acknowledge my understanding of the General Services Division safety requirements, as set forth in this handbook. I am also aware that all applicable rules and regulations are to be followed, regardless of whether they are specifically mentioned in this handbook.

Contractor Representative (Print Name): Kathy Davis

Contractor Representative Signature:  _____ Date: 10/24/2022

This signed acknowledgement must be signed and returned to the GSD Safety Section prior to start of project work.

Exhibit G

Jobsite Safety Handbook

For Contractors

Department of Administration (DOA)

General Services Division (GSD)

218 California Avenue
Charleston, WV

**THIS HANDBOOK IS TO BE POSTED IN A VISIBLE AREA AT ALL CONSTRUCTION
PROJECTS AND/OR CONTRACTOR WORKSITES**

Contractor Contact: _____ Phone #: _____

EMERGENCY CONTACTS:

Project Manager:

Name: _____ Phone #: _____

Emergency Services #: _____

GSD Safety Section:

1900 Kanawha Boulevard East, Bldg 1 Room MB12 Charleston, WV 25305

Jonathan Trout: Work# 304 352-5522 Cell# 304-205-2721

Marsha Bowling Work# 304-352-5523 Cell# 304-951-1410

Revision 4/18/22

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Jobsite Safety Handbook

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JOBSITE SAFETY HANDBOOK

The following is a summary of applicable jobsite safety requirements. This handbook is intended to be used as a guide and in no way reflects all applicable safety requirements. All employees are responsible for ensuring a safe working environment. All hazards must be addressed regardless if they have been addressed in this handbook. All contractors working on GSD projects are required to follow OSHA regulations.

GSD safety and health procedures are available for review 24/7 in the Main Capitol Building basement, MB-12.

1. BUILDING ALARMS

In the event of a fire, sound the alarm and/or notify other building occupants immediately. Contractor personnel shall respond appropriately to all alarms by exiting the building immediately and remaining at least 50 feet from the building to allow for emergency response access.

2. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Workers must use personal protective equipment, such as:

- Hard hats when overhead, falling or flying hazards exist;
- Safety glasses or face shields for welding, cutting, nailing (including pneumatic), or when working with concrete and/or harmful chemicals;
- Proper shoes or boots to lessen slipping hazards and prevent toe crushing and nail punctures;
- Safety belts and/or harness systems for fall protection.

3. HOUSEKEEPING AND ACCESS AROUND SITE

- Keep all walkways and stairways clear of trash/debris and other materials such as tools and supplies to prevent tripping.
- Keep boxes, scrap lumber and other materials picked up and put in a dumpster or trash/debris area to prevent fire and tripping hazards.
- Provide enough light to allow workers to see and to prevent accidents.

4. STAIRS AND LADDERS

- All stairs are to be equipped with standard handrails.
- Keep ladders in good condition and free of defects – Do not use job made ladders.
- Inspect ladders before use for broken rungs or other defects so falls don't happen. Discard defective ladders.
- Secure ladders at the top and brace or tie off at the bottom to prevent them from slipping and causing falls.

5. SCAFFOLDS AND OTHER WORK PLATFORMS

Scaffolding is to be assembled and used according to OSHA regulations.

General scaffolding guidance:

- Provide ladders or stairs to access scaffold and work platforms safely.
- Keep scaffolds and work platforms free of debris. Keep tools and materials as neat as possible on scaffolds and platforms. This will help prevent materials from falling and workers from tripping.
- Erect scaffolds on firm and level foundations.
- Scaffold legs must be placed on firm footing and secured from movement or tipping, especially on dirt or similar surfaces (a good foundation is a must).
- Erecting and dismantling scaffolds must be under the supervision of a Competent Person.
- The competent person must inspect scaffolds before each use.
- Don't use blocks, bricks, or pieces of lumber to level or stabilize the footings. Manufactured base plates or "mud sills" made of hardwood or equivalent can be used.

Planking:

- Fully plank or use manufactured decking to provide a full work platform on scaffolds. The platform decking and/or scaffold planks must be scaffold grade and not have any visible defects.
- Extend planks or decking material at least 6' over the edge or cleat them to prevent movement. The work platform or planks must not extend more than 12" beyond the end supports to prevent tipping when stepping or working.
- Be sure that manufactured scaffolds are the proper size and that the end hooks are attached to the scaffold frame.

Guardrails:

- Guard scaffold platforms that are more than 10 feet above the ground or floor surface must have a standard guardrail. If guardrails are not practical, use other fall protection devices such as safety belts/harnesses and lanyards.
- Place the top rail approximately 42" above the work platform or planking, with a mid-rail about half that high at 21".
- Install toe boards when other workers are below the scaffold.

6. FALL PROTECTION

OSHA has specific and detailed requirements for fall protection – refer to 29 CFR 1926 Subpart M, 29 CFR 1910, 29 CFR Subpart I. A few of those requirements are listed below:

Guarding:

- Install guardrails around open floors and walls when the fall distance is 4' or more. The top rail must withstand a 200 lb load.

- Construct guardrails with a top rail approximately 42" high with a midrail about half that high at 21".
- Install toe boards when other workers are below the work area.
- Cover floor openings larger than 2x2 (inches) with material to safely support the working load.
- Use other fall protection systems like personal fall arrest systems (harness & lanyard), slide guards, roof anchors or alternative safe work practices when a guardrail system cannot be used. Only wear proper shoes or footwear to lessen slipping hazards.
- Train workers on safe work practices before performing work on foundation walls, roofs, trusses, or where performing exterior wall erections and floor installations.
- Flagging systems can be used, where appropriate. Flagging systems must comply with OSHA guidance.

7. EXCAVATION AND TRENCHING

Refer to OSHA regulations for excavation and trenching requirements, along with regulations for walking and working surfaces: 29 CFR 1926 Subpart P, 29 CFR 1910 Subpart D

Some of the Excavation and Trenching requirements are listed below:

- Find the location of all underground utilities by contacting West Virginia 811 before digging. Dial 811 or 800-245-4848.
- Keep workers away from digging equipment and never allow workers in an excavation when equipment is in use.
- Keep workers from getting between equipment in use and other obstacles and machinery that can cause crushing hazards.
- Keep equipment and the excavated dirt back 2 feet from the edge of the excavation.
- Have a competent person conduct daily inspections and correct any hazards before workers enter a trench or excavation.
- Provide workers a way to get into and out of a trench or excavation. Ladders and ramps can be used and must be within 25' of the worker.
- For excavations and utility trenches over 5 feet deep, use shoring (trench boxes), benching, or slope back the sides. Unless soil analysis has been completed, the earth's slope must be at least 1-1/2 horizontal to 1 vertical
- Keep water out of trenches with a pump or drainage system, and inspect the area for soil movement and potential cave-ins.
- Open ditches more than 24 hours or overnight must have fence protection.
- Keep drivers in the cab and workers away when dirt and other debris are being loaded into dump trucks. Workers must never be allowed under any load and must stay clear of the back of vehicles.

8. TOOLS AND EQUIPMENT

- Maintain all hand tools and equipment in safe condition and check regularly for defects. Broken or damaged tools and equipment must be removed from the jobsite.

- Use double insulated tools, or ensure the tools are grounded (check for ground plug).
- Equip all power saws (circular, skill, table, etc) with blade guards. Saws must be turned off when unattended. Unplug all power tools when not in use.
- Make sure cords are not damaged. The outer insulation must not be cut or damaged.
- Pneumatic and powder-actuated tools must only be used by trained and experienced personnel. Require proper eye protection for workers.
- Never leave cartridges for pneumatic or powder-actuated tools unattended. Keep equipment in a safe place, according to manufacturer's instructions.

9. VEHICLES AND MOBILE EQUIPMENT

- Inform workers verbally and provide training to stay clear of backing and turning vehicles and equipment with rotating cabs.
- Maintain back-up alarms for equipment with limited rear view or use someone to help guide them back.
- Verify experience or provide training to crane and heavy equipment operators.
- Maintain at least 10 foot clearance from overhead power lines when operating equipment.
- Block up the raised bed when inspecting or repairing dump trucks.
- Use a tag line to control materials moved by a crane.

10. ELECTRICAL

- Prohibit work on new and existing energized (hot) electrical circuits until all power is shut off and a positive "Lockout/Tagout System" is in place.
- Maintain all electrical tools and equipment in safe condition and check regularly for defects.
- Broken or damaged tools and equipment must be removed from the jobsite.
- Protect all temporary power (including extension cords) with Ground Fault Circuit Interrupters (GFCI's). Plug into a GFCI protected temporary power pole, a GFCI protected generator, or use a GFCI extension cord to protect against shocks.
- Locate and identify overhead electrical power lines. Make sure that ladders, scaffolds, equipment or materials never come within 10 feet of electrical power lines.
- Exterior electrical must be approved (UL, NEMA, etc) for exterior use (no internal junction boxes).

11. FIRE PREVENTION

- Provide fire extinguishers near all welding, soldering or other ignition sources.
- Avoid spraying of paint, solvents or other types of flammable materials in rooms with poor ventilation. Build up of fumes and vapors can cause explosions or fires.
- Store gasoline and other flammable materials in a safety can outdoors or in an approved storage facility. (Metal cans with self-sealing lids).

12. CHEMICAL HAZARDS

All hazardous chemicals present in the workplace must have an up-to-date Material Safety Data Sheet (MSDS). All contractors shall maintain MSDS for chemicals used or stored at GSD facilities. All warnings and directions for use must be followed.

13. CONFINED SPACES

By definition, a **confined space**:

- Is large enough for an employee to enter fully and perform assigned work;
- Is not designed for continuous occupancy by the employee; and
- Has a limited or restricted means of entry or exit.

These spaces may include underground vaults, tanks, storage bins, pits and diked areas, vessels, silos and other similar areas.

By definition, a **permit-required confined space** has one or more of these characteristics:

- Contains or has the potential to contain a hazardous atmosphere;
- Contains a material with the potential to engulf someone who enters the space;
- Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section; and/or
- Contains any other recognized serious safety or health hazards.

Entry into confined spaces without an evaluation is forbidden. Entry into permit-required confined spaces requires compliance with all OSHA requirements. Entry into non-permit spaces will require an evaluation by GSD Safety to confirm that conditions remain non-permit required.

Contractors that perform confined space entry activities are required to comply with OSHA regulations. GSD will not provide confined space rescue equipment.

14. LOCK-OUT/TAG-OUT

Before working on, repairing, adjusting or replacing equipment and machinery, all appropriate safety procedures, including lockout/tagout, must be utilized to place the machinery or equipment in a neutral or zero mechanical state.

Outside contractors are expected to have knowledge of lock-out/tag-out requirements.



Expert Elevator Solutions Since 1977

WHAT WE DO

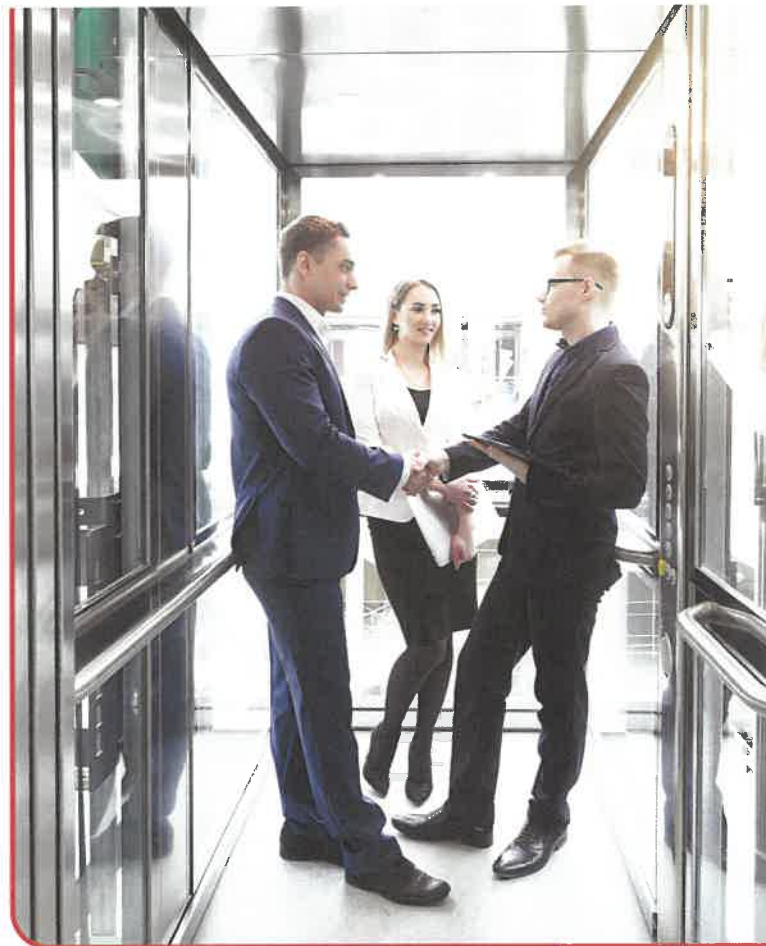
New Construction
Maintenance & Repairs
Modernization
Consulting

OUR CUSTOMERS

Commercial Properties
Residential Properties
Serving Kentucky, Indiana, Ohio,
Virginia and West Virginia

ABOUT US

Founded in 1977
Based in Lexington, KY
Member NAEC, BBB, ABC, AGC



Superior service. Premium quality.

Elevator operations may have changed, but one thing hasn't: the need for trusting relationships between building owners and service companies. It's not enough to just have someone who knows how to work on your elevator. It's everything to have someone take the time to deliver the personalized service you deserve and perform the quality workmanship you need.

We specialize in non-proprietary service, allowing us to work on all brands of elevators and the highest-quality equipment in the industry. We provide our customers with a wide range of safety-focused elevator maintenance programs designed for exactly what your building requires. Whether you need a brand-new installation, modernization of an existing system or only the smallest adjustment, we can create a plan just for you.

Why Choose DC Elevator?

Throughout more than 40 years in business, we've come to fully understand the importance of properly functioning elevators. Downtime for unexpected repairs can be costly, interrupt traffic flow in your building and pose a safety risk to passengers. But we also want to understand you and your concerns.

This allows us to customize every maintenance and repair strategy within the timeframe and budget that you require, so your elevators can be fully – and reliably – operational.



We get to know you

Our goal is to establish a successful partnership. We take pride in getting to know you and what your needs are so that we can meet and exceed your expectations on every project. A dedication to providing exemplary customer service is at the core of everything we do.

Clear communication

It is our belief that thorough communication is the key to every process. That is why our certified, skilled technicians and project managers provide clear and constant communication at each step, so you're never uninformed of your maintenance status.

Safety first and always

We design proactive, safety-focused service plans in every operation we perform. Our technicians and managers stay current on all building, local and state health and safety policies and take all precautions to give you peace of mind that you're getting the safest possible elevator service and operational quality.

Access to world-class resources

Since joining American Elevator Group (AEG), we have significantly enhanced our capabilities. From personnel and tools to material and expert know-how, these shared resources give us the unique ability to provide exactly what each customer needs, every time.

DC  **Elevator**

DC Elevator

709 Miles Point Way, Lexington, KY 40510

www.dcelevator.com

(859) 254-8224

info@dcelevator.com

We are part of  **AMERICAN**
ELEVATOR GROUP

	<u>Monthly Charge</u>	<u>Quantity</u>	<u>Yearly Charge</u>
Building 32, Huntington, WV			
Elevator #1	\$ 150.00	12	\$ 1,800.00
Elevator #2	\$ 150.00	12	\$ 1,800.00
Building 34, Weirton, WV			
Elevator #1	\$ 300.00	12	\$ 3,600.00
Elevator #2	\$ 300.00	12	\$ 3,600.00
Building 36, One Davis Square			
Elevator #1	\$ 145.00	12	\$ 1,740.00
Elevator #2	\$ 145.00	12	\$ 1,740.00
Elevator #3	\$ 145.00	12	\$ 1,740.00
Elevator #4	\$ 145.00	12	\$ 1,740.00
Building 37, DEP Kanawha City			
Elevator #1	\$ 145.00	12	\$ 1,740.00
Elevator #2	\$ 145.00	12	\$ 1,740.00
Elevator #3	\$ 145.00	12	\$ 1,740.00
Elevator #4	\$ 145.00	12	\$ 1,740.00
Bldg. 53, Clarksburg			
Elevator #1	\$ 350.00	12	\$ 4,200.00
Elevator #2	\$ 350.00	12	\$ 4,200.00
Elevator #3	\$ 350.00	12	\$ 4,200.00
Bldg. 54, Fairmont, WV			
Elevator #1	\$ 380.00	12	\$ 4,560.00
Elevator #2	\$ 380.00	12	\$ 4,560.00
Bldg. 55, Logan, WV			
Elevator #1	\$ 380.00	12	\$ 4,560.00
Elevator #2	\$ 380.00	12	\$ 4,560.00
Bldg. 86, Smith Street, Chas			
Elevator #1	\$ 145.00	12	\$ 1,740.00
Elevator #2	\$ 145.00	12	\$ 1,740.00
Bldg. 74, South Charleston			
Elevator #1	\$ 145.00	12	\$ 1,740.00
Bldg. 84, Greenbrier St., Chas			
Elevator #1	\$ 145.00	12	\$ 1,740.00
Bldg. 88, Players Club Dr., Chas			
Elevator #1	\$ 145.00	12	\$ 1,740.00
Total Yearly Charge			\$ 218,580.00

* Total Yearly Charge is the sum of the Yearly Charge for all Buildings.

Corrective Maintenance:

Hourly Labor Rate	X Estimated Hours	=	Total Labor Cost
200	200		\$ 40,000.00
Estimated Parts Cost	X Multiplier	=	Total Parts Cost
\$10,000.00	1		\$ 10,000.00
Total Cost*			\$ 268,580.00

*Total Cost is calculated by Adding the Total Yearly Cost, Total Labor Cost and the Total Parts Cost

Preventative Maintenance:

	Monthly	Quantity	Yearly
Capitol Complex, Building 1			
Elevator #1, East Wing	\$ 350.00	12	\$ 4,200.00
Elevator #2, East Wing	\$ 350.00	12	\$ 4,200.00
Elevator #3, MB, AG Office	\$ 350.00	12	\$ 4,200.00
Elevator #4, MB	\$ 145.00	12	\$ 1,740.00
Elevator #5, MB, House Side	\$ 350.00	12	\$ 4,200.00
Elevator #6, MB, Senate side	\$ 350.00	12	\$ 4,200.00
Elevator #7, MB, Gov. Office	\$ 350.00	12	\$ 4,200.00
Elevator #8, West Wing	\$ 350.00	12	\$ 4,200.00
Elevator #9, West Wing	\$ 350.00	12	\$ 4,200.00
W/C Lift, West Wing	\$ 75.00	12	\$ 900.00
W/C Lift, East Wing	\$ 75.00	12	\$ 900.00
Capitol Complex, Building 3			
Elevator #1	\$ 350.00	12	\$ 4,200.00
Elevator #2	\$ 350.00	12	\$ 4,200.00
Elevator #3	\$ 350.00	12	\$ 4,200.00
Elevator #4	\$ 350.00	12	\$ 4,200.00
Elevator #5, Frt.	\$ 150.00	12	\$ 1,800.00
Capitol Complex, Building 4			
Elevator #1, Left	\$ 350.00	12	\$ 4,200.00
Elevator #2, Right	\$ 350.00	12	\$ 4,200.00
W/C Lift,	\$ 75.00	12	\$ 900.00
Capitol Complex, Building 5			
Elevator #1	\$ 350.00	12	\$ 4,200.00
Elevator #2	\$ 350.00	12	\$ 4,200.00
Elevator #3	\$ 350.00	12	\$ 4,200.00
Elevator #4	\$ 350.00	12	\$ 4,200.00
Elevator #5, Executive	\$ 350.00	12	\$ 4,200.00
Elevator #6, Frt	\$ 350.00	12	\$ 4,200.00
Capitol Complex, Building 6			
Elevator #1	\$ 350.00	12	\$ 4,200.00
Elevator #2	\$ 350.00	12	\$ 4,200.00
Elevator #3	\$ 350.00	12	\$ 4,200.00
Elevator #4	\$ 350.00	12	\$ 4,200.00
Elevator #5	\$ 350.00	12	\$ 4,200.00
Capitol Complex, Building 7			
Elevator #1	\$ 145.00	12	\$ 1,740.00
Elevator #2, Frt	\$ 145.00	12	\$ 1,740.00
Capitol Complex, Building 8			
Elevator #1, Governors Mansion	\$ 130.00	12	\$ 1,560.00
Capitol Complex, Building 13			
Elevator #1, Parking Garage	\$ 150.00	12	\$ 1,800.00
Elevator #2, Parking Garage	\$ 150.00	12	\$ 1,800.00
Capitol Complex, Building 15			
Elevator #1, 2019 Wash. St E.	\$ 145.00	12	\$ 1,740.00
Capitol Complex, Building 17			
Elevator #1, 2101 Wash. St E.	\$ 145.00	12	\$ 1,740.00
Building 20, Leon Sullivan Way			
Elevator #1	\$ 350.00	12	\$ 4,200.00
Elevator #2	\$ 350.00	12	\$ 4,200.00
Building 22, Lee and Dickinson			
Elevator #1, Tax & Revenue	\$ 350.00	12	\$ 4,200.00
Elevator #2, Tax & Revenue	\$ 350.00	12	\$ 4,200.00
Elevator #3, Tax & Revenue	\$ 350.00	12	\$ 4,200.00
Building 23, Beckley, WV			
Elevator #1	\$ 380.00	12	\$ 4,560.00
Elevator #2	\$ 150.00	12	\$ 1,800.00
Building 25, Parkersburg, WV			
Elevator #1	\$ 150.00	12	\$ 1,800.00
Elevator #2	\$ 150.00	12	\$ 1,800.00



Maintenance > Elevator Service Plans

Built On Experience

DC Elevator currently maintains thousands of elevators on maintenance contracts across the states of Kentucky, Tennessee, Indiana, Ohio, West Virginia, and Virginia.

We maintain all types of equipment including equipment manufactured by ThyssenKrupp, Otis, Schindler, Kone, Elevator Controls, MCE, Virginia Controls, Smartrise, and others.

Full Maintenance

The Full Maintenance contract provides monthly scheduled maintenance visits. During these visits, all parts outlined in the service agreement are maintained.

We offer the full maintenance contract with two options:

- call back service available seven days/week and 24 hours/day
- optional call back service after 5:00 p.m.

The required annual safety test is part of the agreement.

Examination and Lubrication

Our Examination and Lubrication agreements are custom-tailored in frequency and detail. They are performed monthly, quarterly, or semi-annually, pending your equipment needs. A safety/pressure test is part of the agreement.

The DCE Advantage

Routine maintenance is critical – as with any mechanical device, elevator parts are subject to wear and deterioration over time.

Our skilled and certified technicians keep close track on the wear of your equipment, combining the individual and company experience with current equipment statistics, planning and preparing for efficiency and effectiveness.

Their precautions maximize the useful life and reliability of your equipment. They are the building blocks of the DC Elevator Advantage.

Flexible and Scalable

Our maintenance plans are scalable to the needs of our clients and flexible enough to fit every budget. From Full Maintenance with 24/7 call-back service, maximizing life and reliability of your equipment, to Examination and Lubrication agreements following manufacturer's minimum requirements.

Call or email us today for a detailed estimate!



Do you have questions, thoughts, or ideas? I'll be happy to assist you!

Kathy Davis
Branch Manager, Charleston, WV
kathy.davis@dcelevator.com



Your Emergency is Our Urgency

Repair > Availability > Maintenance Options

“ In 1977, DC Elevator Company was built on a simple premise – to provide the best service possible, and to do so at reasonable rates.

Forty years later, maintenance and repair are still the key element for our clients.

How to Reach Us

You can contact our repair hotline at (304) 345-7222. During our office hours, we will address your needs right away – after hours we will communicate your concern to our next available elevator technician.

The Q&A section on our website at www.dcelevator.com/repair/ provides detailed information.

In the case of an emergency, please always dial 9-1-1.

Cause and Impact

Failing elevator technology can lead to sudden stops, rough landings, failure to open, floor shifting, and elevator lurching. As technology ages, elements of the elevator can become unreliable. This can cause breakdowns, leading to elevator downtime.

DC Elevator can help ease these issues: We not only have the know-how to diagnose the cause of the failure but also have access to a vast network of vendors that can quickly supply the parts needed for the repair.

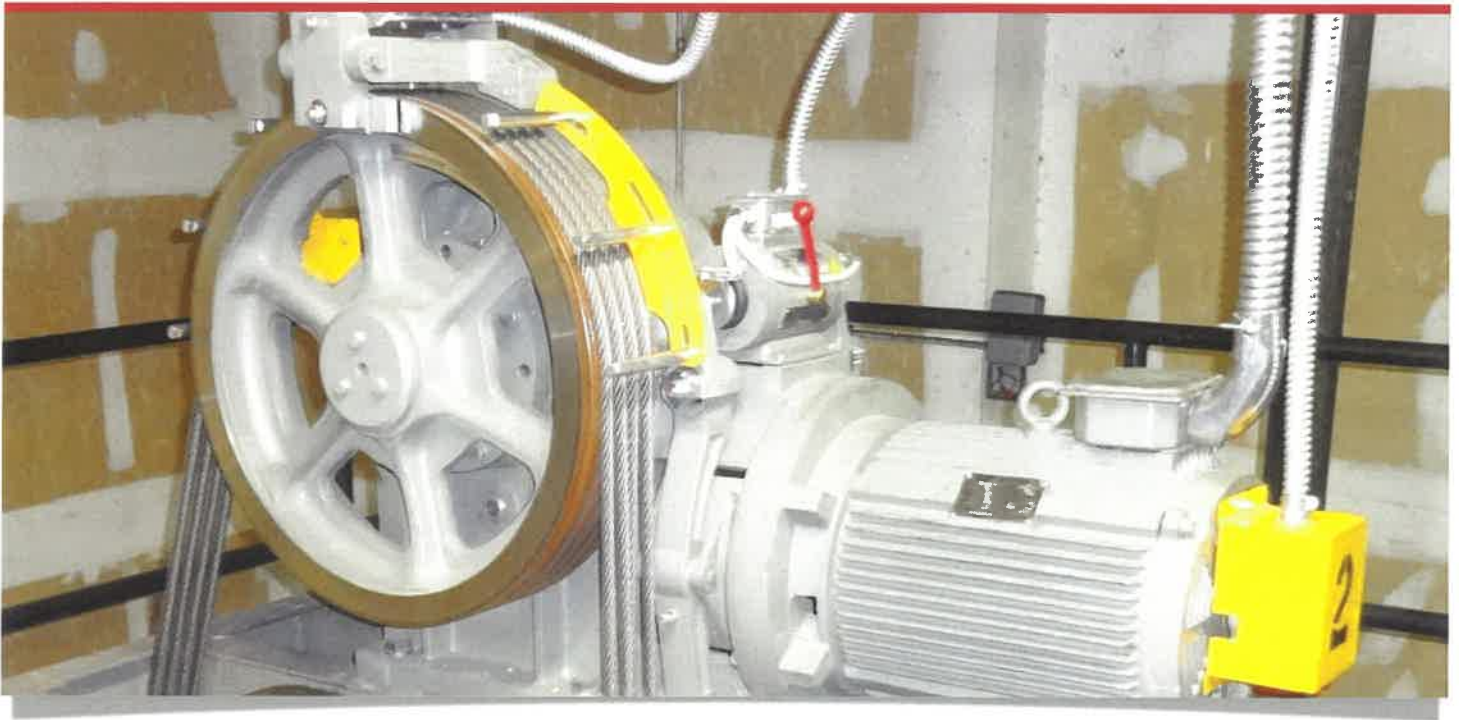
Maintenance is Key

Prevention is the best way to avoid elevator failure; regular maintenance of parts, periodic lubrication, and planned examination help keeping your vertical transportation unit performing according to specifications, and your passenger and goods moving unhindered and reaching their destination on time, and in time.

Please contact us to get a quote, schedule a site evaluation, or learn more about repair and maintenance options.

DC Elevator

An American Elevator Group Company



Modernization > Commercial

The ownership of a commercially used building comes with a lot of responsibilities, and the list quickly extends to vertical transportation.

Safety Always First – Aesthetics a Close Second

As the building ages, so does the elevator. Time and frequent use can be hard on the cab interior, its fixtures, and the controls. As a building owner, you want to make sure that the passengers riding your elevators are always safe, and that their only concern should be the selection of the right floor.

A misaligned elevator entrance, worn elevator controls, or a ride accompanied by harsh sounds and creaks, can bridge the experience from inconvenient to dangerous. The experience can taint not only the perception of the commercial building, but create real implications like hurt passengers, resulting in elevator downtime, or building code violations which can lead to legal consequences.

A Value-Added Solution

Updating critical components of your installation, like the microprocessor control system, a new set of signal- and operating devices, or the installation of a more current door-operating equipment prevents malfunction and keeps downtime to a minimum.

Your commercial tenants, their customers, and every passenger will appreciate that you keep your vertical transportation unit up-to-date, sporting a contemporary look and feel. That makes its use a smooth and convenient endeavor and delivers a consistent experience at your location.

Visit www.dcelevator.com to see case studies of the commercial modernization solutions we provide.



Please call or email us with your questions, thoughts, and ideas.

Kathy Davis

Branch Manager, Charleston, WV
sales@dcelevator.com



Machine Room Before Modernization



Machine Room After Modernization

Service Hotline +1-304-345-7222

Experience Matters

Safety and aesthetics are convincing arguments for the modernization of your vertical transportation systems, but there are also economic reasons to modernize these in older buildings and facilities: It keeps them competitive with newer structures, and adds value to the property, providing a sound financial return on your initial investment.

We recently completed modernization projects for the following customers:

- Baer Building, Charleston
- Charleston Catholic High School
- Farrell Building, Huntington
- Whitaker Square Condominium Huntington
- Whirlwind Storage, Charleston
- UCWV Geary Student Union
- Cabin Creek Health Clinic
- First Presbyterian Church of Moundsville

The DC Elevator Modernization Process

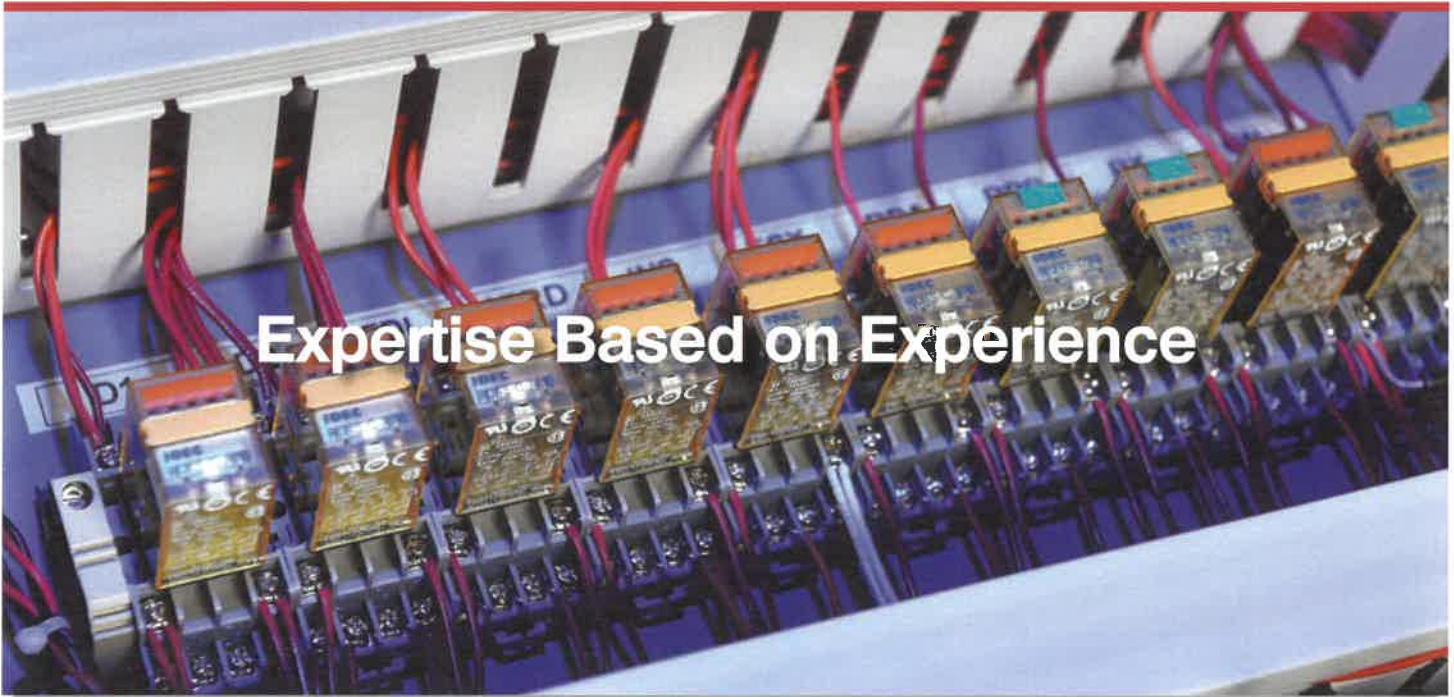
We have a process in place to provide modernization carefully and to your exact needs. It includes multiple steps, and we have streamlined it over time:

- We consult with you for your needs, set goals, an approximate budget, and the preferred project timeline. Then we survey the vertical transportation equipment on location.
- After careful analysis, we provide recommendations and estimate the budget needed.
- As we finalize the project scope and schedule the individual steps, we formalize the contract and develop a project timeline you can rely on.
- If the modernization is part of the concerted effort to renovate a building, we will work closely with your project manager from start to project completion.



Outdated Equipment Bears Many Risks

MODCOM-DS-CHA 12-2017



Expertise Based on Experience

Installation ► Independent and Individual

With four decades of serving the clients of DC Elevator in all facets of their elevator ownership, our applied knowledge of over 340 years of combined experience manifests in every installation.

Quality of Performance Matters

Some companies are driven solely by project cost, others by the completion date. Behind every one of our installations, the driving force is the quality of performance.

While budget and time commitments are important for us, we know that in the long run, the performance of our elevators matters most to our clients.

Reliability and Innovation – Advantages of an Open System

At DC Elevator, we always use non-proprietary equipment. One great advantage of an open system is the unrestricted access to parts and services, warranting flexibility and ease of maintenance.

Another is the ability to carefully tailor our solutions to our customers, as we do not have to choose from a limited selection of products, but have full access to the product elements that answer the need for the challenge at hand.

Please contact us today to get started, or visit our website to learn more about all aspects of installation.

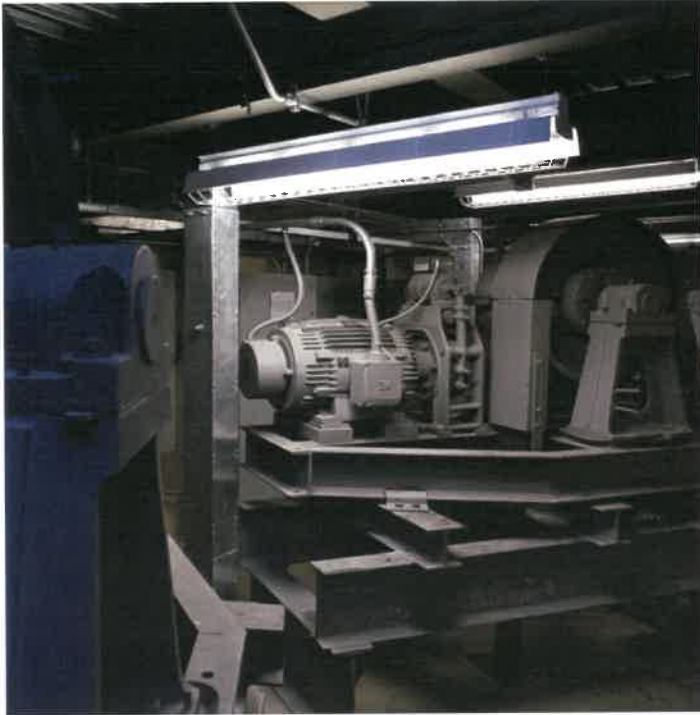
“ Myself, and the entire team at Paramount Builders do appreciate your work, installing the freight elevator at the Charleston Capitol Complex Building 3. We look forward to working on many future projects together.

Kyle W. Chaplan, PARAMOUNT BUILDERS



Please call or email us with your questions, thoughts, and ideas.

Kathy Davis
Branch Manager, Charleston, WV
sales@dcelevator.com



Elevator Motor at Papa John's Stadium



"Stillevator" at the Jim Beam® American Stillhouse

Project Management Hotline +1-304-345-7222

Individual Solutions for Varied Customers

While some of our projects in the company history are similar, no two are identical. We have a complete team of estimators and project managers that aid our customers in finding the best possible solution, applying a proven process that draws from the expertise of the individual team member, and decades of experience based on company work history.

A superintendent on staff makes sure that we communicate the unique scope of the project to all parties involved, which keeps the transition from planning to implementation seamless, and the outcome accurately aligned to the specifications of our customers.

We also coordinate timelines and milestones based on best industry practices, making DC Elevator the perfect partner for architects, consultants, builders, and contractors.

Peer-Approved and Customer-Appreciated

DC Elevator employees serve as current and past board members as well as committee chairs of many professional organizations. They have earned the approval and respect of our peers, and have received merits in advancing the quality, innovation, and success of our profession on a local, statewide, and national level. Please visit our affiliations page on the website to learn more.

Although we can elaborate and outline the quality, efficiency, and effectiveness of our work and process, we would like you to trust the verdict of our customers. In case studies and with testimonials we want to provide you with an objective measure of the proficiency and extent of our past work. While all our intention is facing forward, we are honored to look back on a history of trust, reliance, and mutual gratitude we share with our clientele of forty years.

Please contact us today to get started!

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