

Council Meeting  
October 28, 2008

Honorable Mayor and Members  
 of the Torrance City Council  
 City Hall  
 Torrance, California

**Members of the Council:**

**SUBJECT:** General Services- Contract for Elevator Maintenance  
 Expenditure: \$ 76,795

**RECOMMENDATION**

Recommendation of the General Services Director that City Council award a contract with Reliable Elevator of Los Angeles, Inc. for a three (3) year term from November 1, 2008 to October 31, 2011 for the maintenance of elevators in City Buildings for \$76,795.

**FUNDING** Funding is available in the General Services Operating Budget.

**BACKGROUND/ANAYLSIS**

There are fifteen (15) elevators in City buildings serviced on monthly basis. The maintenance provided by the vendor will include but not limited to: inspecting, cleaning, and lubricating various elevator components such as: the elevator controllers and motors, hoistway door hangars, safety eyes, alarm bell, hydraulic equipment, and guide rails.

Staff formally bid the project (B2008-36), and received the following bids:

Amtech Elevator Corporation	\$1,905 per month*
Reliable Elevator Of Los Angeles	\$2,030 per month
Specialized Elevator Corporation	\$2,359 per month
RS Elevator Corporation	\$2,775 per month

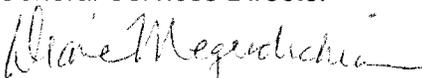
\*The City of Torrance previously contracted with Amtech Elevator Corporation to provide the monthly maintenance service. During the previous contract staff found that Amtech failed to provide monthly service as required and outlined by the contract agreement. Specifically, by records provided by Amtech Elevator Corporation, 211 service visits were missed or undocumented during the last three years, or approximately 39% of scheduled service. (Attachment C) The City is currently seeking reimbursement for missed service requirements. Therefore, Amtech Elevator Corporation has been found to be non-responsible as per the Torrance Municipal Code, Chapter 2, Division 2, Section 22.1.4. (Attachment B)

The contract with Reliable Elevator is for three years with an option to renew for additional two years at the City's option. The contract amount is based on the monthly cost for the three year period. Per the specifications, the contract will be adjusted annually based on the Consumer Price Index published by the United States Department of Commerce Bureau of Labor Statistics for Los Angeles and the Industrial Commodity Prices for Metal and Metal Products, but will be limited to maximum 5% increase in any one-year period.

The General Services Director recommends City Council award a contract with Reliable Elevator of Los Angeles, Inc. for a three (3) year term from November 1, 2008 to October 31, 2011 for the maintenance of elevators in City Buildings for \$76,795.

Respectfully submitted,

SHERYL BALLEW  
General Services Director

  
By Diane Megerdichian  
Business Manager

CONCUR:



Sheryl Ballew  
General Services Director

  
Leroy J. Jackson  
City Manager

- Attachment A: Reliable Elevators of Los Angeles, Inc. Contract
- Attachment B: Torrance Municipal Code, Chapter 2, Division 2, Section 22.1.4.
- Attachment C: Amtech Elevator work history summary 9/1/05-9/30/08
- Attachment D: Elevator Monthly Service Log
- Attachment E: City of Torrance Letter of Determination 10/15/08
- Attachment F: City of Torrance Letter of Restitution 10/15/08
- Attachment G: Amtech's Letter of Response 10/22/08
- Attachment H: 2005 Bid Documents and Specifications
- Attachment I: Amtech Elevator Services Contract

## **CONTRACT SERVICES AGREEMENT**

This **CONTRACT SERVICES AGREEMENT** ("Agreement") is made and entered into as of October 28, 2008, by and between the CITY OF TORRANCE, a municipal corporation ("CITY"), and Reliable Elevator of Los Angeles, Inc. a California Corporation.

### **RECITALS:**

- A. The CITY wishes to retain the services of an experienced and qualified CONTRACTOR to furnish all labor, materials, tools, equipment and incidentals to provide elevator maintenance service in accordance with the specifications prepared by HKA Elevator Consultants. and;
- B. In order to obtain the desired services, The CITY has circulated a Notice Inviting Bids for Elevator Maintenance Service, Notice Inviting Bids No. **2008-36** (the "NIB"); and
- C. CONTRACTOR has submitted a Bid (the "Bid") in response to the NIB. CONTRACTOR represents that it is qualified to perform those services requested in the Specifications. Based upon its review of all Bids submitted in response to the NIB, The CITY is willing to award the contract to CONTRACTOR.

### **AGREEMENT:**

#### **1. SERVICES TO BE PERFORMED BY CONTRACTOR**

CONTRACTOR will provide the services and install those materials listed in the Specifications, which are on file in the General Services Department. The NIB and Specifications are made a part of this Agreement. A copy of the Bid is attached as Exhibit A.

#### **2. TERM**

Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect until October 31, 2011.

The CITY may, at its option and with the approval of the CONTRACTOR, extend the period of the Agreement for two additional 12 month terms. The Contractor shall be notified in writing of the City's intention to extend the contract period at least 60 days prior to the expiration of the Agreement.

### 3. COMPENSATION

#### A. CONTRACTOR's Fee.

For services rendered pursuant to this Agreement, CONTRACTOR will be paid in accordance with CONTRACTOR's Bid; provided, however, that in no event will the total amount of money paid the CONTRACTOR, for services initially contemplated by this Agreement, exceed the sum of \$76,795, unless otherwise first approved in writing by the CITY.

#### B. Schedule of Payment.

Provided that the CONTRACTOR is not in default under the terms of this Agreement, upon presentation of an invoice, CONTRACTOR will be paid monthly, within 30 days after the date of the monthly invoice.

### 4. TERMINATION OF AGREEMENT

#### A. Termination by CITY for Convenience.

1. CITY may, at any time, terminate the Agreement for CITY's convenience and without cause.
2. Upon receipt of written notice from CITY of such termination for CITY's convenience, CONTRACTOR will:
  - a. cease operations as directed by CITY in the notice;
  - b. take actions necessary, or that CITY may direct, for the protection and preservation of the work; and
  - c. except for work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.
3. In case of such termination for CITY's convenience, CONTRACTOR will be entitled to receive payment for work executed; and costs incurred by reason of such termination, along with reasonable overhead and profit on the work not executed.

#### B. Termination for Cause.

1. If either party fails to perform any term, covenant or condition in this Agreement and that failure continues for 15 calendar days after the nondefaulting party gives the defaulting party written notice of the failure to perform, this Agreement may be terminated for cause; provided, however, that if during the notice period the defaulting party has promptly commenced and continues diligent efforts to remedy the default, the defaulting party will have such additional time as is reasonably necessary to remedy the default.

2. In the event this Agreement is terminated for cause by the default of the CONTRACTOR, the CITY may, at the expense of the CONTRACTOR and its surety, complete this Agreement or cause it to be completed. Any check or bond delivered to the CITY in connection with this Agreement, and the money payable thereon, will be forfeited to and remain the property of the CITY. All moneys due the CONTRACTOR under the terms of this Agreement will be retained by the CITY, but the retention will not release the CONTRACTOR and its surety from liability for the default. Under these circumstances, however, the CONTRACTOR and its surety will be credited with the amount of money retained, toward any amount by which the cost of completion exceeds the Agreement Sum and any amount authorized for extra services.
3. Termination for cause will not affect or terminate any of the rights of the CITY as against the CONTRACTOR or its surety then existing, or which may thereafter accrue because of the default; this provision is in addition to all other rights and remedies available to the CITY under law.

C. Termination for Breach of Law.

In the event the CONTRACTOR or any of its officers, directors, shareholders, employees, agents, subsidiaries or affiliates is convicted (i) of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of a contract or subcontract; (ii) under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a public consultant or contractor; (iii) under state or federal antitrust statutes arising out of the submission of bids or proposals; or (iv) of violation of Paragraph 19 of this Agreement; or for any other cause the CITY determines to be so serious and compelling as to affect CONTRACTOR's responsibility as a public consultant or contractor, including but not limited to, debarment by another governmental agency, then the CITY reserves the unilateral right to terminate this Agreement or to impose such other sanctions (which may include financial sanctions, temporary suspensions or any other condition deemed appropriate short of termination) as it deems proper. The CITY will not take action until CONTRACTOR has been given notice and an opportunity to present evidence in mitigation.

## 5. **FORCE MAJEURE**

If any party fails to perform its obligations because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions,

governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond the reasonable control of the party obligated to perform, then that party's performance shall be excused for a period equal to the period of such cause for failure to perform.

**6. RETENTION OF FUNDS**

CONTRACTOR authorizes the CITY to deduct from any amount payable to CONTRACTOR (whether or not arising out of this Agreement) any amounts the payment of which may be in dispute or that are necessary to compensate the CITY for any losses, costs, liabilities, or damages suffered by the CITY, and all amounts for which the CITY may be liable to third parties, by reason of CONTRACTOR's negligent acts or omissions or willful misconduct in performing or failing to perform CONTRACTOR's obligations under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by CONTRACTOR, or any indebtedness exists that appears to be the basis for a claim of lien, the CITY may withhold from any payment due, without liability for interest because of the withholding, an amount sufficient to cover the claim. The failure of the CITY to exercise the right to deduct or to withhold will not, however, affect the obligations of CONTRACTOR to insure, indemnify, and protect the CITY as elsewhere provided in this Agreement.

**7. THE CITY'S REPRESENTATIVE**

Toni Dotter, Facility Services Secretary is designated as the "City Representative," authorized to act in its behalf with respect to the work and services specified in this Agreement and to make all decisions in connection with this Agreement. Whenever approval, directions, or other actions are required by the CITY under this Agreement, those actions will be taken by the City Representative, unless otherwise stated. The City Manager has the right to designate another City Representative at any time, by providing notice to CONTRACTOR.

**8. CONTRACTOR REPRESENTATIVE(S)**

The following principal(s) of CONTRACTOR are designated as being the principal(s) and representative(s) of CONTRACTOR authorized to act in its behalf with respect to the work specified in this Agreement and make all decisions in connection with this Agreement:

Jevon Hadly, Sales Manager  
Lance Green, V.P. of Operations

**9. INDEPENDENT CONTRACTOR**

The CONTRACTOR is, and at all times will remain as to the CITY, a wholly independent contractor. Neither the CITY nor any of its agents will have control

over the conduct of the CONTRACTOR or any of the CONTRACTOR's employees, except as otherwise set forth in this Agreement. The CONTRACTOR may not, at any time or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of the CITY.

**10. BUSINESS LICENSE**

The CONTRACTOR must obtain a City business license prior to the start of work under this Agreement, unless CONTRACTOR is qualified for an exemption.

**11. OTHER LICENSES AND PERMITS**

CONTRACTOR warrants that it has all professional, contracting and other permits and licenses required to undertake the work contemplated by this Agreement.

**12. FAMILIARITY WITH WORK**

By executing this Agreement, CONTRACTOR warrants that CONTRACTOR (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, CONTRACTOR warrants that CONTRACTOR has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services set forth in this Agreement. Should CONTRACTOR discover any latent or unknown conditions that will materially affect the performance of the services set forth in this Agreement, CONTRACTOR must immediately inform the CITY of that fact and may not proceed except at CONTRACTOR's risk until written instructions are received from the CITY.

**13. CARE OF WORK**

CONTRACTOR must adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and other components to prevent losses or damages, and will be responsible for all damages, to persons or property, until acceptance of the work by the CITY, except those losses or damages as may be caused by the CITY's own negligence.

**14. CONTRACTOR'S ACCOUNTING RECORDS; OTHER PROJECT RECORDS**

Records of the CONTRACTOR's time pertaining to the project, and records of accounts between the CITY and the CONTRACTOR, will be kept on a generally recognized accounting basis. CONTRACTOR will also maintain all other records, including without limitation specifications, drawings, progress reports

and the like, relating to the project. All records will be available to the CITY during normal working hours. CONTRACTOR will maintain these records for three years after final payment.

**15. INDEMNIFICATION**

CONTRACTOR will indemnify, defend, and hold harmless CITY, the City Council, each member thereof, present and future, its officers, agents and employees from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages whatsoever, including, but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss however the same may be caused and regardless of the responsibility for negligence. The obligation to indemnify, defend and hold harmless includes, but is not limited to, any liability or expense, including defense costs and legal fees, arising from the negligent acts or omissions, or willful misconduct of CONTRACTOR, its officers, employees, agents, subcontractors or vendors. It is further agreed, CONTRACTOR's obligations to indemnify, defend and hold harmless will apply even in the event of concurrent negligence on the part of CITY, the City Council, each member thereof, present and future, or its officers, agents and employees, except for liability resulting solely from the negligence or willful misconduct of CITY, its officers, employees or agents. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONTRACTOR and CITY, as to whether liability arises from the sole negligence of the CITY or its officers, employees, agents, subcontractors or vendors, CONTRACTOR will be obligated to pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely negligent. CONTRACTOR will not be entitled in the event of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

**16. NON-LIABILITY OF THE CITY'S OFFICERS AND EMPLOYEES**

No officer or employee of the CITY will be personally liable to CONTRACTOR, in the event of any default or breach by the CITY or for any amount that may become due to CONTRACTOR.

**17. INSURANCE**

- A. CONTRACTOR must maintain at its sole expense the following insurance, which will be full coverage not subject to self insurance provisions:
- (1) Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:
    - (a) Primary Bodily Injury with limits of at least \$500,000 per person, \$1,000,000 per occurrence; and

- (b) Primary Property Damage of at least \$250,000 per occurrence; or
  - (c) Combined single limits of \$1,000,000 per occurrence.
- (2) General Liability including coverage for premises, products and completed operations, independent contractors, personal injury and contractual obligations with combined single limits of coverage of at least \$2,000,000 per occurrence.
  - (3) Workers' Compensation with limits as required by the State of California and Employers Liability with limits of at least \$1,000,000.
- B. The insurance provided by CONTRACTOR will be primary and non-contributory.
  - C. The CITY of Torrance, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer must be named as additional insureds under the automobile and general liability policies.
  - D. CONTRACTOR must provide certificates of insurance and/or endorsements to the City Clerk of the City of Torrance before the commencement of work.
  - E. Each insurance policy required by this Paragraph must contain a provision that no termination, cancellation or change of coverage can be made without thirty days notice to the CITY.
  - F. CONTRACTOR must include all subcontractors as insureds under its policies or must furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors will be subject to all of the requirements of this Paragraph 17.

#### **18. SUFFICIENCY OF INSURERS**

Insurance required by this Agreement will be satisfactory only if issued by companies admitted to do business in California, rated "B+" or better in the most recent edition of Best's Key Rating Guide, and only if they are of a financial category Class VII or better, unless these requirements are waived by the Risk Manager of the CITY ("Risk Manager") due to unique circumstances. In the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to the CITY, the CONTRACTOR agrees that the minimum limits of any insurance policies and/or the performance bond required by this Agreement may be changed accordingly upon receipt of written notice from the Risk Manager; provided that CONTRACTOR will have the right to appeal a determination of increased

coverage by the Risk Manager to the City Council of the CITY within 10 days of receipt of notice from the Risk Manager.

**19. CONFLICT OF INTEREST**

- A. No officer or employee of the CITY may have any financial interest, direct or indirect, in this Agreement, nor may any officer or employee participate in any decision relating to the Agreement that effects the officer or employee's financial interest or the financial interest of any corporation, partnership or association in which the officer or employee is, directly or indirectly interested, in violation of any law, rule or regulation.
- B. No person may offer, give, or agree to give any officer or employee or former officer or employee, nor may any officer or employee solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any way pertaining to any program requirement, contract or subcontract, or to any solicitation or proposal.

**20. NOTICE**

- A. All notices, requests, demands, or other communications under this Agreement will be in writing. Notice will be sufficiently given for all purposes as follows:
  - (1) Personal delivery. When personally delivered to the recipient: notice is effective on delivery.
  - (2) First Class mail. When mailed first class to the last address of the recipient known to the party giving notice: notice is effective three mail delivery days after deposit in an United States Postal Service office or mailbox.
  - (3) Certified mail. When mailed certified mail, return receipt requested: notice is effective on receipt, if delivery is confirmed by a return receipt.
  - (4) Overnight delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account: notice is effective on delivery, if delivery is confirmed by the delivery service.

- (5) Facsimile transmission. When sent by fax to the last fax number of the recipient known to the party giving notice: notice is effective on receipt. Any notice given by fax will be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

CONTRACTOR:                   Reliable Elevator of Los Angeles,  
Inc.  
1370 Reynolds Avenue #114  
Irvine, CA 92614  
  
Fax: 949-851-5084

CITY:                            City Clerk  
City of Torrance  
3031 Torrance Boulevard  
Torrance, CA 90509-2970  
Fax: (310) 618-2931

- B. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified, will be deemed effective as of the first date the notice was refused, unclaimed or deemed undeliverable by the postal authorities, messenger or overnight delivery service.
- C. Either party may change its address or fax number by giving the other party notice of the change in any manner permitted by this Agreement.

## **21. PROHIBITION AGAINST ASSIGNMENT AND SUBCONTRACTING**

This Agreement and all exhibits are binding on the heirs, successors, and assigns of the parties. The Agreement may not be assigned or subcontracted by either the CITY or CONTRACTOR without the prior written consent of the other.

## **22. INTEGRATION; AMENDMENT**

This Agreement represents the entire understanding of the CITY and CONTRACTOR as to those matters contained in it. No prior oral or written understanding will be of any force or effect with respect to the terms of this Agreement. The Agreement may not be modified or altered except in writing signed by both parties.

**23. INTERPRETATION**

The terms of this Agreement should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction that might otherwise apply.

**24. SEVERABILITY**

If any part of this Agreement is found to be in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in conflict with any applicable laws, but the remainder of the Agreement will remain in full force and effect.

**25. TIME OF ESSENCE**

Time is of the essence in the performance of this Agreement.

**26. GOVERNING LAW; JURISDICTION**

This Agreement will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in Los Angeles County, California.

**27. COMPLIANCE WITH STATUTES AND REGULATIONS**

CONTRACTOR will be knowledgeable of and will comply with all applicable federal, state, county and city statutes, rules, regulations, ordinances and orders.

**28. WAIVER OF BREACH**

No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default will impair the right or remedy or be construed as a waiver. A party's consent or approval of any act by the other party requiring the party's consent or approval will not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and will not be a waiver of any other default concerning the same or any other provision of this Agreement.

**29. ATTORNEY'S FEES**

Except as provided for in Paragraph 15, in any dispute, litigation, arbitration, or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party will be awarded reasonable attorney's fees, together with any costs and expenses, to resolve the dispute and to enforce any judgment.

**30. EXHIBITS**

All exhibits identified in this Agreement are incorporated into the Agreement by this reference.

**31. CONTRACTOR'S AUTHORITY TO EXECUTE**

The persons executing this Agreement on behalf of the CONTRACTOR warrant that (i) the CONTRACTOR is duly organized and existing; (ii) they are duly authorized to execute this Agreement on behalf of the CONTRACTOR; (iii) by so executing this Agreement, the CONTRACTOR is formally bound to the provisions of this Agreement; and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the CONTRACTOR is bound.

CITY OF TORRANCE,  
a Municipal Corporation

Reliable Elevator of Los Angeles  
A California Corporation

\_\_\_\_\_  
Frank Scotto Mayor

By: \_\_\_\_\_  
Jevon Hadley  
Sales Manager

ATTEST:

\_\_\_\_\_  
Sue Herbers, City Clerk

APPROVED AS TO FORM:

JOHN L. FELLOWS III  
City Attorney

By: \_\_\_\_\_  
Deputy City Attorney

Attachments: Exhibit A: Bid

Created: 4/16/97  
Revised: 5/12/99

**EXHIBIT A**

**Bid**

CITY OF TORRANCE  
3031 Torrance Blvd.  
Torrance, CA 90503

BID NO. B2008-36

**Bid for Elevator Maintenance Service for the City of Torrance**

**SECTION III BID PROPOSAL**

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE BID.

In accordance with your "Invitation to Bid," the following bid proposal is submitted to the City of Torrance.

**Bid Proposal Submitted By:**

RELIABLE ELEVATOR  
Name of Company

1370 REYNOLDS AVE #114  
Address

IRVINE CA 92614  
City/State/Zip Code

JEVON HADLEY SALES MANAGER  
Printed Name/Title

(949) 851-5080 (949) 851-5084  
Telephone Number/Fax Number

**Form of Business Organization:**

Please indicate the following (check one);

Corporation  Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

If incorporated, what state: CALIFORNIA

Federal Tax ID # 20-8389844

**Business History:**

How long have you been in business under your current name and form of business organization?

4.5 years

If less than three (3) years and your company was in business under a different name, what was that name?

\_\_\_\_\_  
\_\_\_\_\_

Contractor's License No.: 899475 Class: C-11

- a. Date first obtained: JULY 2007
- b. Has License ever been suspended or revoked? NO  
If yes, describe when and why: \_\_\_\_\_
- c. Any current claims against License or Bond? NO  
If yes, describe claims: \_\_\_\_\_

**Contact for Additional Information:**

Please provide the name of the individual at your company to contact for any additional information

JEVON HADLEY  
Name

SALES MANAGER  
Title

(949) 851-5080 (949) 851-5084  
Telephone Number/Fax Number

**Addenda Received:**

Please indicate addenda information you have received regarding this bid:

Addendum No. <u>1</u>	Date Received: <u>9/18/08</u>
Addendum No. <u>2</u>	Date Received: <u>9/22/08</u>
Addendum No. <u>    </u>	Date Received: <u>    </u>

     No Addenda received regarding this bid.

**References:**

Please supply the names of companies/agencies for whom you recently supplied comparable goods or services as requested in this BID.

UC IRVINE	IRVINE CA 92697	DAVE MORAN (949) 824-8681
Name of Company/Agency	Address	Person to contact/Telephone No.
THE ROBERTS COMPANY	2912 COLORADO ST CA	VINCE TESSMER (310) 829-1700
Name of Company/Agency	Address	Person to contact/Telephone No.
FRONT PORCH	VARIOUS	TIM KINLOCH (818) 729-8131
Name of Company/Agency	Address	Person to contact/Telephone No.
HOLLYWOOD HOUSING	VARIOUS	MAREN RODRIGUEZ (323) 464-0710
Name of Company/Agency	Address	Person to contact/Telephone No.

1. Please state, if requested by the City, if your company would agree to a renewal of this contract as indicated below:

Yes  We would agree to a contract renewal for a fourth year with price adjustments as set forth in the specifications.

Yes  We would agree to a contract renewal for a fifth year with price adjustments as set forth in the specifications.

No  We would not be interested in renewing this contract.

**"EXHIBIT B"**

**Labor Rates**

1. Name and location of Property:  
Reference Exhibit C
2. Number and description of Units of Elevator Equipment:  
Reference Exhibit C
3. Commencement Date: OCTOBER 1, 2008
4. Anniversary Date: OCTOBER 1
5. Straight hourly labor cost: 44\$ 59<sup>00</sup>, of which  
\$16<sup>50</sup> is the cost of fringe benefits.
6. Extra billing rates:

**REGULAR BILLING RATES:**

Regular Working Hour:	\$ <u>198<sup>00</sup></u> Per Hour. (One (1) Mechanic)
Regular Working Hour:	\$ <u>302</u> Per Hour. (Mechanic & Helper)
Overtime 1.5 rate Working Hour:	\$ <u>297</u> Per Hour. (One (1) Mechanic)
Overtime 1.7 rate Working Hour:	\$ <u>339</u> Per Hour. (One (1) Mechanic)
Overtime Working Hour:	\$ <u>572</u> Per Hour. (Mechanic & Helper)
Sundays and Holidays:	\$ <u>375</u> Per Hour. (One (1) Mechanic)
Sundays and Holidays:	\$ <u>572</u> Per Hour. (Mechanic & Helper)

**PREMIUM ONLY BILLING RATES:**

Overtime 1.5 rate Working Hour:	\$ <u>99</u> Per Hour. (One (1) Mechanic)
Overtime 1.7 rate Working Hour:	\$ <u>140</u> Per Hour. (One (1) Mechanic)
Overtime Working Hour:	\$ <u>272</u> Per Hour. (Mechanic & Helper)
Sundays and Holidays:	\$ <u>176</u> Per Hour. (One (1) Mechanic)
Sundays and Holidays:	\$ <u>272</u> Per Hour. (Mechanic & Helper)

7. Discounts for alternate payment terms:

Quarterly: — %

Semi-Annually: 2 %

8. Adjustments to Basic Fee and Cost of Extra Services: On each annual anniversary of the execution of this Agreement (the "**Anniversary Date**"), the Basic Fee and the cost of Extra Services (collectively, the "**Total Cost**") may, upon approval by Owner in accordance with this Section, be adjusted based upon changes in material and labor costs as follows:
- a. Twenty percent (20%) of the current Total Cost will be increased or decreased based on the "Producer price index - Commodity code 10 - Metals and metal products" published by the U.S. Department of Labor, Bureau of Labor Statistics, for the month of August of each contract year as compared with such index for the same month of the previous year.
  - b. Eighty percent (80%) of the current Total Cost will be increased or decreased based on the straight time hourly labor cost for the month within which the Anniversary Date occurs as compared with such straight time hourly labor cost for the same month of the previous year.
  - c. As used in the provision, the phrase "straight time hourly labor cost" means the sum of the straight time hourly labor rate and the average hourly cost of fringe benefits paid to elevator examiners in the County in which the property is located. The words "fringe benefits" mean employee benefits granted in lieu of or in addition to hourly rate increases and include, but are not limited to pensions, vacations, paid holidays, group life, sickness, accident and hospitalization insurance. The straight hourly labor cost for each Property is shown on Exhibit B & C along with the associated cost of fringe benefits.
  - d. Price adjustments must be initiated in writing by the Contractor to Manager or Owner at least 90 days prior to the upcoming Anniversary Date of the Agreement and must be supported by conclusive evidence justifying the need for a price adjustment.
  - e. Notwithstanding any other provision of this Agreement, the maximum allowable increase in the Total Cost is five percent (5%) for any one (1) year during the term (and any extension of the term) of this Agreement.
9. Additional terms: ALL PRICING INCLUDES ALL APPLICABLE TAXES.

## "EXHIBIT C"

Building	Address	Elevator Number	Unit Pricing	Total Pricing
City Hall, Lobby (Front)	3031 Torrance Blvd.	054572	\$132 <sup>-</sup>	\$528 <sup>-</sup>
City Hall, Council (Rear)	3031 Torrance Blvd.	054240	\$132 <sup>-</sup>	
City Hall, East Annex	3031 Torrance Blvd.	099285	\$132 <sup>-</sup>	
City Hall, West Annex	3031 Torrance Blvd.	079638	\$132 <sup>-</sup>	
Civic Center Library, Public	3301 Torrance Blvd.	051957	\$132 <sup>-</sup>	\$264 <sup>-</sup>
Civic Center Library, Staff	3301 Torrance Blvd.	051958	\$132 <sup>-</sup>	
Cable Building	3350 Civic Center Drive	086993	\$132 <sup>-</sup>	\$132 <sup>-</sup>
Police Department, Lobby (Front)	3300 Civic Center Drive	071009	\$132 <sup>-</sup>	\$264 <sup>-</sup>
Police Department, Staff (Rear)	3300 Civic Center Drive	071008	\$132 <sup>-</sup>	
City Yard, Public Works	20500 Madrona Ave.	084086	\$132	\$578
City Yard, Fleet, Passenger	20500 Madrona Ave.	084087	\$132	
City Yard, Fleet, Freight	20500 Madrona Ave.	084045	\$182 <sup>-</sup>	
City Yard, Transit	20500 Madrona Ave.	084088	\$132 <sup>-</sup>	
Bartlett Senior Center	1318 Cravens Ave.	090197	\$132 <sup>-</sup>	\$132 <sup>-</sup>
Airport Control Tower	25311 Aero Way/Zamperini Way	035798	\$132 <sup>-</sup>	\$132 <sup>-</sup>
Total Monthly Price			\$	2030 <sup>-</sup>

“EXHIBIT D”

MASTER ELEVATOR EQUIPMENT MAINTENANCE AGREEMENT

Contractor’s Approved Personnel

(To be completed for each Property and added to the Agreement)

1. Name and location of Property: \_\_\_\_\_

2. Contractor’s Account Manager: JEVON HADLEY

3. Contractor’s Supervisor: LANCE GREEN

4. Contractor’s Mechanic: BOB STEPHENSON

5. Additional terms:

A. Term. The term of this Addendum shall be concurrent with the current term of the Master Agreement.

B. Effective Date. This Addendum shall be deemed effective as of \_\_\_\_\_, 20\_\_\_\_; provided, however, that this Addendum shall not become effective until signed by both parties hereto.

C. Other. \_\_\_\_\_

D. No Other Changes. Except as modified by this Addendum and any other previously executed Addenda, the Master Agreement shall remain unchanged and in full force and effect. All provisions of the Master Agreement shall be applicable to this Addendum and are hereby incorporated by reference.

OWNER:

CONTRACTOR:

By: \_\_\_\_\_

By: [Signature]

Name: \_\_\_\_\_

Name: RELIABLE ELEVATOR

Title: \_\_\_\_\_

Title: SALES MANAGER

<b>ADDENDUM #1</b>
--------------------

CITY OF TORRANCE  
3031 Torrance Blvd.  
Torrance, CA 90503

BID NO. B2008-36 and B2008-44

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**Bid for Elevator Maintenance Service for the City of Torrance B2008-36 and  
Bid to Modernize Two (2) City Hall Elevators B2008-44**

---

ADDENDUM # 1

THE FOLLOWING CHANGES ARE HEREBY INCORPORATED INTO AND MADE A MANDATORY PART OF SUBJECT BID:

**BID OPENING REMAINS: THURSDAY, September 25, 2008**

**CLARIFY:** Please include maintenance pricing for all elevators included in the Elevator Maintenance Bid. Regarding the two elevators that will be modernized, if two different companies are awarded the two contracts (one for the modernization and one for the maintenance) you will need to eliminate the two elevators that will be modernized from your maintenance bid. The contractor that is awarded the modernization will start maintaining these two units upon contract award and during the modernization and 12-month warranty period. After that time these two units will be added back into the maintenance contract, based on the terms and conditions of the maintenance contract.

**Below are R.F.I. (Request for Information) submitted by bidders with the associated answers.**

1. Section 1.06 Special Tests:
  - \*Fire Service Testing: Does it include annual Reg 4? & Standby? **No**
  - \*Emergency Power Test: Do we need to Standby? **No**
2. Frequency of callbacks per unit over the last 12 months?
  - \*# of entrapments? And which elevators? **Please see attached report for all call-outs between September 2007 and September 2008 (7 pages total).**
3. Drilling Clause:
  - \*Can a standard drilling/hole clause, with limitations set on total allowance for drilling hours in the base bid be provided? We would recommend (16) sixteen hours per elevator for drilling, with any overage billed at the normal billing rates of the drilling contractor (without mark-up). **Yes but I would suggest (24) twenty- four hours.**
4. Who is the current City of Torrance contractor that maintains and repairs the building fire alarm panel? **Various fire alarm companies depending on the alarm system.**
5. Who is the intended card reader security company? **Don't have a specific one chosen as of bid opening.**
6. In order to meet the 5 week (35 calendar days) modernization/inspection schedule per elevator, it will be necessary to work overtime hours. **Change schedule to 42 calendar days (6 week) for modernization/inspection schedule per elevator. No overtime will be allowed, schedule accordingly.**
7. Are there any problems with working from 6am to 6pm M-Saturday? **7 AM to 5 PM M- F only, no Saturdays. (In reference to Modernization work schedule).**

8. Does the City of Torrance want an alternate bid to perform the work during normal working hours, with an extended schedule? **No, bid per specifications.**

September 18, 2008

**Please return this addendum with your bid proposal.**

I hereby acknowledge receipt of this addendum.

RELIABLE ELEVATOR, INC.

Name of Company

1370 REYNOLDS AVE #114

Address

IRVINE CA 92614

City

State

Zip Code

<b>ADDENDUM #2</b>
--------------------

CITY OF TORRANCE  
3031 Torrance Blvd.  
Torrance, CA 90503

BID NO. B2008-36 and B2008-44

---

**Bid for Elevator Maintenance Service for the City of Torrance B2008-36 and  
Bid to Modernize Two (2) City Hall Elevators B2008-44**

---

ADDENDUM # 2

THE FOLLOWING CHANGES ARE HEREBY INCORPORATED INTO AND MADE A MANDATORY PART OF SUBJECT BID:

**BID OPENING REMAINS: THURSDAY, SEPTEMBER 25, 2008 BY 2:00 PM IN THE CITY CLERK'S OFFICE.**

In reference to the Elevator Maintenance Service for the City of Torrance B2008-36, the replacement of obsolete parts from the maintenance bid will be excluded using the method below:

Obsolete parts, as defined as parts not obtainable through reasonable means. Contractor shall submit in writing to Owner Representative's once any part is not obtainable through reasonable means. The Owner shall have the right to have this reviewed and approved by an independent third party (Elevator Consultant). If it is deemed reasonable to obtain said parts, Contractor at its own expense shall provide.

September 22, 2008

**Please return this addendum with your bid proposal.**

I hereby acknowledge receipt of this addendum.

RELIABLE ELEVATOR INC.  
Name of Company

1370 REYNOLDS AVE #114  
Address

IRVINE CA 92614  
City State Zip Code

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

BIDDER'S AFFIDAVIT

Jevon Hadley being first duly sworn, deposes and says:

1. That he/she is the Sales Manager of Reliable Elevator, Inc.  
(Title of Office) (Name of Company)

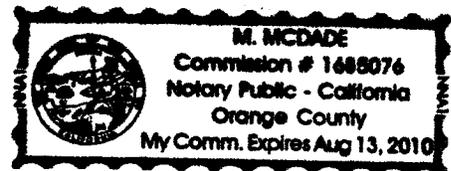
hereinafter called "Bidder", who has submitted to the City of Torrance a bid for

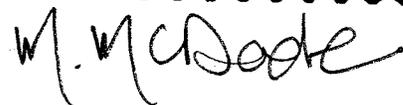
Elevator Maintenance Service for the City of Torrance;  
(Bid Title)

- 2. That the bid proposal is genuine; that all statements of fact in the bid proposal are true;
- 3. That the bid was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
- 4. That the Bidder did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham bid, to refrain from bidding, or to withdraw his bid, to raise or fix the bid price of the Bidder or of anyone else, or to raise or fix any overhead, profit or cost element of the Bidder's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Torrance, or of any other Bidder, or anyone else interested in the proposed contract;
- 5. That the Bidder has not in any other manner sought by collusion to secure for itself an advantage over any other Bidder or to induce action prejudicial to the interests of the City of Torrance, or of any other Bidder or of anyone else interested in the proposed contract;
- 6. That the Bidder has not accepted any bid from any subcontractor or materialman through any bid depository, the bylaws, rules or regulations of which prohibit or prevent the Bidder from considering any bid from any subcontractor or materialman, which is not processed through that bid depository, or which prevent any subcontractor or materialman from bidding to any contractor who does not use the facilities of or accept bids from or through such bid depository;
- 7. That the Bidder did not, directly or indirectly, submit the Bidder's proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Torrance, or to any person or persons who have a partnership or other financial interest with said Bidder in its business.
- 8. That the Bidder has not been debarred from participation in any state, federal or public works project.

Dated this 24<sup>th</sup> day of September, 2008.

  
 \_\_\_\_\_  
 (Bidder Signature)  
Sales Manager  
 \_\_\_\_\_  
 (Title)





**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

State of California

County of Orange }

On September 24 before me, M. McDade, Notary Public  
Date Here Insert Name and Title of the Officer

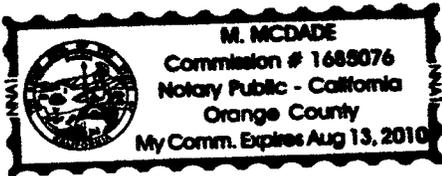
personally appeared Jevon Hadley  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature M. McDade  
Signature of Notary Public



Place Notary Seal Above

**OPTIONAL**

*Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_

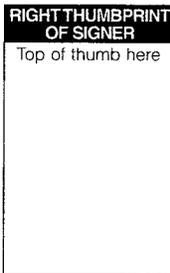
Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

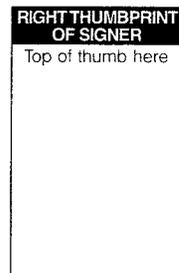
- Individual
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner —  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_



Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

- Individual
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner —  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_



Signer Is Representing: \_\_\_\_\_

## Torrance Municipal Code Division 2, Chapter 2, Section 22.1.4 Lowest Responsible Bidder

(Added by O-3493)

The lowest responsible bidder will be determined after a consideration of the following factors:

- a) The lowest cost to the City;
- b) The ability, capacity, facilities and skill of the bidder to perform the contract;
- c) The ability of the bidder to perform the contract within the time specified, without delay;
- d) The character, integrity, trustworthiness and reputation of the bidder;
- e) The competence, reputation and record of performance and experience of the bidder for the successful recent completion of similar work of comparable magnitude;
- f) The previous and existing compliance by the bidder with laws and ordinances relating to the type of work to be performed under the contract;
- g) The sufficiency of the bidder's financial resources as they relate to the ability of the bidder to perform the contract;
- h) The quality, availability and adaptability of the supplies and equipment to the particular use required;
- i) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- j) The number and scope of conditions and exceptions attached to the bid by the bidder.



ATTACHMENT C



# Fax Cover

<b>To:</b> Mr. John Landis	<b>From:</b> Judy Brown
<b>Fax:</b> (310) 781-7199	<b>Date:</b> October 2, 2008
<b>Phone:</b> (310) 781-7140	<b>Pages:</b> 38, including cover sheet
<b>Re:</b> Work History Report – City of Torrance 3031 Torrance Blvd., Torrance, CA	<b>CC:</b> .

Urgent     For Review     Please Comment     Please Reply     Please Recycle

Good Afternoon John,

Attached you will find the Spreadsheets summarizing the work history on all the elevators under contract at the City of Torrance commencing 9/1/05 thru 9/30/08. I have also included the Work History Report for this time period.

This report is not reflective of the Fire Service performance due the fact that Amtech does not have a copy of this paperwork in house, nor is it reported on the daily call in time records.

Please feel free to give me a call with any questions that you may have at (562) 658-6000, or if you prefer, you can e-mail me at [judith.brown@amtechelevator.com](mailto:judith.brown@amtechelevator.com).

Best regards,

Judy Brown  
Account Executive  
Amtech Elevator Services  
Office: (562) 658-6000  
Fax: (562) 658-6060

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9808 Firestone Boulevard, Downey, California 90241  
Tel: (562) 658-6000 • Fax: (562) 658-6060

		A	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
		CITY OF TORRANCE SERVICE VISIT TRACKING																	
		54572	5424D	95285	79838	51957	51958	869B3	84088	84096	84087	84045	90197	76008	76008	710081	35768		
		CH 1	CH2	E ANNEX W ANNEX	LIB 1	LIB 2	CABLE	TRANS	PW	FLT PASS	FLT FRT	BART	PD 1	PD 2	AIRPORT				
1																			
2																			
3																			
4																			
5																			
6																			
7	Included in Monthly Service	X	X	XX	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8		X	X																
9	Check in w/onsite cust rep	X	X																
10	detector/safety edge	X	X																
11	floor levels	X	X																
12	lamps, signals, stop button	X	X																
13	check mech run for leaks	X	X																
14	Clean pan as needed	X	X																
15	verify oil level (oil bgt)	X	X																
16	added oil (amt in gallons)	X	XX																
17	check main piston/packing	X	X																
18	pitcan/return pump	X	X																
19																			
20	Fire Service test (FS)																		

	A	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8	Included in Monthly Service	2006-07	54572	54240	99285	79638	51957	51958	86993	84088	84086	84087	84045	90197	71009	71008	35798
9		Sept. 06		X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	Check in w/onsite cust rep	Oct. 06	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	detector/safety edge	Nov. 06	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	floor levels	Dec. 06	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	lamps, signals, stop button	Jan. 07	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	check mch mm for leaks	Feb. 07	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	clean pan as needed	Mar. 07	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	verify oil level (oil fog)	Apr. 07	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	add oil (amt in gallons)	May. 07	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	check main piston/packing	June. 07	XX														
19	piccan/return pump	July. 07	XX														
20		Aug. 07	XX														
21	Fire Service test (F'S)																

CITY OF TORRANCE SERVICE VISIT TRACKING

	A	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																	
2																	
3																	
4																	
	CITY OF TORRANCE SERVICE VISIT TRACKING																
5	54572	54240	99285	79638	51957	51958	86993	84088	84086	84087	84045	90197	71009	71008	35798		
6	2007-08	CH 1	CH 2	E ANNEX W ANNEX	LIB 1	LIB 2	CABLE	TRANS	PW	FLEET 1	FLEET 2	BART	PD 1	PD 2	AIRPORT		
7																	
8	Included in Monthly Service	Sept. 07	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9		Oct. 07	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	Check in w/onsite cust rep	Nov. 07	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	detector/safety edge	Dec. 07	X	X	X	X	X	XX	X	X	X	X	X	X	X	X	X
12	floor levels	Jan. 08	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	lamps, signals, stop button	Feb. 08	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	check mch rm for leaks	Mar. 08	X	X	X	X	X	XX	X	X	X	X	X	X	X	X	X
15	clean pan as needed	Apr. 08	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	verify oil level (oil log)	May. 08	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	added oil (amt in gallons)	June. 08	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	check main piston/packing	July. 08	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	pitcat/return pump	Aug. 08	X	X	X	X	X	X	X	X	XX	X	X	X	X	X	X
20	Fire Service test (FS)	Sept. 08	X	X	X	X	X	X	X	X	XX	X	X	X	X	X	X
21																	
22																	
23																	
24																	

\*Report reflect a total  
of five (5) hours service

**Work History for Contract ID: DVL-09201K**

From 09/01/2005 to 09/30/2008

Work Date	Job Type	1X	OT	2X	Expenses / PO\$	Work Description	Work Done By	Elev ID	Payroll ID
09/01/2005	Reg. Maintenance	2.00	0.00	0.00	\$0.00		Robert Wiley [ D420416 ]	99285	200509011093
09/08/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	84088	200509080584
09/08/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	84088	200509090587
09/08/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	84087	200509090592
09/08/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	84045	200509090614
09/09/2005	Reg. Maintenance	1.50	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	054210	200509120374
09/09/2005	Reg. Maintenance	1.50	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	054572	200509120375
09/09/2005	Reg. Maintenance	1.50	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	079638	200509120377
09/09/2005	Reg. Maintenance	1.50	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	99285	200509120383
09/21/2005	Service Call	0.00	0.00	0.00	\$0.00	** CANCELED 09/23/2005 10:44:01 Done on next day Canceled by Wayne DeWees **	Alan Evans [ D460489 ]	051057	200509210413
09/21/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	051057	200509220467
09/21/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	051958	200509220468
09/22/2005	Service Call	1.50	0.00	0.00	\$0.00	reset computer	Alan Evans [ D460489 ]	051957	200509220325
10/17/2005	Service Call	1.00	0.00	0.00	\$0.00	Recycled pit can for cavitation.	Elk Evans [ D460490 ]	071009	200510170662
10/17/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	051957	200510180667
10/17/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	051958	200510180968
10/17/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	84086	200510180970
10/17/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	84088	200510180971
10/17/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	84087	200510180972
10/17/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	84045	200510180973
10/18/2005	Service Call	1.00	0.00	0.00	\$0.00	Car running on arrival, check operation, control and connections.	Alan Evans [ D460489 ]	035798	200510180567
10/18/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	035788	200510190528
10/26/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D460489 ]	054572	200510261281

**Work History for Contract ID: DVL-09201K**

From 09/01/2005 to 09/30/2008

Work Date	Job Type	1X	OT	2X	Expenses / PO\$	Work Description	Work Done By	Elev ID	Payroll ID
10/26/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D:460489 ]	054240	200510261282
10/26/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D:460489 ]	079538	200510261283
11/03/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D:460489 ]	090197	200511031722
11/03/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D:460489 ]	086983	200511031738
11/03/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D:460489 ]	071009	200511031739
11/03/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Alan Evans [ D:460489 ]	071008	200511031740
11/17/2005	Service Call	2.00	0.00	0.00	\$0.00	Empty pit can, checked and returned to service.	Mel Stocks [ D:420400 ]	84087	200511170020
11/23/2005	Service Call	1.50	0.00	0.00	\$0.00	elevator making noise, emptied pit can and returned to service	Mike Lisk [ D:420352 ]	071009	200511230903
11/23/2005	Service Call	1.00	0.00	0.00	\$15.00	elevator first floor push button no working, running on arrival, no trouble found, and return to service	Mike Lisk [ D:420352 ]	84088	200511231031
12/05/2005	Service Call	0.00	2.50	0.00	\$0.00	Public repaired open traveler in lighting circuit.	Mel Stocks [ D:420400 ]	051957	200512050390
12/05/2005	Service Call	0.00	1.50	0.00	\$0.00	Found the elevator running on arrival. Checked operation and returned to service, no problems found.	Mel Stocks [ D:420400 ]	079638	200512050393
12/15/2005	Service Call	2.50	0.00	0.00	\$0.00	repaired PUSH BUTTON AND COMPLETED INSPECTION REPORT.	Dean Davidson [	086993	200512150298
12/15/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Dean Davidson [	071008	200512151628
12/15/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Dean Davidson [	071009	200512151630
12/15/2005	Reg. Maintenance	0.75	0.00	0.00	\$0.00		Dean Davidson [	086993	200512280811
12/22/2005	Service Call	0.00	2.00	0.00	\$0.00	Repaired COP stop switch.	Patrick Ore [ D:420378 ]	079638	200512221141
12/28/2005	Service Call	0.50	0.00	0.00	\$0.00	Recycle pit can, tightened packing.	Dean Davidson [	071009	200512271008
12/29/2005	Reg. Maintenance	0.75	0.00	0.00	\$0.00		Dean Davidson [	051957	200512291069
12/29/2005	Reg. Maintenance	0.75	0.00	0.00	\$0.00		Dean Davidson [	051958	200512291071
12/29/2005	Reg. Maintenance	0.75	0.00	0.00	\$0.00		Dean Davidson [	054572	200512291073
12/29/2005	Reg. Maintenance	0.75	0.00	0.00	\$0.00		Dean Davidson [	054240	200512291074
12/29/2005	Reg. Maintenance	0.50	0.00	0.00	\$0.00		Dean Davidson [	079638	200512291075
12/29/2005	Reg. Maintenance	1.00	0.00	0.50	\$0.00		Dean Davidson [	090197	200512291077
12/29/2005	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Dean Davidson [	035798	200512291078
12/29/2005	Reg. Maintenance	0.50	0.00	0.00	\$0.00		Dean Davidson [	84045	200512291082

**Work History for Contract ID: DVL-09201K**

From 09/01/2005 to 09/30/2008

Work Date	Job Type	1X	OT	2X	Expenses / PO\$	Work Description	Work Done By	Elev ID	Payroll ID
12/29/2005	Reg. Maintenance	0.50	0.00	0.00	\$0.00		Dean Davidson	84087	2006012291085
12/29/2005	Reg. Maintenance	0.50	0.00	0.00	\$0.00		Dean Davidson	84088	2006012291087
01/19/2006	Service Call	1.00	0.00	0.00	\$0.00	Rear - replaced hall door oilers and returned to service.	Chuck Morphew	054572	200601181034
01/19/2006	Service Call	2.00	0.00	0.00	\$0.00	further trouble shooting required	Mike Rogers [D420389]	035798	200601181039
01/19/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	054572	200601190848
01/19/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	99285	200601190652
01/19/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	054240	200601180853
01/19/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	079638	200601180656
01/19/2006	Service Call	0.00	0.00	0.00	\$0.00	** CANCELED 01/19/2006 15:02:07 mechanic on site Cancelled by Sonya Sneed **	Chuck Morphew	054240	200601180883
01/19/2006	Service Call	0.00	0.00	0.00	\$0.00	** CANCELED 01/19/2006 15:56:38 due to payroll Canceled by Taci Bahe **	Mike Rogers [D420389]	071008	200601191159
01/20/2006	Service Call	1.00	0.00	0.00	\$0.00	no access to bldg. will return on Monday AM for trouble call	Mike Rogers [D420389]	071009	200601200403
01/24/2006	Service Call	2.00	0.00	0.00	\$0.00	repaired 2nd floor door lock and return to service	Chuck Morphew	054572	200601230658
01/26/2006	Service Call	0.00	0.00	0.00	\$0.00	** CANCELED 01/26/2006 15:24:51 call handled on regular service Canceled by Wayne Lindsey **	Mike Rogers [D420389]	051958	200601260357
01/26/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	051957	200601260984
01/26/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	051958	200601260885
01/26/2006	Service Call	2.00	0.00	0.00	\$19.78	running on arrival, check operation and return to service	Mike Rogers [D420389]	051958	200601261134
01/26/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Mike Rogers [D420389]	086993	200601261140
01/26/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Mike Rogers [D420389]	071008	200601261142
01/26/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Mike Rogers [D420389]	071009	200601261143
01/30/2006	Service Call	3.00	0.00	0.00	\$0.00	#2 found on inspection, keyswitch not turned on, loose connection at Controller, adjusted up transition on valve. Returned to service.	Chuck Morphew	051958	200601270825
01/30/2006	Service Call	2.00	0.00	0.00	\$0.00	left down for relay	Mike Rogers [D420389]	071008	200601300217
01/30/2006	DVL-70822	0.00	0.00	0.00	\$57.12	4 EACH - P & B R10 TYPE RELAYS, 48 VDC, 6PDT \$ 14.28 EACH	[TRINIDADJWA]	PC# DVL-70822	70822

PART NUMBER: AMER. ZEITLER #

**Work History for Contract ID: DVL-09201K**

From 09/01/2005 to 09/30/2008

Work Date	Job Type	1X	OT	2X	Expenses / POS	Work Description	Work Done By	Elev ID	Payroll ID
AZ431-06-1WHUS									
02/01/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	84045	200602010682
02/01/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	84086	200602010683
02/01/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	84087	200602010684
02/01/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	84088	200602010685
02/02/2006	Service Call	2.00	0.00	0.00	\$0.00	replace mag switch, check operation and return to service	Mike Rogers [ D420389 ]	071008	200602021203
02/03/2006	Service Call	2.00	0.00	0.00	\$0.00	running on arrival, adjusted door operator, check operation and return to service	Chuck Morphew [	051958	200602090820
02/10/2006	Service Call	1.00	0.00	0.00	\$0.00	Turned off photo eye turned over to sales for replacement.	Chuck Morphew [	071009	200602100956
02/14/2006	Reg. Maintenance	2.00	0.00	0.00	\$0.00		Mike Rogers [ D420389 ]	090197	200602150670
02/14/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	054572	200602150718
02/16/2006	Service Call	1.00	0.00	0.00	\$0.00	Front - running on arrival, checked operation and returned to service.	Chuck Morphew [	054572	200602150750
02/21/2006	Service Call	1.00	0.00	0.00	\$0.00	Front elevator - verified leak, empty pit can and return to service	Chuck Morphew [	071009	200602210246
02/21/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	071008	200602210761
02/21/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	071009	200602210762
02/27/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	84088	200602270619
02/27/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	99285	200602270837
02/28/2006	Service Call	1.00	0.00	0.00	\$0.00	West Annex - Adjusted safety edge.	Chuck Morphew [	99285	200602280075
02/28/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	99285	200603021027
03/06/2006	Service Call	2.00	0.00	0.00	\$0.00	replace safety edge retracting roller, check operation and return to service	Mike Rogers [ D420389 ]	99285	200603030479
03/07/2006	Service Call	3.00	0.00	0.00	\$0.00	left down for stop switch	Mike Rogers [ D420389 ]	086993	200603070352
03/08/2006	Service Call	1.50	0.00	0.00	\$0.00	REPAIRED BROKEN US STOPSWITCH, DOWN FOR FURTHER T/S.	Chuck Morphew [	086993	200603080653
03/10/2006	Service Call	2.00	0.00	0.00	\$0.00	Down for car top level sensor unit.	Chuck Morphew [	086993	200603100691
03/10/2006	Reg. Maintenance	2.00	0.00	0.00	\$0.00		Mike Rogers [ D420389 ]	086993	200603100946
03/13/2006	Service Call	2.00	0.00	0.00	\$0.00	Assisted Scott Davidson in troubleshooting.	Chuck Morphew [	086993	200603130284

**Work History for Contract ID: DVL-09201K**

From 09/01/2005 to 09/30/2008

Work Date	Job Type	1X	OT	2X	Expenses / PO\$	Work Description	Work Done By	Elev ID	Payroll ID
03/13/2006	Reg. Maintenance	4.00	0.00	0.00	\$0.00		Scott Davidson	086993	200603190373
03/14/2006	Service Call	1.00	0.00	0.00	\$0.00	low oil, verified leak, emptied pit can, added 5 gallons oil and return to service	Chuck Morphew	071009	200603140091
03/14/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	071009	200603140522
03/15/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	84045	200603150739
03/15/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	84086	200603150740
03/15/2006	Reg. Maintenance	0.50	0.00	0.00	\$0.00		Chuck Morphew	84087	200603150741
03/15/2006	Reg. Maintenance	0.50	0.00	0.00	\$0.00		Chuck Morphew	84088	200603150742
03/15/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Mike Rogers [ D420389 ]	090197	200603151017
03/15/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Mike Rogers [ D420389 ]	036798	200603151019
03/16/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	051957	200603161019
03/16/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	051958	200603161020
03/16/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	054240	200603161023
03/16/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	054572	200603161025
03/16/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	079638	200603161027
03/17/2006	Service Call	1.00	0.00	0.00	\$0.00	Corrected doors due to misuse.	Chuck Morphew	99285	200603161029
03/17/2006	Service Call	1.00	0.00	0.00	\$0.00	Found car doors operating as normal, and return to service	Mike Rogers [ D420389 ]	090197	200603170944
03/23/2006	Service Call	1.00	0.00	0.00	\$0.00	repair front elevator photo eye, test and return to service	Chuck Morphew	071008	200603210503
03/23/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	071008	200603230445
03/25/2006	Service Call	0.00	3.00	0.00	\$0.00	Made repairs to door resistor safety edge, checked and returned to service..	Chuck Morphew	071008	200603231147
04/06/2006	DVL-74891	0.00	0.00	0.00	\$44.82	6 EACH - LPS #2 INDUSTRIAL STRENGTH LUBRICANT 7.47 EACH	Patrick Manzo [ D420359 ]	090197	200603240921
04/14/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	84045	200604180629
04/14/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	84086	200604180631
04/20/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	086993	200604210506

PART NUMBER: MCM # 1200K33

PO# DVL-74891

**Work History for Contract ID: DVL-09201K**

From 09/01/2005 to 09/30/2008

Work Date	Job Type	1X	OT	2X	Expenses / PO\$	Work Description	Work Done By	Elev ID	Payroll ID
04/28/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	84087	200605010816
05/01/2006	Reg. Maintenance	0.50	0.00	0.00	\$0.00		Chuck Morphew [	054240	200605041078
05/01/2006	Reg. Maintenance	0.50	0.00	0.00	\$0.00		Chuck Morphew [	054572	200605041083
05/01/2006	Reg. Maintenance	0.50	0.00	0.00	\$0.00		Chuck Morphew [	99285	200605041085
05/01/2006	Reg. Maintenance	0.50	0.00	0.00	\$0.00		Chuck Morphew [	079638	200605041332
05/02/2006	Service Call	1.00	0.00	0.00	\$0.00	REAR ELEVATOR DOORS OPENING SLOW, CHECKED OPERATION, RETURNED TO SERVICE	Chuck Morphew [	054572	200605010773
05/05/2006	Service Call	1.00	0.00	0.00	\$0.00	after power outage, lost in hoistway, reset, checked operation, returned to service.	Chuck Morphew [	086993	200605050655
05/05/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	84045	200605080719
05/05/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	84086	200605080720
05/05/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	84087	200605080721
05/05/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	84088	200605080723
05/06/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	051857	200605090721
05/05/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	051958	200605090728
05/06/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	086993	200605080730
05/08/2006	Service Call	2.00	0.00	0.00	\$0.00	front elevator down for packing	Chuck Morphew [	071009	200605090276
05/08/2006	Service Call	2.00	0.00	0.00	\$0.00	assist in repack	Mike Rogers [ D420389 ]	086993	200605080374
05/08/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	071008	200605100599
05/08/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [	071009	200605100631
05/09/2006	DVL-76860	0.00	0.00	0.00	\$57.89	1 SET - SIZE 4.470 X 5.991 "SPLIT" AUTOPAK SET ( U. S. ALUMINUM HEAD ) GORMAN SIZE 5 X 6 PART NUMBER: GORMAN # 17F05000-180	[ TRINIDADWA ]	PO# DVL-76860	76860
05/10/2006	DVL-76932	0.00	0.00	0.00	\$67.75	1 PACK - OIL ABSORBENT PIT PADS, \$ 65.00 EACH PART NUMBER: ECI# PP-100	[ TRINIDADWA ]	PO# DVL-76932	76932
05/11/2006	Service Call	3.00	0.00	0.00	\$0.00	Repack	Chuck Morphew [	666993	200605050373
05/11/2006	Service Call	4.00	0.00	0.00	\$0.00	Repack with Chuck M	Mike Rogers [ D420389 ]	086993	200605111388
05/25/2008	Service Call	1.00	0.00	0.00	\$0.00	hubed rails and return to service	Chuck Morphew [	054572	200605250640

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**Work History for Contract ID: DVL-09201K**

From 08/01/2005 to 09/30/2008

Work Date	Job Type	1K	OT	2X	Expenses / POS	Work Description	Work Done By	Elev ID	Payroll ID
05/31/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	99285	200606011506
06/07/2006	Service Call	0.00	0.00	0.00	\$0.00	** CANCELED 06/08/2006 16:56:49 call handled under regular service Canceled by Wayne Lindsey**	Chuck Morphew	99285	200606070417
05/09/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	054240	200606081265
05/09/2006	Repair	8.00	0.00	0.00	\$0.00	Installed solid state door detector	Bob Hillman [ D420337 ]	071008	200606140136
06/09/2006	DVL-78671	0.00	0.00	0.00	\$450.00	Lambda	[ UFTF ]	Oilis Service Center	78671
06/09/2006	DVL-78673	0.00	0.00	0.00	\$450.00	Lambda	[ UFTF ]	Oilis Service Center	78673
08/12/2006	Repair	8.00	0.00	0.00	\$0.00	installing Lambda	Bob Hillman [ D420337 ]	090197	200606150010
06/12/2006	Service Call	3.00	0.00	0.00	\$0.00	stand by for future phone installation	Chuck Morphew	99285	200606120300
06/15/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	84045	200606151187
06/15/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	84086	200606151188
06/15/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	84087	200606151189
06/15/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	84088	200606151191
06/15/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Mike Rogers [ D420389 ]	090197	200606151343
06/16/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	051957	200606190491
06/21/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	054240	200606210759
06/21/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	054572	200606210760
06/21/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	079838	200606210761
06/21/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	99285	200606210762
06/21/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	051957	200606210764
06/21/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	051958	200606210765
06/21/2006	Reg. Maintenance	0.50	0.00	0.00	\$0.00		Chuck Morphew	071008	200606210766
06/21/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew	071009	200606210768
06/27/2006	DVL-79664	0.00	0.00	0.00	\$54.49	2 EACH - CATERPILLAR OIL ADDITIVE \$25.87 EACH	[ TRINIDADWA ]	PO# DVL-79664	78664
06/27/2006	Service Call	2.00	0.00	0.00	\$0.00	rear ADJUSTED SLIPPER SHOES, CHECKED RAIL ALIGNMENT, CHECK OPERATION AND RETURNED TO SERVICE.	Chuck Morphew	054572	200606270073
06/27/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Mike Rogers [ D420389 ]	086993	200606290587

Work History for Contract ID: DVL-09201K

From 09/01/2005 to 09/30/2008

Work Date	Job Type	1X	OT	2X	Expenses / PO\$	Work Description	Work Done By	Elev ID	Payroll ID
06/29/2006	Reg. Maintenance	2.00	0.00	0.00	\$0.00		Mike Rogers [ D420389 ]	055798	200608291316
07/11/2006	Service Call	1.00	0.00	0.00	\$0.00	Transit- drop ceiling light cover fell off, reattached and returned to service.	Chuck Morphew [ ]	84088	200607110364
07/11/2006	Reg. Maintenance	2.00	0.00	0.00	\$0.00		Mike Rogers [ D420389 ]	050197	200607111249
07/14/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [ ]	84086	200607170146
07/17/2006	Service Call	1.00	0.00	0.00	\$0.00	Fleet down for Building Power-lock out stage tag out.	Chuck Morphew [ ]	84087	200607170269
07/17/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [ ]	071006	200607160810
07/20/2006	Service Call	1.00	0.00	0.00	\$0.00	Fleet elevator is down for bldg power	Chuck Morphew [ ]	84087	200607200556
07/20/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [ ]	095993	200607210458
07/25/2006	Service Call	2.00	0.00	0.00	\$0.00	Submersible pump motor shorted down for new motor.	Chuck Morphew [ ]	84087	200607250288
07/25/2006	Reg. Maintenance	2.00	0.00	0.00	\$0.00		Scott Davidson [ ]	84086	200607280310
07/25/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [ ]	051957	200607260623
07/25/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [ ]	051958	200607260624
08/02/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [ ]	071006	200608031291
08/02/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [ ]	071009	200608031292
08/08/2008	DVL-82082	0.00	0.00	0.00	\$418.91	1 EACH - LEROY SOMER SUBMERSIBLE MOTOR \$ 418.91 EACH 20 H.P., 230 / 480 VOLTS PART NUMBER: LEROY S.# J-199	[ TRINIDADIWA ]	U.S. ELECTRICAL	82062
08/10/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [ ]	054240	200608101296
08/10/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [ ]	054572	200608101299
08/10/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [ ]	079638	200608101300
08/10/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [ ]	99285	200608101303
08/10/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Mike Rogers [ D420389 ]	035798	200608101341
08/11/2006	Repair	4.00	0.00	0.00	\$0.00	Motor work	Ramon Rivera [ D420387 ]	84045	200608110281
08/11/2006	Repair	4.00	0.00	0.00	\$25.00	Motor work	Eric Alexander [ D462069 ]	84045	200608110704
08/15/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [ ]	84087	200608170446
08/15/2006	Reg. Maintenance	1.00	0.00	0.00	\$0.00		Chuck Morphew [ ]	84088	200608170447

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem: Reported	Work Description	Requested by	Work Done By
<b>Building: City of Torrance - Airport Tower - 25311 Aero Way</b>							
035798	08/10/2006	15:00 ✓ 16:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
035798	09/07/2006	15:30 ✓ 16:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
035798	10/26/2006	14:00 ✓ 16:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
035798	11/14/2006	09:00 ✓ 10:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
035798	12/21/2006	15:00 ✓ 16:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
035798	01/02/2007	14:00 ✓ 15:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
035798	02/13/2007	15:30 ✓ 16:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
035798	03/08/2007	09:00 ✓ 10:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
035798	06/15/2007	10:00 ✓ 10:30	Reg. Maintenance Passenger 1				Mike Rogers D420389
035798	06/29/2007	08:00 ✓ 10:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
035798	07/25/2007	14:00 ✓ 16:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
035798	10/08/2007	14:00 ✓ 15:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
035798	01/15/2008	12:00 ✓ 13:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
035798	05/01/2008	10:00 ✓ 11:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
035798	05/19/2008	16:00 ✓ 18:00	Service Call Passenger 1	Only elevator is stuck on 4th floor	repaired top floor interlock, check operation and return to service	Toni	Donald Scott D420391
035798	06/17/2008	13:00 ✓ 15:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
035798	07/17/2008	08:00 ✓ 10:00	Service Call Passenger 1	Only elevator is not working	Fire department shut main breaker off, return power to elevator, check operation, no trouble found and return to service.	Toni	Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
035798	07/17/2008	10:00 ✓ 11:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
035798	08/04/2008	08:00 10:00	Service Call Passenger 1	Only elevator - Catch ring cylinder	Installed cylinder catch ring, check operation and return to service	Chuck	Chuck Morphew D420372
035798	08/04/2008	10:00 ✓ 11:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
<b>Building: City of Torrance - Bartlett Senior Center - 1318 Cravens</b>							
090197	06/12/2006	06:00 14:00	Repair Passenger 1	Provide labor and material. To install a solid-state infrared passenger protection device on the car door to only elevator.	Installing Lambda	Toni Dotter	Bob Hillman D420337
090197	07/11/2006	08:00 ✓ 10:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
090197	08/22/2006	15:30 16:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
090197	09/01/2006	13:00 ✓ 14:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
090197	10/20/2006	08:00 ✓ 11:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
090197	11/14/2006	08:00 ✓ 09:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
090197	12/06/2006	14:00 ✓ 16:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
090197	01/02/2007	15:00 ✓ 16:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
090197	02/08/2007	08:00 ✓ 09:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
090197	03/22/2007	11:00 ✓ 11:30	Reg. Maintenance Passenger 1				Mike Rogers D420389
090197	04/20/2007	08:00 ✓ 09:00	Reg. Maintenance Passenger 1				Mike Rogers D420389
090197	05/14/2007	10:00 ✓ 10:30	Reg. Maintenance Passenger 1				Mike Rogers D420389
090197	05/22/2007	15:00 16:00	Service Call Passenger 1	Only elevator is making noise and shaking	tightened return pipe on valve, check operation and return to service	Toni	Mike Rogers D420389
090197	06/07/2007	15:30 ✓ 16:00	Reg. Maintenance Passenger 1				Mike Rogers D420389

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

10-02-2008 02:35PM FROM-AMTECH

43

+5626586060

T-863

P-015

T-583

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
090197	07/05/2007	14:30 16:00 ✓	Reg. Maintenance Passenger 1				Mike Rogers D420389
090197	08/13/2007	10:00 11:00	Service Call Passenger 1	elevator stuck @ 1st floor - inner doors closed	Reinstall door into clutch, checked operation and returned to service.	Toni	Mike Rogers D420389
090197	08/13/2007	11:00 12:00 ✓	Reg. Maintenance Passenger 1				Mike Rogers D420389
090197	08/14/2007	08:00 09:00	Service Call Passenger 1	Only elevator is making a scapping noise	Adjusted inner lock, checked operation and returned to service.	Toni	Mike Rogers D420389
090197	09/25/2007	08:00 09:00	Service Call Passenger 1	elevator is not responding	running on arrival, check operation and return to service	Toni	Chuck Morphew D420372
090197	11/08/2007	11:00 12:00 ✓	Reg. Maintenance Passenger 1				Chuck Morphew D420372
090197	11/19/2007	12:00 16:00	Repair Passenger 1	Load Test	Conduct Load Test		Mislata D462338
090197	11/19/2007	12:00 16:00	Repair Passenger 1	Load Test	Conduct Load Test		Ramon Rivera D420387
090197	01/26/2008	14:00 15:00 ✓	Reg. Maintenance Passenger 1				Chuck Morphew D420372
090197	04/23/2008	08:00 10:00	Service Call Passenger 1	Only elevator is making loud noise	Repaired door resistor, rebuilt starter, check operation and return to service	Toni	Chuck Morphew D420372
090197	04/23/2008	10:00 11:00 ✓	Reg. Maintenance Passenger 1				Chuck Morphew D420372
090197	09/08/2008	08:00 09:00 ✓	Reg. Maintenance Passenger 1				Mel Stocks D420400
<b>Building: City of Torrance - Cable Bldg. - 3350 Civic Center Drive</b>							
086993	07/20/2006	11:00 12:00 ✓	Reg. Maintenance Passenger 1				Chuck Morphew D420372
086993	09/06/2006	12:00 13:00 ✓	Reg. Maintenance Passenger 1				Chuck Morphew D420372
086993	09/14/2006	11:00 12:00	Service Call Passenger 1	For inspection report	completed inspection report	Chuck	Chuck Morphew D420372
086993	10/18/2006	12:00 13:00 ✓	Reg. Maintenance Passenger 1				Chuck Morphew D420372
086993	11/21/2006	11:00 12:00 ✓	Reg. Maintenance Passenger 1				Chuck Morphew D420372
086993	11/29/2006	09:00 10:00	Service Call Passenger 1	elevator is coming to 2nd floor, doors not opening, then heads down to 1st floor	Only elevator had dirty UJ sensor, cleaned sensor, check operation and return to service		Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

10-02-2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
086993	01/23/2007	08:00 09:00	Service Call Passenger 1	elevator in cable bldg - @ 2nd floor dropping back to 1st floor	Cleaned LU sensor, check operation and return to service	Toni	Chuck Morphew D420372
086993	01/23/2007	09:00 ✓ 10:00	Reg. Maintenance Passenger 1			Toni	Chuck Morphew D420372
086993	03/20/2007	09:00 ✓ 10:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
086993	04/16/2007	10:00 ✓ 11:00	Reg. Maintenance Passenger 1				Eric Alexander D462069
086993	05/01/2007	14:00 ✓ 15:00	Reg. Maintenance Passenger 1				Eric Alexander D462069
086993	06/07/2007	14:00 16:00	Service Call Passenger 1	Elevator# 1 is going to 2nd floor and then dropping to 1st. (recd by ans svc)	Car running on arrival, check operation and return to service	Toni Dotter	Mel Stock's D420400
086993	08/27/2007	14:00 ✓ 15:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
086993	09/12/2007	08:00 10:00	Service Call Passenger 1	Elevator is dropping below level of floor (off-balance)	cleaned level sensors & tape, check operation and return to service	Toni	Chuck Morphew D420372
086993	09/12/2007	10:00 ✓ 11:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
086993	10/16/2007	08:00 11:00	Service Call Passenger 1	Only elevator is stopping below level, doors are not opening properly	Cleaned all level sensors with q-tips, and replaced reflective, check operation and return to service	Leanne	Chuck Morphew D420372
086993	10/16/2007	11:00 ✓ 12:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
086993	11/19/2007	12:00 13:00	Service Call Passenger 1	Only elevator is opening below level	Cleaned tape and level sensors, check operation and return to service	toni	Chuck Morphew D420372
086993	11/19/2007	13:00 ✓ 13:30	Reg. Maintenance Passenger 1				Chuck Morphew D420372
086993	12/11/2007	14:00 14:30	Service Call Passenger 1	elevator is stopping below floor level	cleaned level sensors & tape, check operation and return to service	Toni	Chuck Morphew D420372
086993	12/11/2007	14:30 ✓ 15:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
086993	03/03/2008	12:00 ✓ 13:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
086993	04/06/2008	12:00 13:00	Service Call Passenger 1	Car going into pit	left down for trouble shooting of car top leveling system	Chuck	Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

10-02-2008 02:36PM FROM-AMTECH

45

+5626586060

T-963

P.017

T-583

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
086993	04/08/2008	11:00 ✓ 12:00	Reg. Maintenance 1 Passenger 1				Chuck Morphew D420372
086993	04/09/2008	09:00 12:00	Service Call Passenger 1	Car going into pit	Elevator left down for bad UC -4 master valve	Chuck	Chuck Morphew D420372
086993	04/09/2008	07:00 11:00	Reg. Maintenance 1 Passenger 1				Scott Davidson D420310
086993	04/10/2008	06:00 14:00	Repair Passenger 1	Down Car - Failed Valve	Replace valve		Mustafa D462338
086993	04/10/2008	08:00 14:00	Repair Passenger 1	Down Car - Failed Valve	Replace valve		Jerry Villanueva D420411
086993	05/15/2008	15:00 ✓ 16:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
086993	07/02/2008	14:00 ✓ 15:00	Reg. Maintenance Passenger 1				Mel Stocks D420400
086993	09/16/2008	09:00 ✓ 10:00	Reg. Maintenance Passenger 1				Mel Stocks D420400
<b>Building: City of Torrance - City Hall - 3031 Torrance Blvd</b>							
054240	08/10/2006	12:00 ✓ 13:00	Reg. Maintenance Main City Hall - Service Elev.				Chuck Morphew D420372
054572	08/10/2006	13:00 ✓ 14:00	Reg. Maintenance Main City Hall - Passenger				Chuck Morphew D420372
079638	08/10/2006	14:00 ✓ 15:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
99285	08/10/2006	15:00 ✓ 16:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
054572	10/06/2006	00:00 00:00	Service Call Main City Hall - Passenger	Main city passenger shaking	** CANCELED 10/11/2006 13:23:21 Per tech cancel call Canceled by Sara Walker **	Toni	Chuck Morphew D420372
054240	10/06/2006	08:00 ✓ 08:30	Reg. Maintenance Main City Hall - Service Elev.				Chuck Morphew D420372
054572	10/06/2006	08:30 ✓ 09:00	Reg. Maintenance Main City Hall - Passenger				Chuck Morphew D420372
079638	10/06/2006	09:00 ✓ 10:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
99285	10/06/2006	10:00 ✓ 11:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

10-02-2008 02:36PM FROM-AMTECH

46

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T-953

P.018

F-583

Elev ID Serial#	Work Date	Time In out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
054572	10/12/2006	08:00 10:00	Service Call Main City Hall - Passenger	Main city hall passenger - vibrating, making noise & Main City Hall - Passenger stopping hard	adjusted guide shoes, added 1/2 quart of catpillar oil, lubed guide rails, check operation and return to service	Toni	Chuck Morphew D420372
054572	10/23/2006	08:00 10:00	Service Call Main City Hall - Passenger	Main city - Front lobby elevator - stuck on ground level with doors open	adjusted & lubricated both safety edges, test and return to service	Toni	Chuck Morphew D420372
99285	11/22/2006	15:00 ✓ 16:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
054240	12/01/2006	14:00 ✓ 15:00	Reg. Maintenance Main City Hall - Service Elev.				Chuck Morphew D420372
054240	12/05/2006	10:00 ✓ 11:00	Reg. Maintenance Main City Hall - Service Elev.				Chuck Morphew D420372
054572	12/05/2006	11:00 ✓ 12:00	Reg. Maintenance Main City Hall - Passenger				Chuck Morphew D420372
079638	12/05/2006	12:00 ✓ 13:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
99285	12/05/2006	13:00 ✓ 14:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
054240	12/16/2006	10:00 12:00	Service Call Main City Hall - Service Elev.	Rear elevator is stuck at lower lobby	Shuck at basement level, lock was not made, adjusted door on lock, adjust UL, UA, and UT on the valve, check operation and return to service	Leahli	Chuck Morphew D420372
054240	01/10/2007	14:00 ✓ 15:00	Reg. Maintenance Main City Hall - Service Elev.				Chuck Morphew D420372
054572	01/31/2007	15:00 ✓ 16:00	Reg. Maintenance Main City Hall - Passenger				Chuck Morphew D420372
079638	02/21/2007	15:00 ✓ 16:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
054240	03/12/2007	08:00 ✓ 09:00	Reg. Maintenance Main City Hall - Service Elev.				Chuck Morphew D420372
054572	03/12/2007	09:00 ✓ 10:00	Reg. Maintenance Main City Hall - Passenger				Chuck Morphew D420372
079638	03/12/2007	10:00 ✓ 11:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
99285	03/12/2007	11:00 ✓ 12:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
99285	03/30/2007	15:00 ✓ 16:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
054240	04/11/2007	10:00 ✓ 11:00	Reg. Maintenance Main City Hall - Service Elev.				Chuck Morphew D420372
054572	04/11/2007	11:00 ✓ 12:00	Reg. Maintenance Main City Hall - Passenger				Chuck Morphew D420372
079638	04/11/2007	12:00 ✓ 13:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
99285	04/11/2007	13:00 ✓ 15:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
054572	04/12/2007	13:00 15:00	Service Call Main City Hall - Passenger	Main City Hall rear elevator getting stuck @ floors	Rear elevator removed broken a piece of plastic which was blocking DZ relay, adjusted 1st floor door lock, check operation and return to service toni		Chuck Morphew D420372
054240	05/01/2007	16:00 19:00	Service Call Main City Hall - Service Elev.	Rear Main City Hall - previously stuck and now down	turned off by others, repair gate switch, check operation and return to service D420400		Mei Stocks D420400
054572	06/28/2007	08:00 09:00	Service Call Main City Hall - Passenger route	Rear Main City Hall passenger - Occupied (fire dept in)	rear car Occupant out on arrival, remove keys from front elevator, check operation and return to service Toni		Mike Rogers D420389
054240	07/06/2007	13:00 ✓ 14:00	Reg. Maintenance Main City Hall - Service Elev.				Eric Alexander D462069
054572	07/06/2007	14:00 ✓ 15:00	Reg. Maintenance Main City Hall - Passenger				Eric Alexander D462069
079638	07/06/2007	15:00 ✓ 16:00	Reg. Maintenance West Annex Bldg.				Eric Alexander D462069
054240	07/12/2007	08:00 11:00	Service Call Main City Hall - Service Elev.	Rear main city hall - not working	Rear elevator repaired door close limit, tried to repaired intermittent hall call problem, no print on the job, will return with prints, check operation and return to service toni		Chuck Morphew D420372
054240	07/26/2007	12:00 ✓ 13:00	Reg. Maintenance Main City Hall - Service Elev.				Chuck Morphew D420372
054572	07/26/2007	13:00 ✓ 14:00	Reg. Maintenance Main City Hall - Passenger				Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
079638	07/26/2007	14:00 ✓ 15:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
054240	08/21/2007	08:00 ✓ 12:00	Reg. Maintenance Main City Hall - Service Elev.				Scott Davidson D420310
054572	08/21/2007	12:00 ✓ 16:00	Reg. Maintenance Main City Hall - Passenger				Scott Davidson D420310
054240	08/21/2007	12:00 ✓ 13:00	Reg. Maintenance Main City Hall - Service Elev.				Chuck Morphew D420372
054572	08/21/2007	14:00 ✓ 15:00	Reg. Maintenance Main City Hall - Passenger				Chuck Morphew D420372
079638	08/21/2007	13:00 ✓ 14:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
99285	08/21/2007	15:00 ✓ 16:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
054572	08/28/2007	09:00 09:00	Service Call Main City Hall - Passenger	Rear passenger elevator is going very slow, stopping at some points (rec'd by ans svc)	Replaced 2nd floor interlock contacts, adjusted tension, burnish contacts, clean track, checked and returned to service.	Toni Dotter	Brien Takoya D462086
054240	09/11/2007	15:00 ✓ 16:00	Reg. Maintenance Math City Hall - Service Elev.				Chuck Morphew D420372
079638	09/25/2007	10:00 11:00	Service Call West Annex Bldg.	East Annex Bldg. Elevator stopped working and stuck on the 2nd floor.	Adjusted pick up rollers & door locks, check operation and return to service	TONI	Chuck Morphew D420372
079638	09/25/2007	11:00 ✓ 12:00	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
054240	10/02/2007	12:00 14:00	Service Call Main City Hall - Service Elev.	Main rear elevator is running slow	down for leveler cable		Chuck Morphew D420372
99285	10/10/2007	06:00 14:00	Repair West Annex Bldg.	Down Car - Travelling Cable need replace	Down Car - Replaced Travelling Cable - RTS	Toni	Ramon Rivera D420387
99285	10/10/2007	06:00 14:00	Repair West Annex Bldg.	Down Car - Travelling Cable need replace	Down Car - Replace Travelling Cable RTS		Matthew Vthario D462440
054572	10/11/2007	09:00 09:00	Service Call Main City Hall - Passenger	Main back elevator when called from first floor floors aren't opening.	** CANCELED 10/11/2007 15:13:02 Holding for payroll Canceled by Sara Walker **	Leanne	Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
054572	10/15/2007	08:00 10:00	Service Call Main City Hall - Passenger	Main back elevator, when called from 1st floor doors area's opening.	Adjusted 2nd and 3rd floor door locks, check operation and return to service	Leanne	Chuck Morphey D420372
054240	10/15/2007	10:00 ✓ 11:00	Reg. Maintenance Main City Hall - Service Elev.				Chuck Morphey D420372
054572	10/15/2007	11:00 ✓ 12:00	Reg. Maintenance Main City Hall - Passenger				Chuck Morphey D420372
079638	10/15/2007	12:00 ✓ 13:00	Reg. Maintenance West Annex Bldg.				Chuck Morphey D420372
99285	10/15/2007	13:00 ✓ 14:00	Reg. Maintenance West Annex Bldg.				Chuck Morphey D420372
054240	10/18/2007	16:00 18:00	Service Call Main City Hall - Service Elev.	Rear Main Bldg - not responding to calls, just making a grinding sound	elevator running on arrival, no trouble found and return to service	Toni	Mc1 Stocks D420400
054240	10/22/2007	14:00 16:00	Service Call Main City Hall - Service Elev.	Rear passenger is getting stuck at 2nd floor	shorting bar intermittently getting stuck on contacts @ 2nd floor, adjusted contacts, stroking bar, check operation and return to service	Toni	Chuck Morphey D420372
054572	11/20/2007	08:00 10:00	Service Call Main City Hall - Passenger	City hall Rear passenger elevator is getting stuck on floors	Bad SUD relay causing elevator not to run up, replaced relay, check operation and return to service	Toni	Chuck Morphey D420372
054240	12/11/2007	10:00 ✓ 11:00	Reg. Maintenance Main City Hall - Service Elev.				Chuck Morphey D420372
054572	12/11/2007	11:00 ✓ 12:00	Reg. Maintenance Main City Hall - Passenger				Chuck Morphey D420372
079638	12/11/2007	12:00 ✓ 13:00	Reg. Maintenance West Annex Bldg.				Chuck Morphey D420372
99285	12/11/2007	13:00 ✓ 14:00	Reg. Maintenance West Annex Bldg.				Chuck Morphey D420372
054240	01/22/2008	15:00 ✓ 16:00	Reg. Maintenance Main City Hall - Service Elev.				Chuck Morphey D420372
99285	02/29/2008	15:00 ✓ 16:00	Reg. Maintenance West Annex Bldg.				Chuck Morphey D420372
054240	03/11/2008	09:00 ✓ 09:00	Reg. Maintenance Main City Hall - Service Elev.				Chuck Morphey D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
054572	03/11/2008	09:00 / 10:00 ✓	Reg. Maintenance Main City Hall - Passenger				Chuck Morphew D420372
079638	03/11/2008	10:00 / 11:00 ✓	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
99285	03/11/2008	11:00 / 12:00 ✓	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
079638	04/17/2008	11:00 / 12:00 ✓	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
079638	04/21/2008	14:00 / 15:00	Service Call West Annex Bldg.	West Annex - stuck @ basement level	Repaired bottom floor hall door lock, check operation, no trouble found and return to service	Toni	Chuck Morphew D420372
079638	04/21/2008	15:00 / 16:00 ✓	Reg. Maintenance West Annex Bldg.				Chuck Morphew D420372
99285	05/14/2008	08:00 / 10:00	Repair West Annex Bldg.	Smoke Alarm Repair by Others, Standby Mechanic	stand by for smoke detector & fire door testing	Toni Doffer	Chuck Morphew D420372
054240	06/30/2008	11:00 / 12:00 ✓	Reg. Maintenance Main City Hall - Service Elev.				Mel Stocks D420400
054572	06/30/2008	12:00 / 13:00 ✓	Reg. Maintenance Main City Hall - Passenger				Mel Stocks D420400
079638	06/30/2008	13:00 / 14:00 ✓	Reg. Maintenance West Annex Bldg.				Mel Stocks D420400
99285	06/30/2008	14:00 / 15:00 ✓	Reg. Maintenance West Annex Bldg.				Mel Stocks D420400
054572	08/04/2008	17:00 / 19:00	Service Call Main City Hall - Passenger	Main front elevator is making loud noises.	Checked all three elevator, city hall elevator slight cavitation in elevator at top floor, oil in pan, added 5 gallons, check operation and return to service	Toni	Matthew D462100
054240	08/07/2008	13:00 / 14:00 ✓	Reg. Maintenance Main City Hall - Service Elev.				Mel Stocks D420400
054572	08/07/2008	14:00 / 15:00 ✓	Reg. Maintenance Main City Hall - Passenger				Mel Stocks D420400
079638	08/07/2008	15:00 / 16:00 ✓	Reg. Maintenance West Annex Bldg.				Mel Stocks D420400
054572	08/08/2008	12:00 / 14:00	Service Call Main City Hall - Passenger	Passenger elevator is not working properly and making a beeping noise	Left down for detector cable	Toni	Mel Stocks D420400

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
079638	08/21/2008	13:00 14:00	✓ Reg. Maintenance West Annex Bldg.				Tony Bussola D460455
99285	09/11/2008	15:00 16:00	✓ Reg. Maintenance West Annex Bldg.				Mel Stocks D420400
054572	09/15/2008	12:00 13:00	✓ Reg. Maintenance Main City Hall - Passenger				Mel Stocks D420400
079638	09/15/2008	13:00 14:00	✓ Reg. Maintenance West Annex Bldg.				Mel Stocks D420400
054240	09/16/2008	08:00 09:00	✓ Reg. Maintenance Main City Hall - Service Elev.				Mel Stocks D420400
054572	09/18/2008	15:00 16:00	Service Call Main City Hall - Passenger down	Rear Passenger is stopping on every floor when traveling running on arrival, check operation and no trouble found		Toni	Mel Stocks D420400
<b>Building: City of Torrance - City Yard - 20500 Madrona Ave</b>							
84088	07/11/2006	10:30 11:30	Service Call Passenger 1 (Transit Garage)	Transit-elevator, light cover came off	Transit - drop ceiling light cover fell off, reattached and returned to service.	Toni	Chuck Morphey D420372
84086	07/14/2006	15:00 16:00	✓ Reg. Maintenance PASSENGER 3 (Svc Bldg.)				Chuck Morphey D420372
84087	07/17/2006	11:00 12:00	Service Call PASSENGER 2 (Fleet Svc)	Fleet service elevator - not responding - sitting @ 1st floor	Fleet down for Building Power-lock out stage tag out.		Chuck Morphey D420372
84087	07/20/2006	10:00 11:00	Service Call PASSENGER 2 (Fleet Svc)	Passenger elevator not working. (Power has been turned on by Edison Co.)	Fleet elevator is down for bldg power	Toni	Chuck Morphey D420372
84087	07/25/2006	10:00 12:00	Service Call PASSENGER 2 (Fleet Svc)	Blowing fuses	Submersible pump motor shorted down for new motor.	Toni	Chuck Morphey D420372
84088	07/25/2006	08:00 10:00	✓ Reg. Maintenance Passenger 1 (Transit Garage)			Chuck	Scott Davidson D420310
84045	08/11/2006	08:00 10:00	Repair Freight	Provide labor and material. To install and replace a new motor to City Yard Down Car.	Motor work		Eric Alexander D462889
84045	08/11/2006	06:00 10:00	Repair Freight	Provide labor and material. To install and replace a new motor to City Yard Down Car.	Motor work	Toni Dotter	Ramon Rivera D420387

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
84087	08/15/2006	14:00 / 15:00 ✓	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphey D420372
84088	08/15/2006	15:00 / 16:00 ✓	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphey D420372
84087	08/21/2006	11:00 / 12:00 ✓	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphey D420372
84088	08/21/2006	12:00 / 13:00 ✓	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphey D420372
84086	08/21/2006	13:00 / 14:00 ✓	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Chuck Morphey D420372
84045	08/21/2006	14:00 / 15:00 ✓	Reg. Maintenance Freight				Chuck Morphey D420372
84088	08/22/2006	08:00 / 10:00	Service Call Passenger 1 (Transit Garage)	Public works elevator not responding	publics works elevator - bad L2A relay, replaced, check operation and return to service	Toni	Chuck Morphey D420372
84086	09/14/2006	14:00 / 15:00 ✓	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Chuck Morphey D420372
84045	10/06/2006	11:00 / 12:00 ✓	Reg. Maintenance Freight				Chuck Morphey D420372
84086	10/06/2006	12:00 / 13:00 ✓	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Chuck Morphey D420372
84087	10/06/2006	13:00 / 14:00 ✓	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphey D420372
84058	10/06/2006	14:00 / 15:00 ✓	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphey D420372
84086	10/25/2006	15:00 / 16:00 ✓	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Marty Asafo D420272
84045	11/07/2006	08:00 / 11:00	Service Call Freight	Freight (Warehouse) door aren't closing all the way.	down for melted door resistor	Ron	Chuck Morphey D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

10-02-2008 02:36PM FROM-AMTECH

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Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
84086	11/13/2006	08:00 09:00	Service Call PASSENGER 3 (Svc. Bldg.)	replacing parts	Freight down due to incorrect parts delivered. Will return with correct parts	Chuck	Chuck Morphew D420372
84045	11/15/2006	08:00 10:00	Service Call Freight	Freight elevator down for parts	Freight elevator replaced 4 door resistors, check operation and return to service	Chuck	Chuck Morphew D420372
84045	11/15/2006	10:00 ✓ 11:00	Reg. Maintenance Freight				Chuck Morphew D420372
84086	11/15/2006	11:00 ✓ 12:00	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Chuck Morphew D420372
84087	11/15/2006	12:00 ✓ 13:00	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphew D420372
84086	11/15/2006	13:00 ✓ 14:00	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphew D420372
84086	12/12/2006	14:00 ✓ 15:00	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphew D420372
84087	12/28/2006	14:00 ✓ 15:00	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphew D420372
84086	01/11/2007	10:00 ✓ 11:00	Service Call PASSENGER 3 (Svc. Bldg.)	public works elevator - not responding	public works 110V AC lighting breaker was tripped, reset breaker, check operation and return to service	Toni	Chuck Morphew D420372
84088	01/18/2007	15:00 ✓ 16:00	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphew D420372
84087	01/23/2007	13:00 14:00	Service Call PASSENGER 2 (Fleet Svc)	Fleet Elevator is making a grinding sound and jerching (leaking)	Freight elevator was low on oil, verified leak, added pit can, check operation and return to service	Toni	Chuck Morphew D420372
84086	01/23/2007	14:00 ✓ 14:30	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Chuck Morphew D420372
84087	01/23/2007	14:30 ✓ 15:00	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time In out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
84088	01/23/2007	15:00 ✓ 15:30	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphew D420372
84045	01/23/2007	15:30 ✓ 16:00	Reg. Maintenance Freight				Chuck Morphew D420372
84087	02/26/2007	10:00 12:00	Service Call PASSENGER 2 (Fleet Svc)	Fleet service elevator in warehouse is down	Fleet service elevator down for AM repair	Larry	Chuck Morphew D420372
84045	02/26/2007	12:00 ✓ 13:00	Reg. Maintenance Freight				Chuck Morphew D420372
84086	02/26/2007	13:00 ✓ 14:00	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Chuck Morphew D420372
84087	02/26/2007	14:00 ✓ 15:00	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphew D420372
84088	02/26/2007	15:00 ✓ 16:00	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphew D420372
84087	02/27/2007	09:00 11:00	Service Call PASSENGER 2 (Fleet Svc)	Car is down	Fleet service down for 2.24 volt AC relays	Chuck	Chuck Morphew D420372
84087	03/01/2007	10:00 12:00	Service Call PASSENGER 2 (Fleet Svc)	Car is down	Fleet service, replace (2) 24 volt AC relays, check operation and return to service	Chuck	Chuck Morphew D420372
84087	03/07/2007	14:00 16:00	Service Call PASSENGER 2 (Fleet Svc)	Fleet svc elevator is stuck on 2nd floor, a panel is very hot	Replaced DD relay, check operation and return to service	Larry	Mel Stocks D420400
84045	03/30/2007	14:00 ✓ 15:00	Reg. Maintenance Freight				Chuck Morphew D420372
84086	04/06/2007	10:00 ✓ 11:00	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Chuck Morphew D420372
84087	04/06/2007	11:00 ✓ 12:00	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphew D420372
84088	04/06/2007	12:00 ✓ 13:00	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time In out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
84045	04/06/2007	13:00 ✓ 14:00	Reg. Maintenance Freight				Chuck Morphew D420372
84087	04/11/2007	08:00 10:00	Service Call PASSENGER 2 (Fleet Svc)	Fleet elevator - installing bells	Fleet service passenger elevator replaced main drive belt, check operation and return to service	Chuck	Chuck Morphew D420372
84045	07/25/2007	12:00 ✓ 13:00	Reg. Maintenance Freight				Chuck Morphew D420372
84088	08/01/2007	14:00 ✓ 15:00	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphew D420372
84087	08/09/2007	14:00 ✓ 15:00	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphew D420372
84088	08/14/2007	10:00 11:00	Service Call Passenger 1 (Transit Garage)	Transit elevator is stuck on 2nd floor	Transit elevator down for bad kinematics door board	Toni	Chuck Morphew D420372
84086	08/15/2007	11:00 ✓ 12:00	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Chuck Morphew D420372
84088	08/17/2007	08:00 11:00	Service Call Passenger 1 (Transit Garage)	Transit elevator down for kinematics door board	transit elevator - installed and adjusted new kinematics door board, check operation and return to service	Chuck M	Chuck Morphew D420372
84045	08/21/2007	08:00 ✓ 09:00	Reg. Maintenance Freight				Chuck Morphew D420372
84086	08/21/2007	09:00 ✓ 10:00	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Chuck Morphew D420372
84087	08/21/2007	10:00 ✓ 11:00	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphew D420372
84088	08/21/2007	11:00 ✓ 12:00	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphew D420372
84045	09/28/2007	06:00 14:00	Repair Freight	Perform a Five(5) Year Full Load Safety Test on existing hydraulic elevators #084045, #084086, #084087, & #084088.	three load test	Toni Doffer	Jerry Whaley D462356
84045	09/28/2007	06:00 14:00	Repair Freight	Perform a Five(5) Year Full Load Safety Test on existing hydraulic elevators #084045, #084086, #084087, &	3 load test		Eugene Korycki D460493

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
84045	10/09/2007	10:00 14:00	Repair Freight	Perform a Five(5) Year Full Load Safety Test on existing hydraulic elevators #084045, #084086, #084087, & #084088.	load test	Toni Dotter	Robert Madrigal D462042
84045	10/09/2007	10:00 14:00	Repair Freight	Perform a Five(5) Year Full Load Safety Test on existing hydraulic elevators #084045, #084086, #084087, & #084088.	Load test	Toni Dotter	Samuel Barela D462063
84045	10/10/2007	11:00 ✓ 12:00	Reg. Maintenance Freight			Toni Dotter	Chuck Morphew D420372
84086	10/10/2007	12:00 ✓ 13:00	Reg. Maintenance PASSENGER 3 (Svc. Bldg)				Chuck Morphew D420372
84087	10/10/2007	13:00 ✓ 14:00	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphew D420372
84088	10/10/2007	14:00 ✓ 15:00	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphew D420372
84087	11/30/2007	15:00 ✓ 16:00	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphew D420372
84088	12/05/2007	08:00 09:00	Service Call Passenger 1 (Transit Garage)	Transit elevator - ground level button is not calling car to floor until pushed several times	Repaired 1st floor hall push button, check operation and return to service	Toni	Chuck Morphew D420372
84045	12/18/2007	12:00 ✓ 13:00	Reg. Maintenance Freight				Chuck Morphew D420372
84086	12/18/2007	13:00 ✓ 14:00	Reg. Maintenance PASSENGER 3 (Svc. Bldg)				Chuck Morphew D420372
84087	12/18/2007	14:00 ✓ 15:00	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
84088	12/18/2007	15:00 ✓ 16:00	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphew D420372
84087	12/20/2007	14:00 16:00	Service Call PASSENGER 2 (Fleet Svc)	Elevator # 2 - doors are not closing	replace DHO relay, adjusted DOL & DCL, problem still exist, left in service with manual car gate, check operation and return to service	Larry	Chuck Morphew D420372
84087	12/20/2007	12:00 13:00	Service Call PASSENGER 2 (Fleet Svc)	Elevator # 2 - doors are not closing	left down for bad DOHA relay	Larry	Chuck Morphew D420372
84045	01/17/2008	12:00 13:00	Service Call Freight	Freight - door resistors	Replaced open door resistor, check operation and return to service	Chuck M	Chuck Morphew D420372
84088	02/28/2008	15:00 16:00	Service Call Passenger 1 (Transit Garage)	Transit elevator is stuck on 2nd floor with doors open	Transit adjusted up leveling and up stop on valve, cleaned detector edges, replaced all relays with burnt contacts, check operation and return to service	Leanne	Chuck Morphew D420372
84088	03/03/2008	10:00 12:00	Service Call Passenger 1 (Transit Garage)	Passenger #1 transit garage - intermittently stopping & starting, getting stuck @ 1st	Repaired door time circuit, replaced with new ardcin timer, check operation and return to service	Toni	Chuck Morphew D420372
84088	03/03/2008	11:00 ✓ 15:00	Reg. Maintenance Passenger 1 (Transit Garage)				Scott Davidson D420310
84088	03/04/2008	11:00 12:00	Service Call Passenger 1 (Transit Garage)	Transit elevator is stuck on 2nd floor with doors open and not responding	Repaired bad contact on door close relay on door board, check operation and return to service	Toni	Chuck Morphew D420372
84088	03/13/2008	12:00 13:00	Service Call Passenger 1 (Transit Garage)	Transit elevator is making a loud noise, they think the cable is broken.	bad door close relay, parts on order, down for parts	Toni	Chuck Morphew D420372
84088	03/14/2008	15:00 16:00	Service Call Passenger 1 (Transit Garage)	Transit elevator is down,	Replaced bad door close relay, repaired bottom door dust cover, check operation and return to service	Chuck	Chuck Morphew D420372
84088	03/19/2008	08:00 11:00	Service Call Passenger 1 (Transit Garage)	Transit elevator stuck @ 2nd floor with doors open	Replaced kinematic door box, check operation and return to service	Toni	Chuck Morphew D420372
84045	03/19/2008	11:00 ✓ 11:30	Reg. Maintenance Freight				Chuck Morphew D420372
84086	03/19/2008	11:30 ✓ 12:00	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Chuck Morphew D420372
84087	03/19/2008	12:00 ✓ 12:30	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
84088	03/19/2008	12:30 ✓ 13:00	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphew D420372
84086	05/28/2008	11:00 12:00	Service Call PASSENGER 3 (Svc. Bldg.)	Freight elevator is not working properly	Freight reported not working, running on arrival, check operation, no trouble found and return to service	Ron	Chuck Morphew D420372
84045	05/28/2008	12:00 ✓ 13:00	Reg. Maintenance Freight				Chuck Morphew D420372
84086	05/28/2008	13:00 ✓ 14:00	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Chuck Morphew D420372
84087	05/28/2008	14:00 ✓ 15:00	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphew D420372
84088	05/28/2008	15:00 ✓ 16:00	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphew D420372
84045	06/19/2008	09:00 ✓ 10:00	Reg. Maintenance Freight				Chuck Morphew D420372
84086	06/26/2008	09:00 ✓ 10:00	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Chuck Morphew D420372
84088	07/14/2008	11:00 12:00	Service Call Passenger 1 (Transit Garage)	Transit is stuck on lobby	Replaced broken #L550 door operator bells, check operation and return to service	Toni	Chuck Morphew D420372
84045	07/14/2008	12:00 ✓ 12:30	Reg. Maintenance Freight				Chuck Morphew D420372
84086	07/14/2008	12:30 ✓ 13:00	Reg. Maintenance PASSENGER 3 (Svc. Bldg.)				Chuck Morphew D420372
84087	07/14/2008	13:00 ✓ 14:00	Reg. Maintenance PASSENGER 2 (Fleet Svc)				Chuck Morphew D420372
84088	07/14/2008	14:00 ✓ 15:00	Reg. Maintenance Passenger 1 (Transit Garage)				Chuck Morphew D420372
84045	09/10/2008	13:00 ✓ 14:00	Reg. Maintenance Freight				Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in Location	Work type	Job Description / Problem Reported	Work Description	Requested by	Work Done By
84045	09/23/2008	12:00 13:00	Reg. Maintenance ✓ Freight				Chuck Morphew D420372
84066	09/23/2008	11:00 12:00	Reg. Maintenance ✓ PASSENGER 3 (Svc. Bldg.)				Chuck Morphew D420372
84087	09/23/2008	13:00 14:00	Reg. Maintenance ✓ PASSENGER 2 (Floral Svc)				Chuck Morphew D420372
84088	09/23/2008	11:00 12:00	Reg. Maintenance ✓ Passenger 1 (Transit Garage)				Chuck Morphew D420372
84088	09/24/2008	08:00 09:00	Service Call Passenger 1 (Transit Garage)	Transit elevator is stuck on 2nd floor with doors slightly open	Car running on arrival, check operation and no trouble found	Toni	Chuck Morphew D420372
<b>Building: City of Torrance - Katy Gaiassert Civic Ctr. Library - 3301</b>							
051957	07/25/2006	13:00 14:00	Reg. Maintenance ✓ #1 PUBLIC				Chuck Morphew D420372
051958	07/25/2006	14:00 15:00	Reg. Maintenance ✓ #2 STAFF				Chuck Morphew D420372
051957	08/28/2006	15:00 16:00	Reg. Maintenance ✓ #1 PUBLIC				Chuck Morphew D420372
051957	09/18/2006	08:00 09:00	Reg. Maintenance ✓ #1 PUBLIC				Chuck Morphew D420372
051958	09/18/2006	09:00 10:00	Reg. Maintenance ✓ #2 STAFF				Chuck Morphew D420372
051957	10/23/2006	10:00 11:00	Reg. Maintenance ✓ #1 PUBLIC				Chuck Morphew D420372
051958	10/23/2006	11:00 12:00	Reg. Maintenance ✓ #2 STAFF				Chuck Morphew D420372
051957	12/01/2006	15:00 16:00	Reg. Maintenance ✓ #1 PUBLIC				Chuck Morphew D420372
051957	12/05/2006	14:00 15:00	Reg. Maintenance ✓ #1 PUBLIC				Chuck Morphew D420372
051958	12/05/2006	15:00 16:00	Reg. Maintenance ✓ #2 STAFF				Chuck Morphew D420372
051957	01/11/2007	08:00 10:00	Service Call #1 PUBLIC	Public #1 - standby for repair of hotway wall	car# 1 stand by for patching hole on 2nd floor per inspector, hole was repaired, check operation and return to service	Toni	Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
051957	03/12/2007	12:00 13:00	Reg. Maintenance #1 PUBLIC				Chuck Morphey D420372
051958	03/12/2007	13:00 14:00	Reg. Maintenance #2 STAFF				Chuck Morphey D420372
051957	04/19/2007	10:00 11:00	Reg. Maintenance #1 PUBLIC				Eric Alexander D462089
051958	04/19/2007	11:00 12:00	Reg. Maintenance #2 STAFF				Eric Alexander D462089
051958	04/20/2007	10:00 11:00	Reg. Maintenance #2 STAFF				Eric Alexander D462089
051957	04/20/2007	11:00 12:00	Reg. Maintenance #1 PUBLIC				Eric Alexander D462089
051957	08/23/2007	13:00 14:00	Reg. Maintenance #1 PUBLIC				Chuck Morphey D420372
051958	08/23/2007	14:00 15:00	Reg. Maintenance #2 STAFF				Chuck Morphey D420372
051958	09/13/2007	08:00 12:00	Service Call #2 STAFF	Repack on Rear elevator	repack & clean pit with Fred A.	Chuck	Chuck Morphey D420372
051958	09/13/2007	08:00 12:00	Service Call #2 STAFF	Repack on Rear elevator	repack & clean pit with Chuck M	CHUCK	Alfred Alvarez D460457
051957	09/13/2007	12:00 13:00	Reg. Maintenance #1 PUBLIC				Chuck Morphey D420372
051958	09/13/2007	13:00 14:00	Reg. Maintenance #2 STAFF				Chuck Morphey D420372
051957	09/19/2007	13:00 14:00	Service Call #1 PUBLIC	Public elevator not responding	Passenger elevator was fire phase 1, reset fire phase 1, check operation and return to service	Toni	Chuck Morphey D420372
051957	11/29/2007	14:00 15:00	Reg. Maintenance #1 PUBLIC				Chuck Morphey D420372
051958	11/29/2007	15:00 16:00	Reg. Maintenance #2 STAFF				Chuck Morphey D420372
051957	12/10/2007	08:00 10:00	Service Call #1 PUBLIC	PUBLIC (LIBRARY) ELEVATOR, Lights are flashing when pushing buttons, nothing happens. Ans. Sec. 12/08/2007 @ 12:38 PM	repaired master door relay, check operation and return to service		Chuck Morphey D420372
051957	01/07/2008	13:00 14:00	Service Call #1 PUBLIC	Library Elevator alarm sounds when reaches lower level and doors open.	Adjusted floor levels for both floors, check operation and return to service	Dana Vinke	Chuck Morphey D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
051957	01/07/2008	14:00 ✓ 15:00	Reg. Maintenance #1 PUBLIC				Chuck Morphew D420372
051958	01/07/2008	15:00 ✓ 16:00	Reg. Maintenance #2 STAFF				Chuck Morphew D420372
051957	03/13/2008	14:30 16:00	Service Call #1 PUBLIC	Retrieve keys and return to Maria Sesca	retrieve keys from pil, and return to customer	Toni Dotter/Chuck M	Erik Evans D460480
051957	03/21/2008	12:00 ✓ 13:00	Reg. Maintenance #1 PUBLIC				Chuck Morphew D420372
051958	03/21/2008	13:00 ✓ 14:00	Reg. Maintenance #2 STAFF				Chuck Morphew D420372
051957	05/14/2008	10:00 ✓ 11:00	Reg. Maintenance #1 PUBLIC				Chuck Morphew D420372
051958	05/14/2008	11:00 ✓ 12:00	Reg. Maintenance #2 STAFF				Chuck Morphew D420372
051956	06/09/2008	11:00 13:00	Service Call #2 STAFF	Staff elevator is intermittently getting stuck between floors and jumps, doors close quickly	repair 2nd floor door gibb, adjust valve, check operation and return to service	Leanne	Mel Stocks D420400
051957	06/09/2008	13:00 ✓ 14:00	Reg. Maintenance #1 PUBLIC				Mel Stocks D420400
051958	06/09/2008	14:00 ✓ 15:00	Reg. Maintenance #2 STAFF				Mel Stocks D420400
051957	07/02/2008	11:00 12:00	Service Call #1 PUBLIC	public - stuck @ 1st floor not responding	Removed from fire service, check operation and return to service	toni	Mel Stocks D420400
051957	07/02/2008	12:00 ✓ 13:00	Reg. Maintenance #1 PUBLIC				Mel Stocks D420400
051958	07/02/2008	13:00 ✓ 14:00	Reg. Maintenance #2 STAFF				Mel Stocks D420400
051957	07/03/2008	09:30 11:00	Service Call #1 PUBLIC	Public elevator is stuck with doors open on main level	reset, tested operation, and return to service replace all (3) old smoke detectors	Mike Lisk	Mel Stocks D420352
051957	07/25/2008	08:00 10:00	Service Call #1 PUBLIC	Public elevator is not working	check various contractors in controller, check operation and return to service	Toni	Mel Stocks D420400
051957	07/31/2008	16:00 17:00	Service Call #1 PUBLIC	Public - jerking between floors	Public elevator was running on arrival, check operation, no trouble found and return to service	Toni	Robert Wiley D420416
051958	07/31/2008	17:00 19:30	Service Call #2 STAFF	Staff elevator - overhead lights out and emergency electrical switch is on.	Staff elevator does not have 110 AC to controller, down for morning service	Toni	Robert Wiley D420416

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time In out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
051957	08/01/2008	00:00 00:00	Service Call #1 PUBLIC	Public elevator is shaking and leveling	** CANCELED 08/08/2008 07:51:01 Duplicate call from 7125 Canceled by Sara Walker **	Leanna	Mel Stocks D420400
051957	08/01/2008	08:00 11:00	Service Call #1 PUBLIC	Public Elevator is making noise	Elevator is down for valve sales	Toni	Chuck Morphey D420372
051957	08/05/2008	06:00 14:00	Repair #1 PUBLIC	Valve Replacement for Elevator#051957 I. A Full Load Test will be performed following the installation of the new valve.	Valve Replacement	Toni Dotter	Larry Garcia D461472
051957	08/05/2008	06:00 14:00	Repair #1 PUBLIC	Valve Replacement for Elevator#051957 I. A Full Load Test will be performed following the installation of the new valve.	Valve Replacement	Toni Dotter	Anthony Garcia D462278
051958	08/07/2008	00:00 00:00	Service Call #2 STAFF	Staff elevator - intermittently not responding	** CANCELED 08/07/2008 16:52:37 Incking for payroll Canceled by Sonya Sneed **	Toni	Mel Stocks D420400
051956	08/08/2008	08:00 10:00	Service Call #2 STAFF	Staff elevator is intermittently not responding	Running on arrival, check operation, no trouble found and return to service	Toni	Mel Stocks D420400
051957	09/15/2008	15:40 18:40	Service Call #1 PUBLIC	Public Elevator is stuck @ floor unknown-Mgt. placed "out of order" sign. Entrapment earlier, Fire Dept. arrived and return to service	Took car of ptases 1 and 2, cleaned hall and gate contacts, check operation and return to service	Leann (Auth.OT)	Ralph Penilla D462352
051957	09/15/2008	14:00 15:00	Reg. Maintenance #1 PUBLIC	Reg. Maintenance			Mel Stocks D420400
051958	09/15/2008	15:00 16:00	Reg. Maintenance #2 STAFF	Reg. Maintenance			Mel Stocks D420400
<b>Building: City of Torrance - Police Dept. - 3309 Civic Center Drive</b>							
071009	06/09/2006	06:00 14:30	Repair Passenger 1	Provides labor and material. To install a solid state electronically operated infrared door reversal device to From Car.	Installed solid state door detector		Bob Hillman D420337
071008	07/17/2006	15:00 16:00	Reg. Maintenance Passenger 2	Reg. Maintenance		Toni Dotter	Chuck Morphey D420372
071008	08/02/2006	10:00 11:00	Reg. Maintenance Passenger 2	Reg. Maintenance			Chuck Morphey D420372
071009	08/02/2006	11:00 12:00	Reg. Maintenance Passenger 1	Reg. Maintenance			Chuck Morphey D420372
071009	09/05/2006	09:30 10:30	Service Call Passenger 1	elevator #1 - making a noise on ascended to top floor	adjusted packing and dumped pit can, and return to service	Toni	Chuck Morphey D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

10-02-2008

02:37PM

FROM-AMTECH

63

+5626586060

T-963

P.035/038

F-583

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
071008	09/05/2006	10:30 11:30	Reg. Maintenance Passenger 2				Chuck Morphew D420372
071009	09/05/2006	11:30 12:30	Reg. Maintenance Passenger 1				Chuck Morphew D420372
071009	09/28/2006	15:00 16:00	Service Call Passenger 1	Lobby elevator doors opening and closing	Disconnected keyswitch, Building will repair and notify Mechanic when repaired.	Leann	Chuck Morphew D420372
071009	09/29/2006	08:00 10:00	Service Call Passenger 1	Lobby elevator doors opening and closing	repaired 2nd floor security card reader , test and return to service.	Leann	Chuck Morphew D420372
071009	10/03/2006	15:00 16:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
071009	10/30/2006	12:00 14:00	Service Call Passenger 1	Keyswitch is broken	lobby key switch is broke, will return with replacement, when the customer fixes it, test and return to service	Chuck	Chuck Morphew D420372
071008	10/30/2006	10:00 11:00	Reg. Maintenance Passenger 2				Chuck Morphew D420372
071009	10/30/2006	11:00 12:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
071009	10/31/2006	08:00 10:00	Service Call Passenger 1	Keyswitch is broken		Chuck	Chuck Morphew D420372
071008	12/04/2006	13:30 14:30	Reg. Maintenance Passenger 2				Chuck Morphew D420372
071008	12/08/2006	08:00 09:00	Reg. Maintenance Passenger 2				Chuck Morphew D420372
071009	12/08/2006	09:00 10:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
071008	01/25/2007	08:00 09:00	Reg. Maintenance Passenger 2				Chuck Morphew D420372
071009	01/25/2007	09:00 10:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
071008	03/12/2007	14:00 15:00	Reg. Maintenance Passenger 2				Chuck Morphew D420372
071009	03/12/2007	15:00 16:00	Reg. Maintenance Passenger 1				Chuck Morphew D420372
071009	03/20/2007	08:00 09:00	Service Call Passenger 1	rear elevator - in basement call button is missing	B level hall push button broken, replaced with new button, check operation and return to service	Toni	Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
071008	04/06/2007	14:00 15:00	✓ Reg. Maintenance Passenger 2				Chuck Morphew D420372
071008	04/16/2007	07:00 08:00	✓ Reg. Maintenance Passenger 2				Eric Alexander D462069
071009	04/16/2007	08:00 09:00	✓ Reg. Maintenance Passenger 1				Eric Alexander D462069
071009	04/25/2007	06:00 10:00	Repair Passenger 1	Perform a Five(5) Year Full Load Test on existing hydraulic elevator#071008 as required by the State Elevator Safety Order.	load test		Robert Madrigal D462042
071009	04/25/2007	06:00 10:00	Repair Passenger 1	Perform a Five(5) Year Full Load Test on existing hydraulic elevator#071008 as required by the State Elevator Safety Order.	load test	Toni Dotter	Eric Clements D462274
071008	05/01/2007	11:00 12:30	✓ Reg. Maintenance Passenger 2				Eric Alexander D462069
071009	05/01/2007	12:30 14:00	✓ Reg. Maintenance Passenger 1				Eric Alexander D462069
071009	05/10/2007	10:30 14:00	Repair Passenger 1	Perform a Five(5) Year Full Load Safety Test on the existing hydraulic elevator#071008 as required by the State Elevator Safety Order.	Load test	Toni Dotter	Jimmy Verona D462234
071009	05/10/2007	12:30 14:00	Repair Passenger 1	Perform a Five(5) Year Full Load Safety Test on the existing hydraulic elevator#071008 as required by the State Elevator Safety Order.	Load test	Toni Dotter	Shawn O'Connor D420376
071009	05/16/2007	11:00 12:00	Service Call Passenger 1	#1 - @ 2nd floor doors are opening & closing continuously	malfunctioning key card, disconnected and advised, left car in service	Toni Dotter	Mike Rogers D420389
071009	05/17/2007	10:00 11:00	Service Call Passenger 1	Remove plate for locksmith	assisted building with card reader, check operation and return to service	Toni	Met Stocks D420400
071009	08/14/2007	11:00 12:00	Service Call Passenger 1	Front elevator is making grinding noise and shaking at 3rd floor	Low oil call, tighten packing, added 5 gallons of oil, check operation and return to service	Toni	Chuck Morphew D420372
071008	08/14/2007	12:00 13:00	✓ Reg. Maintenance Passenger 2				Chuck Morphew D420372
071009	08/14/2007	13:00 14:00	✓ Reg. Maintenance Passenger 1				Chuck Morphew D420372

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
071008	09/04/2007	09:00 10:00 ✓	Reg. Maintenance Passenger 2				Chuck Morphew D420372
071009	09/04/2007	10:00 11:00 ✓	Reg. Maintenance Passenger 1				Chuck Morphew D420372
071008	10/26/2007	13:00 14:00 ✓	Reg. Maintenance Passenger 2				Chuck Morphew D420372
071008	11/28/2007	14:00 15:00 ✓	Reg. Maintenance Passenger 2				Chuck Morphew D420372
071008	11/29/2007	13:00 13:30 ✓	Reg. Maintenance Passenger 2				Chuck Morphew D420372
071009	11/29/2007	13:30 14:00 ✓	Reg. Maintenance Passenger 1				Chuck Morphew D420372
071009	12/13/2007	10:00 12:00	Service Call Passenger 1	Front elevator @ 2nd floor doors open and close	core key reader intermittently getting stuck, test switch, repeatedly actuated it, could not find problem, check operation and return to service	Toni	Chuck Morphew D420372
071008	12/27/2007	08:00 10:00 ✓	Reg. Maintenance Passenger 2				Scott Davidson D420310
071009	12/27/2007	10:00 12:00 ✓	Reg. Maintenance Passenger 1				Scott Davidson D420310
071008	01/29/2008	10:00 11:00 ✓	Reg. Maintenance Passenger 2				Chuck Morphew D420372
071009	01/29/2008	11:00 12:00 ✓	Reg. Maintenance Passenger 1				Chuck Morphew D420372
071008	04/02/2008	14:00 14:30 ✓	Reg. Maintenance Passenger 2				Chuck Morphew D420372
071009	04/02/2008	14:30 15:00 ✓	Reg. Maintenance Passenger 1				Chuck Morphew D420372
071008	07/02/2008	15:00 15:30 ✓	Reg. Maintenance Passenger 2				Mel Stocks D420400
071009	07/02/2008	15:30 16:00 ✓	Reg. Maintenance Passenger 1				Mel Stocks D420400
071009	07/26/2008	08:00 10:00	Service Call Passenger 1	Public elevator is not leveling	Adjusted UL, UT & UA on UC-4 valve, added 1/2 quart cat oil, check operation and return to service	Toni	Chuck Morphew D420372
071009	09/04/2008	15:00 17:00	Service Call Passenger 1	Front elevator is stuck @ 2nd floor	Running on arrival, checked 2nd floor door lock, check operation and return to service	Toni	Mel Stocks D420400

# Work History for City of Torrance

From 09/01/2005 to 09/30/2008

ElevID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Requested by	Work Done By
071009	09/16/2008	07:00 08:00	Service Call Passenger 1	Stand by for UPS lift (meet in lobby ask for Harand)	provide stand by for heavy material move	Leann	Mel Stocks D420400
071008	09/16/2008	10:00 11:00	✓ Reg. Maintenance Passenger 2				Mel Stocks D420400
071009	09/16/2008	11:00 12:00	✓ Reg. Maintenance Passenger 1				Mel Stocks D420400

**Totals**

1X : 535.00  
 OT : 21.00  
 2X : 4.00  
 Expenses : \$213.69

ELEVATOR MONTHLY SERVICE LOG SUMMARY

	CH 1	CH 2	EA	WA	LIB 1	LIB 2	CABLE	TRANS	PW	FLEET 1	FLEET 2	BART	PD 1	PD 2	AIRPORT
	FS/NA	FS/NA									FS/NA				
Jul-07	X														
Aug-07	X	X	X	X								X	X	X	
Sep-07	X	X	X	X				X	X	X		X	X	X	
Oct-07	X	X	X	X			X	X	X	X	X	X	X	X	
Nov-07	X	X	X	X			X	X	X	X	X	X	X	X	
Dec-07	X	X	X	X			X	X	X	X	X	X	X	X	
Jan-08					X										
Feb-08					X										
Mar-08	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Apr-08	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
May-08	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Jun-08	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Jul-08	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Aug-08															X

ITEMS INCLUDED IN MONTHLY SERVICE

- fire service test (FS)
- check in with onsite cust rep
- detector/safety edge
- floor levels
- lamps, signals, stop button
- check mechanical room for leaks
- clean pan as needed
- verify oil level (oil log)
- added oil (gallons)
- check main piston/packing
- pitcan/return pump



SERVICE - REPAIR - MODERNIZATION  
 CA LICENSE # 737286

**HYDRAULIC ELEVATOR**

PREVENTIVE MAINTENANCE GUIDE AND RECORDS  
 FOR THE YEAR 2007

State # 031572

Job Name Torrance City Hall - front

Job Address 3031 Torrance

Mechanic C. Morpheu Contract # \_\_\_\_\_

Contract Type FM  POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

**EQUIPMENT DATA**

Manufacturer \_\_\_\_\_ Valve Type \_\_\_\_\_

Landings/Openings \_\_\_\_\_ Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_

# AMTECH Elevator Services

YEAR 2007

SERVICE PERFORMED		insert date											
E V E R Y V I S I T	CHECK-IN W/ ONSITE CUSTOMER REP	/	/	/	/	/	/	/	/	/	/	/	/
	DETECTOR/SAFETY EDGES	/	/	/	/	/	/	/	/	/	/	/	/
	FLOOR LEVELS	/	/	/	/	/	/	/	/	/	/	/	/
	LAMPS, SIGNALS, STOP BUTTON	/	/	/	/	/	/	/	/	/	/	/	/
	CHECK MR FOR LEAKS	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN PAN AS NEEDED	/	/	/	/	/	/	/	/	/	/	/	/
	VERIFY OIL LEVEL	/	/	/	/	/	/	/	/	/	/	/	/
	CHECK PACKING	/	/	/	/	/	/	/	/	/	/	/	/
	PITCAN/RETURN PUMP	/	/	/	/	/	/	/	/	/	/	/	/
Q u a r t e r l y	CHECK GATE CONTACTS	/	/	/	/	/	/	/	/	/	/	/	/
	DOOR OPERATOR & CLUTCH	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN CAR TOP	/	/	/	/	/	/	/	/	/	/	/	/
	CAR DOORS, HANGER & TRACK	/	/	/	/	/	/	/	/	/	/	/	/
	CARTOP DEVICES	/	/	/	/	/	/	/	/	/	/	/	/
	INSPECT CONTROLLER	/	/	/	/	/	/	/	/	/	/	/	/
	H/W LUBRICATION	/	/	/	/	/	/	/	/	/	/	/	/
	MOTOR BELTS/ TENSION	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN PIT	/	/	/	/	/	/	/	/	/	/	/	/
	EMERGENCY PHONE	/	/	/	/	/	/	/	/	/	/	/	/
S e m i a n n u a l	DOOR PRESSURE =SUB 30LBS (Q1-3)	/	/	/	/	/	/	/	/	/	/	/	/
	HALL DOOR EQUIPMENT (Q1-3)	/	/	/	/	/	/	/	/	/	/	/	/
	HALL DOOR LOCKS (Q1-3)	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN HOISTWAY (Q2-4)	/	/	/	/	/	/	/	/	/	/	/	/
	CAR GUIDES (Q2-4)	/	/	/	/	/	/	/	/	/	/	/	/
a n n u a l	EMERGENCY LIGHTING	/	/	/	/	/	/	/	/	/	/	/	/
	CHECK LIMITS	/	/	/	/	/	/	/	/	/	/	/	/
	ACCESS SWITCHES	/	/	/	/	/	/	/	/	/	/	/	/

Varying job conditions will require adjustments to your activities, discuss with supervisor and note adjustments







SERVICE – REPAIR – MODERNIZATION

CA LICENSE # 737286

HYDRAULIC ELEVATOR

PREVENTIVE MAINTENANCE GUIDE AND RECORDS  
FOR THE YEAR \_\_\_\_\_

State # 50240

Job Name 3031 Torrance 1st Floor

Job Address Same

Mechanic C. Morpheu Contract # \_\_\_\_\_

Contract Type FM  POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

EQUIPMENT DATA

Manufacturer U.S. Valve Type Morton UC-4

Landings/Opening 4 Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_

# AMTECH Elevator Services

YEAR 2007

insert date

SERVICE PERFORMED		<del>4/11</del>	<del>7/29</del>	<del>8/21</del>	<del>10/15</del>	<del>12/10</del>	<del>2/11/08</del>	<del>3/11/08</del>	<del>3/11/08</del>
E V E R Y V I S I T	CHECK-IN W/ ONSITE CUSTOMER REP	✓	✓	/	/	/	/	/	/
	DETECTOR/SAFETY EDGES	✓	✓	/	/	/	/	/	/
	FLOOR LEVELS	✓	✓	/	/	/	/	/	/
	LAMPS, SIGNALS, STOP BUTTON	/	✓	/	/	/	/	/	/
	CHECK MR FOR LEAKS	/	✓	/	/	/	/	/	/
	CLEAN PAN AS NEEDED	/	✓	/	/	/	/	/	/
	VERIFY OIL LEVEL	/	✓	/	/	/	/	/	/
	CHECK PACKING	/	✓	/	/	/	/	/	/
	PITCAN/RETURN PUMP		✓	/	/	/	/	/	/
Q u a r t e r l y	CHECK GATE CONTACTS	/	/	/	/	/	/	/	/
	DOOR OPERATOR & CLUTCH		/	/	/	/	/	/	/
	CLEAN CAR TOP		/	/	/	/	/	/	/
	CAR DOORS HANGER & TRACK		/	/	/	/	/	/	/
	CARTOP DEVICES		/	/	/	/	/	/	/
	INSPECT CONTROLLER		/	/	/	/	/	/	/
	H/w LUBRICATION		/	/	/	/	/	/	/
	MOTOR BELTS/ TENSION		/	/	/	/	/	/	/
	CLEAN PIT		/	/	/	/	/	/	/
	EMERGENCY PHONE		/	/	/	/	/	/	/
S e m i - a n n u a l	DOOR PRESSURE =SUB 30LBS (Q1-3)		✓	/					
	HALL DOOR EQUIPMENT (Q1-3)		✓	/					
	HALL DOOR LOCKS (Q1-3)		✓	/					
	CLEAN HOISTWAY (Q2-4)								
	CAR GUIDES (Q2-4)								
a n n u a l	EMERGENCY LIGHTING								
	CHECK LIMITS								
	ACCESS SWITCHES		/						

Varying job conditions will require adjustments to your activities, discuss with supervisor and note adjustments







SERVICE – REPAIR – MODERNIZATION

CA LICENSE # 737286

**HYDRAULIC ELEVATOR**

*PREVENTIVE MAINTENANCE GUIDE AND RECORDS  
FOR THE YEAR \_\_\_\_\_*

State # 99285

Job Name Torrance City Hall - 3031 Torrance

Job Address 3031 Torrance

Mechanic C. Morphey Contract # \_\_\_\_\_

Contract Type FM  POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

**EQUIPMENT DATA**

Manufacturer \_\_\_\_\_ Valve Type \_\_\_\_\_

Landings/Opening \_\_\_\_\_ Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_

# AMTECH Elevator Services

YEAR 2007 & 2008

insert date

SERVICE PERFORMED		<del>CH 827251015 10/10/2008 to 10/10/08</del>						
E V E R Y V I S I T	CHECK-IN W/ ONSITE CUSTOMER REP	/	/	/	/	/	/	/
	DETECTOR/SAFETY EDGES	/	/	/	/	/	/	/
	FLOOR LEVELS	/	/	/	/	/	/	/
	LAMPS, SIGNALS, STOP BUTTON	/	/	/	/	/	/	/
	CHECK MR FOR LEAKS	/	/	/	/	/	/	/
	CLEAN PAN AS NEEDED	/	/	/	/	/	/	/
	VERIFY OIL LEVEL	/	/	/	/	/	/	/
	CHECK PACKING	/	/	/	/	/	/	/
	PITCAN/RETURN PUMP	/	/	/	/	/	/	/
		/	/	/	/	/	/	/
Q u a r t e r l y	CHECK GATE CONTACTS	/	/	/	/	/	/	/
	DOOR OPERATOR & CLUTCH	/	/	/	/	/	/	/
	CLEAN CAR TOP	/	/	/	/	/	/	/
	CAR DOORS, HANGER & TRACK	/	/	/	/	/	/	/
	CARTOP DEVICES	/	/	/	/	/	/	/
	INSPECT CONTROLLER	/	/	/	/	/	/	/
	H/W LUBRICATION	/	/	/	/	/	/	/
	MOTOR BELTS/ TENSION	X	X	X	X	X	X	X
	CLEAN PIT	/	/	/	/	/	/	/
	EMERGENCY PHONE	/	/	/	/	/	/	/
S e m i - a n n u a l	DOOR PRESSURE =SUB 30LBS (Q1-3)	/	/	/	/	/	/	/
	HALL DOOR EQUIPMENT (Q1-3)	/	/	/	/	/	/	/
	HALL DOOR LOCKS (Q1-3)	/	/	/	/	/	/	/
	CLEAN HOISTWAY (Q2-4)	/	/	/	/	/	/	/
	CAR GUIDES (Q2-4)	/	/	/	/	/	/	/
a n n u a l	EMERGENCY LIGHTING	/	/	/	/	/	/	/
	CHECK LIMITS	/	/	/	/	/	/	/
	ACCESS SWITCHES	/	/	/	/	/	/	/
		/	/	/	/	/	/	/

Varying job conditions will require adjustments to your activities, discuss with supervisor and note adjustments







SERVICE – REPAIR – MODERNIZATION

CA LICENSE # 737286

HYDRAULIC ELEVATOR

PREVENTIVE MAINTENANCE GUIDE AND RECORDS FOR THE YEAR \_\_\_\_\_

State # 791638

Job Name Torrance City Hall Wash. County

Job Address 3031 Torrance

Mechanic C. Morphet Contract # \_\_\_\_\_

Contract Type FM  POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

EQUIPMENT DATA

Manufacturer \_\_\_\_\_ Valve Type \_\_\_\_\_

Landings/Openings \_\_\_\_\_ Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_

# AMTECH Elevator Services

YEAR 2007

insert date

SERVICE PERFORMED		1	2	3	4	5	6	7	8	9	10	11	12
E V E R Y V I S I T	CHECK-IN W/ ONSITE CUSTOMER REP	/	/	/	/	/	/	/	/	/	/	/	/
	DETECTOR/SAFETY EDGES	/	/	/	/	/	/	/	/	/	/	/	/
	FLOOR LEVELS	/	/	/	/	/	/	/	/	/	/	/	/
	LAMPS, SIGNALS, STOP BUTTON	/	/	/	/	/	/	/	/	/	/	/	/
	CHECK MR FOR LEAKS	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN PAN AS NEEDED	/	/	/	/	/	/	/	/	/	/	/	/
	VERIFY OIL LEVEL	/	/	/	/	/	/	/	/	/	/	/	/
	CHECK PACKING	/	/	/	/	/	/	/	/	/	/	/	/
	PITCAN/RETURN PUMP	/	/	/	/	/	/	/	/	/	/	/	/
Q u a r t e r l y	CHECK GATE CONTACTS	/	/	/	/	/	/	/	/	/	/	/	/
	DOOR OPERATOR & CLUTCH	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN CAR TOP	/	/	/	/	/	/	/	/	/	/	/	/
	CAR DOORS, HANGER & TRACK	/	/	/	/	/	/	/	/	/	/	/	/
	CARTOP DEVICES	/	/	/	/	/	/	/	/	/	/	/	/
	INSPECT CONTROLLER	/	/	/	/	/	/	/	/	/	/	/	/
	H/w LUBRICATION	/	/	/	/	/	/	/	/	/	/	/	/
	MOTOR BELTS/ TENSION	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN PIT	/	/	/	/	/	/	/	/	/	/	/	/
	EMERGENCY PHONE	/	/	/	/	/	/	/	/	/	/	/	/
S e m i - a n n u a l	DOOR PRESSURE =SUB 30LBS (Q1-3)	/	/	/	/	/	/	/	/	/	/	/	/
	HALL DOOR EQUIPMENT (Q1-3)	/	/	/	/	/	/	/	/	/	/	/	/
	HALL DOOR LOCKS (Q1-3)	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN HOISTWAY (Q2-4)	/	/	/	/	/	/	/	/	/	/	/	/
	CAR GUIDES (Q2-4)	/	/	/	/	/	/	/	/	/	/	/	/
a n n u a l	EMERGENCY LIGHTING	/	/	/	/	/	/	/	/	/	/	/	/
	CHECK LIMITS	/	/	/	/	/	/	/	/	/	/	/	/
	ACCESS SWITCHES	/	/	/	/	/	/	/	/	/	/	/	/

Varying job conditions will require adjustments to your activities, discuss with supervisor and note adjustments







SERVICE – REPAIR – MODERNIZATION

CA LICENSE # 737286

HYDRAULIC ELEVATOR

PREVENTIVE MAINTENANCE GUIDE AND RECORDS  
FOR THE YEAR 08/09

State # 51957 (#1)

Job Name Torrance Library

Job Address 3301 Torrance

Mechanic C. Morphen Contract # \_\_\_\_\_

Contract Type FM  POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

EQUIPMENT DATA

Manufacturer \_\_\_\_\_ Valve Type \_\_\_\_\_

Landings/Opening \_\_\_\_\_ Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_

# AMTECH Elevator Services

YEAR 08/09

insert date

SERVICE PERFORMED		1/26	3/10	5/15	7/19	9/12													
E V E R Y V I S I T	CHECK-IN W/ ONSITE CUSTOMER REP	/	/	/	/	/													
	DETECTOR/SAFETY EDGES	/	/	/	/	/													
	FLOOR LEVELS	/	/	/	/	/													
	LAMPS, SIGNALS, STOP BUTTON	/	/	/	/	/													
	CHECK MR FOR LEAKS	/	/	/	/	/													
	CLEAN PAN AS NEEDED	/	/	/	/	/													
	VERIFY OIL LEVEL	/	/	/	/	/													
	CHECK PACKING	/	/	/	/	/													
	PITCAN/RETURN PUMP	/	/	/	/	/													
Q u a r t e r l y	CHECK GATE CONTACTS	/																	
	DOOR OPERATOR & CLUTCH	/																	
	CLEAN CAR TOP	/																	
	CAR DOORS, HANGER & TRACK	/																	
	CARTOP DEVICES	/																	
	INSPECT CONTROLLER	/																	
	H/W LUBRICATION	/				/													
	MOTOR BELTS/ TENSION	/				/													
	CLEAN PIT	/				/													
	EMERGENCY PHONE	/				/													
S e m i a n n u a l	DOOR PRESSURE =SUB 30LBS (Q1-3)	/																	
	HALL DOOR EQUIPMENT (Q1-3)	/																	
	HALL DOOR LOCKS (Q1-3)	/																	
	CLEAN HOISTWAY (Q2-4)																		
	CAR GUIDES (Q2-4)																		
a n n u a l	EMERGENCY LIGHTING																		
	CHECK LIMITS																		
	ACCESS SWITCHES	/																	
Varying job conditions will require adjustments to your activities, discuss with supervisor and note adjustments																			







SERVICE – REPAIR – MODERNIZATION

CA LICENSE # 737286

### HYDRAULIC ELEVATOR

PREVENTIVE MAINTENANCE GUIDE AND RECORDS  
FOR THE YEAR 08/09

State # 51958 (#2)

Job Name Terrance Library Staff

Job Address 3301 Terrance

Mechanic C. Morphem Contract # \_\_\_\_\_

Contract Type FM  POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

### EQUIPMENT DATA

Manufacturer \_\_\_\_\_ Valve Type \_\_\_\_\_

Landings/Opening \_\_\_\_\_ Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_

# AMTECH Elevator Services

YEAR 07/09

insert date

SERVICE PERFORMED		<del>1/2</del>	<del>2/2</del>	<del>3/2</del>	<del>4/2</del>	<del>5/2</del>	<del>6/2</del>	<del>7/2</del>												
E V E R Y V I S I T	CHECK-IN W/ ONSITE CUSTOMER REP	/	/	/	/	/	/	/												
	DETECTOR/SAFETY EDGES	/	/	/	/	/	/	/												
	FLOOR LEVELS	/	/	/	/	/	/	/												
	LAMPS, SIGNALS, STOP BUTTON	/	/	/	/	/	/	/												
	CHECK MR FOR LEAKS	/	/	/	/	/	/	/												
	CLEAN PAN AS NEEDED	/	/	/	/	/	/	/												
	VERIFY OIL LEVEL	/	/	/	/	/	/	/												
	CHECK PACKING	/	/	/	/	/	/	/												
PITCAN/RETURN PUMP	/	/	/	/	/	/	/													
Q u a r t e r l y	CHECK GATE CONTACTS	/																		
	DOOR OPERATOR & CLUTCH	/																		
	CLEAN CAR TOP	/																		
	CAR DOORS, HANGER & TRACK	/																		
	CARTOP DEVICES	/																		
	INSPECT CONTROLLER	/																		
	H/w LUBRICATION	/						/												
	MOTOR BELTS/ TENSION	/						/												
CLEAN PIT	/						/													
EMERGENCY PHONE	/																			
S e m i a n u a l	DOOR PRESSURE =SUB 30LBS (Q1-3)	/																		
	HALL DOOR EQUIPMENT (Q1-3)	/																		
	HALL DOOR LOCKS (Q1-3)	/																		
	CLEAN HOISTWAY (Q2-4)																			
	CAR GUIDES (Q2-4)																			
a n n u a l	EMERGENCY LIGHTING																			
	CHECK LIMITS																			
	ACCESS SWITCHES	/																		

Varying job conditions will require adjustments to your activities, discuss with supervisor and note adjustments





Cable



SERVICE – REPAIR – MODERNIZATION

CA LICENSE # 737286

HYDRAULIC ELEVATOR

PREVENTIVE MAINTENANCE GUIDE AND RECORDS  
FOR THE YEAR 07/08

State # 081993

Job Name Cable Bldg. Cable

Job Address 3350 Civic Center

Mechanic C. Morpheu Contract # \_\_\_\_\_

Contract Type FM  POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

EQUIPMENT DATA

Manufacturer \_\_\_\_\_ Valve Type \_\_\_\_\_

Landings/Opening \_\_\_\_\_ Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_

Cable

# AMTECH Elevator Services

YEAR 09/06

insert date

SERVICE PERFORMED		11/15/05	12/15/05	1/15/06	2/15/06	3/15/06	4/15/06	5/15/06	6/15/06	7/15/06	8/15/06	9/15/06	10/15/06	11/15/06	12/15/06
E V E R Y V I S I T	CHECK-IN W/ ONSITE CUSTOMER REP	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	DETECTOR/SAFETY EDGES	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	FLOOR LEVELS	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	LAMPS, SIGNALS, STOP BUTTON	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CHECK MR FOR LEAKS	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN PAN AS NEEDED	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	VERIFY OIL LEVEL	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CHECK PACKING	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	PITCAN/RETURN PUMP	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Q u a r t e r l y	CHECK GATE CONTACTS	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	DOOR OPERATOR & CLUTCH	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN CAR TOP	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CAR DOORS, HANGER & TRACK	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CARTOP DEVICES	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	INSPECT CONTROLLER	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	H/w LUBRICATION	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	MOTOR BELTS/ TENSION	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN PIT	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	EMERGENCY PHONE	/	/	/	/	/	/	/	/	/	/	/	/	/	/
S e m i - a n n u a l	DOOR PRESSURE =SUB 30LBS (Q1-3)	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	HALL DOOR EQUIPMENT (Q1-3)	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	HALL DOOR LOCKS (Q1-3)	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN HOISTWAY (Q2-4)	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CAR GUIDES (Q2-4)	/	/	/	/	/	/	/	/	/	/	/	/	/	/
a n n u a l	EMERGENCY LIGHTING	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CHECK LIMITS	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	ACCESS SWITCHES	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Varying job conditions will require adjustments to your activities, discuss with supervisor and note adjustments





Tram



SERVICE - REPAIR - MODERNIZATION

CA LICENSE # 737286

### HYDRAULIC ELEVATOR

PREVENTIVE MAINTENANCE GUIDE AND RECORDS  
FOR THE YEAR 07/08

State # 084088

Job Name Transit

Job Address 20500 Madrona

Mechanic C. Morphen Contract # \_\_\_\_\_

Contract Type FM  POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

### EQUIPMENT DATA

Manufacturer \_\_\_\_\_ Valve Type \_\_\_\_\_

Landings/Openings \_\_\_\_\_ Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_

Tran

# AMTECH Elevator Services

YEAR 03/2006

insert date

SERVICE PERFORMED		<del>10/10/05</del>	<del>11/10/05</del>	<del>12/10/05</del>	<del>1/10/06</del>	<del>2/10/06</del>	<del>3/10/06</del>	<del>4/10/06</del>	<del>5/10/06</del>	<del>6/10/06</del>	<del>7/10/06</del>	<del>8/10/06</del>	<del>9/10/06</del>	<del>10/10/06</del>	<del>11/10/06</del>	<del>12/10/06</del>
E V E R Y V I S I T	CHECK-IN W/ ONSITE CUSTOMER REPR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	DETECTOR/SAFETY EDGES	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	FLOOR LEVELS	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	LAMPS, SIGNALS, STOP BUTTON	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CHECK MR FOR LEAKS	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN PAN AS NEEDED	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	VERIFY OIL LEVEL	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CHECK PACKING	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	PITCAN/RETURN PUMP	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Q u a r t e r l y	CHECK GATE CONTACTS	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	DOOR OPERATOR & CLUTCH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN CAR TOP	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CAR DOORS, HANGER & TRACK	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CARTOP DEVICES	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	INSPECT CONTROLLER	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	H/W LUBRICATION	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	MOTOR BELTS/ TENSION	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN PIT	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	EMERGENCY PHONE	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
S e m i - a n n u a l	DOOR PRESSURE =SUB 30LBS (Q1-3)	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	HALL DOOR EQUIPMENT (Q1-3)	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	HALL DOOR LOCKS (Q1-3)	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CLEAN HOISTWAY (Q2-4)	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CAR GUIDES (Q2-4)	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
a n n u a l	EMERGENCY LIGHTING	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	CHECK LIMITS	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	ACCESS SWITCHES	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Varying job conditions will require adjustments to your activities, discuss with supervisor and note adjustments





PW



SERVICE – REPAIR – MODERNIZATION

CA LICENSE # 737286

HYDRAULIC ELEVATOR

PREVENTIVE MAINTENANCE GUIDE AND RECORDS  
FOR THE YEAR 07/08

State # 840610

Job Name Public Works Elevator PW

Job Address 20500 Madrona

Mechanic C. Morphey Contract # \_\_\_\_\_

Contract Type FM  POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

EQUIPMENT DATA

Manufacturer \_\_\_\_\_ Valve Type \_\_\_\_\_

Landings/Openings \_\_\_\_\_ Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_

PW

# AMTECH Elevator Services

YEAR 07/08

insert date

SERVICE PERFORMED		<del>07/08/08 08/08/08 09/08/08 10/08/08 11/08/08 12/08/08</del>									
E V E R Y V I S I T	CHECK-IN W/ ONSITE CUSTOMER REP	/	/	/	/	/	/	/	/	/	/
	DETECTOR/SAFETY EDGES	/	/	/	/	/	/	/	/	/	/
	FLOOR LEVELS	/	/	/	/	/	/	/	/	/	/
	LAMPS, SIGNALS, STOP BUTTON	/	/	/	/	/	/	/	/	/	/
	CHECK MR FOR LEAKS	/	/	/	/	/	/	/	/	/	/
	CLEAN PAN AS NEEDED	/	/	/	/	/	/	/	/	/	/
	VERIFY OIL LEVEL	/	/	/	/	/	/	/	/	/	/
	CHECK PACKING	/	/	/	/	/	/	/	/	/	/
	PITCAN/RETURN PUMP	/	/	/	/	/	/	/	/	/	/
Q u a r t e r l y	CHECK GATE CONTACTS	/	/	/	/	/	/	/	/	/	/
	DOOR OPERATOR & CLUTCH	/	/	/	/	/	/	/	/	/	/
	CLEAN CAR TOP	/	/	/	/	/	/	/	/	/	/
	CAR DOORS, HANGER & TRACK	/	/	/	/	/	/	/	/	/	/
	CARTOP DEVICES	/	/	/	/	/	/	/	/	/	/
	INSPECT CONTROLLER	/	/	/	/	/	/	/	/	/	/
	H/w LUBRICATION	/	/	/	/	/	/	/	/	/	/
	MOTOR BELTS/ TENSION	/	/	/	/	/	/	/	/	/	/
	CLEAN PIT	/	/	/	/	/	/	/	/	/	/
	EMERGENCY PHONE	/	/	/	/	/	/	/	/	/	/
S e m i - a n n u a l	DOOR PRESSURE =SUB 30LBS (Q1-3)	/	/	/	/	/	/	/	/	/	/
	HALL DOOR EQUIPMENT (Q1-3)	/	/	/	/	/	/	/	/	/	/
	HALL DOOR LOCKS (Q1-3)	/	/	/	/	/	/	/	/	/	/
	CLEAN HOISTWAY (Q2-4)	/	/	/	/	/	/	/	/	/	/
	CAR GUIDES (Q2-4)	/	/	/	/	/	/	/	/	/	/
a n n u a l	EMERGENCY LIGHTING	/	/	/	/	/	/	/	/	/	/
	CHECK LIMITS	/	/	/	/	/	/	/	/	/	/
	ACCESS SWITCHES	/	/	/	/	/	/	/	/	/	/

Varying job conditions will require adjustments to your activities, discuss with supervisor and note adjustments







**SERVICE – REPAIR – MODERNIZATION**

CA LICENSE # 737286

## HYDRAULIC ELEVATOR

PREVENTIVE MAINTENANCE GUIDE AND RECORDS  
FOR THE YEAR 07/08

State # 941067

Job Name Fleet Services passenger elev.

Job Address 20520 Madrona

Mechanic C. Mophew Contract # \_\_\_\_\_

Contract Type FM  POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

## EQUIPMENT DATA

Manufacturer \_\_\_\_\_ Valve Type \_\_\_\_\_

Landings/Openings \_\_\_\_\_ Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_

PLT

# AMTECH Elevator Services

YEAR 0905

insert date

SERVICE PERFORMED		10/10/05	11/10/05	12/10/05	1/10/06	2/10/06	3/10/06	4/10/06	5/10/06	6/10/06	7/10/06	8/10/06	9/10/06	10/10/06	11/10/06	12/10/06
E V E R Y V I S I T	CHECK-IN W/ ONSITE CUSTOMER REP	/	/	/	/											
	DETECTOR/SAFETY EDGES	/	/	/	/											
	FLOOR LEVELS	/	/	/	/											
	LAMPS, SIGNALS, STOP BUTTON	/	/	/	/											
	CHECK MR FOR LEAKS	/	/	/	/											
	CLEAN PAN AS NEEDED	X	X	X	X											
	VERIFY OIL LEVEL	/	/	/	/											
	CHECK PACKING	/	/	/	/											
	PITCAN/RETURN PUMP	/	/	/	/											
Q u a r t e r l y	CHECK GATE CONTACTS	/	/	/	/											
	DOOR OPERATOR & CLUTCH	/	/	/	/											
	CLEAN CAR TOP	/	/	/	/											
	CAR DOORS, HANGER & TRACK	/	/	/	/											
	CARTOP DEVICES	/	/	/	/											
	INSPECT CONTROLLER	/	/	/	/											
	H/W LUBRICATION	/	/	/	/											
	MOTOR BELTS/ TENSION	/	/	/	/											
	CLEAN PIT	/	/	/	/											
	EMERGENCY PHONE	/	/	/	/											
S e m i a n n u a l	DOOR PRESSURE =SUB 30LBS (Q1-3)	/	/	/	/											
	HALL DOOR EQUIPMENT (Q1-3)	/	/	/	/											
	HALL DOOR LOCKS (Q1-3)	/	/	/	/											
	CLEAN HOISTWAY (Q2-4)	/	/	/	/											
	CAR GUIDES (Q2-4)	/	/	/	/											
a n n u a l	EMERGENCY LIGHTING	/	/	/	/											
	CHECK LIMITS	/	/	/	/											
	ACCESS SWITCHES	/	/	/	/											

Varying job conditions will require adjustments to your activities, discuss with supervisor and note adjustments





Fleet F.



SERVICE – REPAIR – MODERNIZATION

CA LICENSE # 737286

### HYDRAULIC ELEVATOR

PREVENTIVE MAINTENANCE GUIDE AND RECORDS  
FOR THE YEAR 07406

State # 84045

Job Name Fleet Service Freight elev.

Job Address 20500 Madrona

Mechanic C. Mognen Contract # \_\_\_\_\_

Contract Type FM  POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

### EQUIPMENT DATA

Manufacturer \_\_\_\_\_ Valve Type \_\_\_\_\_

Landings/Opening \_\_\_\_\_ Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_

Fleet Fr.

# AMTECH Elevator Services

YEAR 07/08

insert date

SERVICE PERFORMED		<del>10/10/07</del>	<del>2/15/08</del>	<del>3/15/08</del>	<del>4/15/08</del>	<del>5/15/08</del>	<del>6/15/08</del>												
E V E R Y V I S I T	CHECK-IN W/ ONSITE CUSTOMER REP	/	/	/	/	/	/												
	DETECTOR/SAFETY EDGES	/	/	/	/	/	/												
	FLOOR LEVELS	/	/	/	/	/	/												
	LAMPS, SIGNALS, STOP BUTTON	/	/	/	/	/	/												
	CHECK MR FOR LEAKS	/	/	/	/	/	/												
	CLEAN PAN AS NEEDED	X	X	X	X	X	X												
	VERIFY OIL LEVEL	/	/	/	/	/	/												
	CHECK PACKING	/	/	/	/	/	/												
	PITCAN/RETURN PUMP	/	/	/	/	/	/												
Q u a r t e r l y	CHECK GATE CONTACTS	/	/	/	/	/	/												
	DOOR OPERATOR & CLUTCH	/	/	/	/	/	/												
	CLEAN CAR TOP	/	/	/	/	/	/												
	CAR DOORS, HANGER & TRACK	/	/	/	/	/	/												
	CARTOP DEVICES	/	/	/	/	/	/												
	INSPECT CONTROLLER	/	/	/	/	/	/												
	H/w LUBRICATION	/	/	/	/	/	/												
	MOTOR BELTS/ TENSION	/	/	/	/	/	/												
	CLEAN PIT	/	/	/	/	/	/												
	EMERGENCY PHONE	/	/	/	/	/	/												
S e m i a n n u a l	DOOR PRESSURE =SUB 30LBS (Q1-3)	/	/	/	/	/	/												
	HALL DOOR EQUIPMENT (Q1-3)	/	/	/	/	/	/												
	HALL DOOR LOCKS (Q1-3)	/	/	/	/	/	/												
	CLEAN HOISTWAY (Q2-4)	/	/	/	/	/	/												
	CAR GUIDES (Q2-4)	/	/	/	/	/	/												
a n n u a l	EMERGENCY LIGHTING	/	/	/	/	/	/												
	CHECK LIMITS	/	/	/	/	/	/												
	ACCESS SWITCHES	/	/	/	/	/	/												

Varying job conditions will require adjustments to your activities, discuss with supervisor and note adjustments







# UNIT RECORD LOG

(Hydraulics : Oil Level & Operational Values)

Bartlett

Building Name 1318 Grams Contract Number: \_\_\_\_\_ Group: \_\_\_\_\_

Supervisor \_\_\_\_\_ Route Examiner: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Machine Number Date Oil Checked	Initials	If Oil Added to System, Explain Reason	Machine Number Date Oil Checked	Initials	If Oil Added to System, Explain Reason	Operational Values			Control Voltage								
						Line Voltage	Control Voltage	Value	Date	Initials	Line Voltage	Control Voltage	Value	Date	Initials		
2/14/09	MMK		4/20/07	MMK													
3/5/06	MMK		5/14/07	MMK													
6/5/06	MMK		5/22/07	MMK													
7/11/06	MMK		6/7/07	MMK													
8/22/06	MMK		7/5/07	MMK													
9/1/06	MMK		8/13/07	MMK													
10/20/06	MMK		9/25/07	CM													
11/14/06	MMK		11/8/07	CM													
12/6/06	MMK		1/20/08	GM													
1/12/07	MMK		4/28/08	CM													
2/6/07	MMK																
3/22/07	MMK																
Operational Values			Operational Values														

See Opposite Side for Recording of Sealed PVC Monitoring and Evacuation Procedure

BARTLETT

PD 1



SERVICE - REPAIR - MODERNIZATION

CA LICENSE # 737286

Attn: Toni Datter

Subj: North

Elevator -  
Front  
Lobby

### HYDRAULIC ELEVATOR

PREVENTIVE MAINTENANCE GUIDE AND RECORDS  
FOR THE YEAR 07/06

State # 1009

Job Name 3300 Civic Center #1

Job Address \_\_\_\_\_

Mechanic C. Morpheu Contract # \_\_\_\_\_

Contract Type FM \_\_\_\_\_ POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

### EQUIPMENT DATA

Manufacturer \_\_\_\_\_ Valve Type \_\_\_\_\_

Landings/Openings \_\_\_\_\_ Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_

PD 1

# AMTECH Elevator Services

YEAR 07/06

insert date

SERVICE PERFORMED		<u>9/18/06</u>	<u>10/19/06</u>	<u>12/05/06</u>	<u>1/05/07</u>														
E V E R Y V I S I T	CHECK-IN W/ ONSITE CUSTOMER REP	/	/	/	/														
	DETECTOR/SAFETY EDGES	/	/	/	/														
	FLOOR LEVELS	/	/	/	/														
	LAMPS, SIGNALS, STOP BUTTON	/	/	/	/														
	CHECK MR FOR LEAKS	/	/	/	/														
	CLEAN PAN AS NEEDED	/	/	/	/														
	VERIFY OIL LEVEL	/	/	/	/														
	CHECK PACKING	/	/	/	/														
	PITCAN/RETURN PUMP	/	/	/	/														
Q u a r t e r l y	CHECK GATE CONTACTS	/	/	/	/														
	DOOR OPERATOR & CLUTCH	/	/	/	/														
	CLEAN CAR TOP	/	/	/	/														
	CAR DOORS, HANGER & TRACK	/	/	/	/														
	CARTOP DEVICES	/	/	/	/														
	INSPECT CONTROLLER	/	/	/	/														
	H/w LUBRICATION	/	/	/	/														
	MOTOR BELTS/ TENSION	/	/	/	/														
	CLEAN PIT	/	/	/	/														
	EMERGENCY PHONE	/	/	/	/														
S e m i - a n n u a l	DOOR PRESSURE =SUB 30LBS (Q1-3)	/																	
	HALL DOOR EQUIPMENT (Q1-3)	/																	
	HALL DOOR LOCKS (Q1-3)	/																	
	CLEAN HOISTWAY (Q2-4)																		
	CAR GUIDES (Q2-4)																		
a n n u a l	EMERGENCY LIGHTING																		
	CHECK LIMITS																		
	ACCESS SWITCHES	/																	

Varying job conditions will require adjustments to your activities, discuss with supervisor and note adjustments



PD 1



Building Name

3300 Civic Center Dr. #1 Contract Number:

# UNIT RECORD LOG

(Hydraulics : Oil Level & Operational Values)

Group: \_\_\_\_\_

Supervisor

Route Examiner: C. Moppman

Date Returned: \_\_\_\_\_

Machine Number Date Oil Checked	Initials	If Oil Added to System, Explain Reason	Machine Number Date Oil Checked	Initials	If Oil Added to System, Explain Reason
2, 21, 06	CM	X3	5, 21, 07	GA	OK
3, 19, 06	CM	X3	8, 19, 07	CM	X2
4, 1, 06	CM	X2			
5, 1, 06	CM	X5			
6, 21, 06	CM	X2			
8, 2, 06	CM	X5			
9, 5, 06	CM	X2			
10, 3, 06	CM	X5			
11, 10, 06	CM	X1			
1, 35, 07	CM	X5			
3, 12, 07	CM	X5			
4, 15, 07	EA	X0			

Operational Values	Value	Date	Initials	Line Voltage	Control Voltage	Operational Values	Value	Date	Initials	Line Voltage	Control Voltage
				/ /	/ /					/ /	/ /
				/ /	/ /					/ /	/ /
				/ /	/ /					/ /	/ /
				/ /	/ /					/ /	/ /

Form 44318 (01/95)

See Opposite Side for Recording of Sealed PVC Monitoring and Evacuation Procedure

PD 2



**SERVICE – REPAIR – MODERNIZATION**

CA LICENSE # 737286

Attn: Toni  
Daffer

**HYDRAULIC ELEVATOR**

Subj: South  
Elevator

*PREVENTIVE MAINTENANCE GUIDE AND RECORDS  
FOR THE YEAR 07/08*

State # 1008

Job Name 3300 Civic Center #2

Job Address \_\_\_\_\_

Mechanic C. Mordew Contract # \_\_\_\_\_

Contract Type FM \_\_\_\_\_ POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

**EQUIPMENT DATA**

Manufacturer \_\_\_\_\_ Valve Type \_\_\_\_\_

Landings/Opening \_\_\_\_\_ Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_





PD2

# ELEVATOR "FIRE SERVICE TESTING" LOG

All elevators provided with firefighters' service shall be subjected monthly to Phase I recall and a minimum of one-floor operation on Phase II, to assure the system is maintained in proper operating order. A written record of findings on the operation shall be made and kept on the premises of said operation. 1206.7

Building address \_\_\_\_\_ State # 71008

YEAR	DATE	TESTED BY NAME	PHASE I TESTED	SMOKE DETECTOR FLOOR #	PHASE II TESTED
2005					
JAN.					
FEB.					
MAR.					
APRIL					
MAY					
JUNE					
JULY					
AUG.					
SEPT.	22	Ed Samuel	OK	NA	NA
OCT.	19	[Signature]	OK	NA	NA
NOV.					
DEC.					

**RESULTS "Legend" (use the following nomenclature to document results)**

OK = passed, with all systems operable

NG = No Good. All systems did not pass

N/A = Not Applicable. Smoke detectors and/or Phase II not in building.

# ELEVATOR "FIRE SERVICE TESTING" LOG

All elevators provided with firefighters' service shall be subjected monthly to Phase I recall and a minimum of one-floor operation on Phase II, to assure the system is maintained in proper operating order. A written record of findings on the operation shall be made and kept on the premises of said operation. 1206.7

Building address 3300 CIVIC CTR. DR. TORRANCE State # 71008

YEAR	DATE	TESTED BY	PHASE I	SMOKE DETECTOR	PHASE II
		NAME	TESTED	FLOOR #	TESTED
2006					
JAN.	11	Ed Sandoval	OK	NA	NA
FEB.	16	Ed Sandoval	OK	"	"
MAR.	15	Ed Sandoval	OK	"	"
APRIL	18	Ed Sandoval	OK		
MAY	19	Ed Sandoval	OK		
JUNE	16	Ed Sandoval	OK		
JULY	18	Ed Sandoval	OK		
AUG.	24	Ed Sandoval	OK		
SEPT.	15	E. Alexander	OK		
OCT.	-				
NOV.					
DEC.					

**RESULTS "Legend"** (use the following nomenclature to document results)

OK = passed, with all systems operable

NG = No Good. All systems did not pass

N/A = Not Applicable. Smoke detectors and/or Phase II not in building.

pp 2

# ELEVATOR "FIRE SERVICE TESTING" LOG

All elevators provided with firefighters' service shall be subjected monthly to Phase I recall and a minimum of one-floor operation on Phase II, to assure the system is maintained in proper operating order. A written record of findings on the operation shall be made and kept on the premises of said operation. 1206.7

Building address 3300 CIVIL, CTR, DR TORRANCE State # 71009

YEAR	TESTED BY	PHASE I	SMOKE DETECTOR	PHASE II
	NAME	TESTED	FLOOR #	TESTED
2006	DATE			
JAN.	11 Ed Sandoval	OK	NA	NA
FEB.	16 Ed Sandoval	OK	"	"
MAR.	15 Ed Sandoval	OK	"	"
APRIL	18 Ed Sandoval	OK		
MAY	19 Ed Sandoval	OK		
JUNE	16 Ed Sandoval	OK		
JULY	18 Ed Sandoval	OK		
AUG.	24 Ed Sandoval	OK		
SEPT.	5 C. Morphew	OK		
OCT.	30 C. Morphew	OK		
NOV.				
DEC.	8 C. Morphew	OK		

**RESULTS "Legend" (use the following nomenclature to document results)**

OK = passed, with all systems operable

NG = No Good. All systems did not pass

N/A = Not Applicable. Smoke detectors and/or Phase II not in building.

# ELEVATOR "FIRE SERVICE TESTING" LOG

All elevators provided with firefighters' service shall be subjected monthly to Phase I recall and a minimum of one-floor operation on Phase II, to assure the system is maintained in proper operating order. A written record of findings on the operation shall be made and kept on the premises of said operation. 1206.7

Building address 3300 Civic CTR TORRANCE State # 71009

YEAR	DATE	TESTED BY NAME	PHASE I TESTED	SMOKE DETECTOR FLOOR #	PHASE II TESTED
2007					
JAN.	29 <sup>th</sup>	C. Morphen	OK	N/A	N/A
FEB.					
MAR.	12	C. Morphen	OK	N/A	N/A
APRIL	15	E. Alexander	OK	N/A	N/A
MAY	1	E. Alexander	OK	N/A	N/A
JUNE					
JULY					
AUG.	14	C. Morphen	OK	N/A	N/A
SEPT.	<del>20</del>	<del>E. Alexander</del>	<del>OK</del>	<del>N/A</del>	<del>N/A</del>
OCT.	<del>19</del>	<del>(Signature)</del>	<del>OK</del>	<del>N/A</del>	<del>N/A</del>
NOV.					
DEC.					

**RESULTS "Legend"** (use the following nomenclature to document results)

OK = passed, with all systems operable

NG = No Good. All systems did not pass

N/A = Not Applicable. Smoke detectors and/or Phase II not in building.

# UNIT RECORD LOG

(Hydraulics : Oil Level & Operational Values)



Building Name: 3300 Civic Center #12 Contract Number: C.Morgan Date Returned: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Route Examiner: C.Morgan Date Returned: \_\_\_\_\_

Machine Number Date Oil Checked	Initials	If Oil Added to System, Explain Reason	Machine Number Date Oil Checked	Initials	If Oil Added to System, Explain Reason	Operational Values		
						Line Voltage	Control Voltage	Value Date Initials
2/21/06	CM	NS	5/4/07	CM	NS			
3/3/06	CM	Y2						
5/18/06	CM	Y2						
6/21/06	CM	Y2						
8/2/06	CM	NS						
9/5/06	CM	Y2						
10/30/06	CM	NS						
12/8/06	CM	Y2						
1/25/07	CM	NS						
3/12/07	CM	NS						
4/15/07	BA	NS						
5/1/07	BA	OK						
Operational Values			Operational Values			Line Voltage	Control Voltage	Value Date Initials

ft. See Opposite Side for Recording of Sealed PVC Monitoring and Evacuation Procedure



FAA

SERVICE - REPAIR - MODERNIZATION

CA LICENSE # 737286

### HYDRAULIC ELEVATOR

PREVENTIVE MAINTENANCE GUIDE AND RECORDS  
FOR THE YEAR 08/09

State # 035-978

Job Name FAA TOWER

Job Address 25311 Arco Way

Mechanic C. Mathew Contract # \_\_\_\_\_

Contract Type FM  POG \_\_\_\_\_ O&G \_\_\_\_\_

Building Contact & Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

### EQUIPMENT DATA

Manufacturer \_\_\_\_\_ Valve Type \_\_\_\_\_

Landings/Openings \_\_\_\_\_ Pump Type \_\_\_\_\_

Starter Contacts Size and Type \_\_\_\_\_

Pump Motor \_\_\_\_\_

Packing Size and Type \_\_\_\_\_

Disconnect Voltage \_\_\_\_\_

FAA

# AMTECH Elevator Services

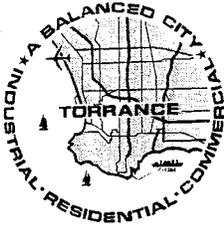
YEAR 08/09

insert date

SERVICE PERFORMED		<del>5/15/08</del>																			
E V E R Y	CHECK-IN W/ ONSITE CUSTOMER REP	/	/	/	/																
	DETECTOR/SAFETY EDGES	/	/	/	/																
	FLOOR LEVELS	/	/	/	/																
	LAMPS, SIGNALS, STOP BUTTON	/	/	/	/																
	CHECK MR FOR LEAKS	/	/	/	/																
	CLEAN PAN AS NEEDED	X	X	X	X																
	VERIFY OIL LEVEL	/	/	/	/																
	CHECK PACKING	X	X	X	X																
	PITCAN/RETURN PUMP	X	X	X	/																
Q u a r t e r l y	CHECK GATE CONTACTS	/	/	/	/																
	DOOR OPERATOR & CLUTCH	/	/	/	/																
	CLEAN CAR TOP	/	/	/	/																
	CAR DOORS, HANGER & TRACK	/	/	/	/																
	CARTOP DEVICES	/	/	/	/																
	INSPECT CONTROLLER	/	/	/	/																
	H/w LUBRICATION	/	/	/	/																
	MOTOR BELTS/ TENSION	/	/	/	/																
	CLEAN PIT	X	/	/	/																
	EMERGENCY PHONE	/	/	/	/																
S e m i - a n n u a l	DOOR PRESSURE =SUB 30LBS (Q1-3)	/																			
	HALL DOOR EQUIPMENT (Q1-3)	/																			
	HALL DOOR LOCKS (Q1-3)	/																			
	CLEAN HOISTWAY (Q2-4)																				
	CAR GUIDES (Q2-4)																				
a n n u a l	EMERGENCY LIGHTING																				
	CHECK LIMITS																				
	ACCESS SWITCHES	/																			
l	Varying job conditions will require adjustments to your activities, discuss with supervisor and note adjustments																				







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CITY OF  
TORRANCE

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DEPARTMENT OF  
GENERAL SERVICES

October 15, 2008

Sent via U.S. Mail and Fax

Ms. Judy Brown  
Amtech Elevator Services  
9808 Firestone Boulevard  
Downey, CA 90241

Re: Bid Results for Bid B2008-36- Elevator Maintenance Service

Dear Ms. Brown,

After evaluation of your bid, the City of Torrance has determined that Amtech Elevator Services. is a non-responsible bidder per the provisions of the Torrance Municipal Code, Section 22.1.4. Lowest Responsible Bidder specifically outlined below:

- b) The ability, capacity, facilities and skill of the bidder to perform the contract;
- d) The character, integrity, trustworthiness and reputation of the bidder;
- e) The competence, reputation and record of performance and experience of the bidder for the successful recent completion of similar work of comparable magnitude;
- f) The previous and existing compliance by the bidder with laws and ordinances relating to the type of work to be performed under the contract;
- i) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;

Amtech Elevators failed to perform a substantial amount of the required monthly service of 15 elevators in City Buildings per the specifications and contract requirements.

If you do not agree with this assessment, you can present your side either in writing to:

Jon Landis  
General Services Department  
3350 Civic Center Drive  
Torrance, CA 90503

Or you can appear at the upcoming council meeting held on Tuesday, October 28, 2008 at 7:00 PM in the council chambers located in the City Hall building, 3031 Torrance Boulevard, Torrance, CA 90503.

  
Diane Megerdichian  
Business Manager  
City of Torrance





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CITY OF  
TORRANCE

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DEPARTMENT OF  
GENERAL SERVICES

SHERYL BALLEW  
DIRECTOR

October 15, 2008

U. S. Mail and Fax  
(562) 658-6060

Thomas McKittrick  
Branch Manager  
Amtech Elevator Services  
9808 Firestone Blvd.  
Downey, CA 90241

Re: Contract C2005-167, Contract Services Agreement for Elevator Maintenance

Dear Mr. McKittrick:

As you are aware on September 4, 2008 during a mandatory job walk for an elevator maintenance contract for City of Torrance, it was identified that monthly maintenance visits were not documented on log sheets within the elevator rooms as required by referenced contract specifications. After further review of all log sheets, it was found that a substantial number of monthly service visits were not recorded.

A meeting was held with representatives from your company on September 22, 2008 to discuss this issue. At this meeting electronic service records from Amtech were provided for the past year. The service records confirmed that a substantial number of monthly service requirements were not performed. Your service records, provided by fax on 10/2/2008 for the entire 3 year contract period, show 211 instances where service was not performed.

A follow up meeting was held on Wednesday, October 8, 2008 regarding missed monthly service visits over the last 3 years of our maintenance contract with your company. Explanations provided by Amtech for the missed service months were a combination of lack of service and poor record keeping by Amtech.

During this meeting the City stated its intent was that it be compensated monetarily for the services missed, however, an exact dollar amount was not provided. The City offered a monetary figure of ½ the monthly service cost or \$100 for each service date missed. It was also discussed that while your company was low bidder on the future service contract, the City of Torrance was contemplating awarding to the next responsible bidder due to the non-performance of specified services. You stated that \$100 per missed service was not acceptable and that Amtech was prepared to offer \$6000 in services under a new contract as reimbursement for the missed services. This offer was not accepted.

Mr. Thomas McKittrick

October 15, 2008

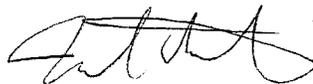
Page 2

Fifteen (15) elevators were included in the monthly service contract. The initial contracted monthly service rate at award was \$200 per elevator for 14 elevators. One additional elevator was charged at \$250 per month. Under the contract each elevator was to be provided 1 hour of inspections and service on a monthly basis. Additional service requirements were also included on an on-call basis. The contract lists a \$170 per hour, regular time rate, for services beyond the scope of the maintenance contract. While it is agreed that the hourly services do not make up 100% of the monthly rate, the City currently believes it does comprise the majority of the monthly fee. Using the \$170 hourly rate for additional services, the value of the missed service would equal \$35,870.

It is our intent to reach an equitable settlement for the service work specified but not performed under the referenced contract. Your previous offer for additional services under a new contract is not acceptable both for the amount and terms as the City intends to award the new elevator maintenance contract to another company. If a settlement is not achieved before October 23, 2008, the contract package will be forwarded to the City Attorney for further action.

I may be reached at 310-781-7162 if you would like to schedule a meeting for resolution or if you have any questions.

Sincerely,



Jon Landis  
Facility Services Manager



ATTACHMENT G

October 22, 2008

Ms. Diane Megerdichian  
Business Manager  
City of Torrance  
3350 Civic Center Drive  
Torrance, CA 90503-7199

Dear Diane:

Re: Bid Results for Bid B2008-36-Elevator Maintenance Services

We are in receipt of the subject letter, dated October 15, 2008. This letter is in response to yours, and specifically takes exception to the unsupported disparaging comments made relative to Amtech's character, integrity, trustworthiness, reputation, lawfulness and competence. Accusations are made in your letter that are in no way supported by facts or other substantive evidence, and, as such, must be considered frivolous and without foundation. As such, this letter serves to convey Amtech's intention to appeal the maintenance contract award, and also to refute your damaging remarks.

First, I notice that the Municipal Code Section paragraphs you listed in your letter are itemized as "b," "d," "e," "f," and "i." If paragraphs "a," "c," "g" and "h" exist, please forward them so we may respond to those, as well.

Next, since you have impugned the character of the entire company, including our past accomplishments and performance quality, as well as our very compliance with the law, I am requesting the evidence upon which your accusations are based. If they were based solely upon the Work History reports Amtech provided and discussed with you, Toni Dotter and John Landis in our recent meeting, your extrapolations of that information border on libel and Amtech is prepared to respond accordingly.

Finally, Amtech will be present at the October 28, 2008 City Council meeting to officially refute your accusations and the outcome of the elevator maintenance bid award. At that time, we will identify specific demonstrations of the City's consistent support of Amtech's elevator service delivery program through the past three years, and request the rescinding of the elevator maintenance award decision conveyed in your October 15, 2008 letter.

Amtech is well-known in the elevator industry and among clients (including Fortune 500 companies, municipalities, commercial enterprises, corporate offices and HOAs, to name a few) as being professional, conscientious, honorable, and among the top performers in the industry. Amtech has provided numerous references in our most recent and previous bid documents that will support the validity of these claims. In fact, you assumedly contacted those references during the previous bid process to confirm our performance history, professionalism and responsiveness, subsequently awarding Amtech (exclusively) the elevator service contract (2005 - 2008) for all fifteen (15) elevators in the City's portfolio.

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9808 Firestone Boulevard, Downey, California 90241  
Tel: (562) 658-6000 • Fax: (562) 658-6060

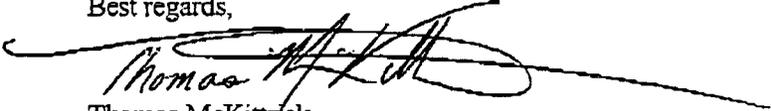
Ms. Diane Megerdichian

- 2 -

October 22, 2008

Through the City Council appearance vehicle, we intend to clear our name of the derogatory slurs you have levied, and insist that due process be followed relative to the award of the City's elevator maintenance contract, a process that mandates the award of the contract to the lowest responsible bidder.

Best regards,



Thomas McKittrick  
Branch Manager

Cc: Shirley Bendza  
Judy Brown  
Peggy Carlson  
Chuck Morphey

cnc

**CITY OF TORRANCE**  
3031 Torrance Blvd.  
Torrance, CA 90503

**BID NO. B2005-27**

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**Bid for Elevator Maintenance Service for the City of Torrance**

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**PROPOSAL SUBMITTAL INFORMATION**

PLACE: CITY OF TORRANCE  
Office of the City Clerk  
3031 Torrance Blvd.  
Torrance, CA 90503

DEADLINE: 2:00 PM

DATE: Thursday, June 2, 2005

The **ORIGINAL COPY** of the PROPOSAL must be submitted in a sealed envelope and marked with the Bid number and title

PROPOSALS MAY BE MAILED OR HAND DELIVERED. NO FAXED PROPOSALS WILL BE ACCEPTED. LATE PROPOSALS WILL NOT BE ACCEPTED. Proposals will be opened and publicly read aloud at 2:15 P.M. on the same date in the Council Chambers, Torrance City Hall.

**All responses must include the following components:**

- Bidder's Response (Section III of this document) You must submit your response on the forms provided. (If additional space is required, please attach additional pages.)
- Bidder's Affidavit (Attachment 1)
- Bid Bond (Attachment 2)
- Appendix A through Appendix E, Except Appendix D
- **Upon award of contract, proof of Insurance and business license permit, as indicated in this Bid, must be submitted to the City Clerk.**

**MANDATORY JOB WALK/PRE-BIDDERS CONFERENCE**

On Wednesday, May 11<sup>th</sup>, 2005 at 10:00 AM starting at the Stanley Remelmeyer Cable Bldg.  
Located at 3350 Civic Center Drive, Torrance, CA 90503

Any questions regarding this bid should be directed to:

\*\*\* Diane Caseltine or Toni Dotter \*\*\*  
\*\*\*General Services Department\*\*\*  
(310) 781-7151/(310) 618-6254

**CITY OF TORRANCE**  
3031 Torrance Blvd.  
Torrance, CA 90503

**BID NO. B2005-27**

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**Bid for Elevator Maintenance Service for the City of Torrance**

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**SECTION I BID INSTRUCTIONS AND INFORMATION**

Notice is hereby given that sealed bids will be received in the office of the City Clerk, City Hall, 3031 Torrance Boulevard, Torrance, CA, until 2:00 p.m. on Thursday, June 2, 2005 and will be opened and publicly read aloud at 2:15 p.m. on the same date in the Council Chambers, Torrance City Hall. You are invited to be present at the opening of bids. An original copy of each bid must re- submitted in a sealed envelope and clearly marked: "BID FOR ELEVATOR MAINTENANCE SERVICE FOR THE CITY OF TORRANCE, BID B2005-27"

**Bid Form:**

The bid must be made on the forms provided for that purpose, enclosed in a sealed envelope, and marked Bid for Elevator Maintenance Service for the City of Torrance, Bid B2005-27 and addressed to the City Clerk, City of Torrance, 3031 Torrance CA. 90503. If the bid is made by an individual, it must be signed by that individual, and an address, telephone (and fax number if available) must be given. If made by a business entity, it must be signed by the person(s) authorized to execute agreements and bind the entity to contracts. A full business address, telephone (and fax number if available) must be given. No telegraphic, fax or telephonic proposal will be considered.

Blank spaces in the bid form must be filled in, using ink, indelible pencil, or typewriter, and the text of the bid form must not be changed. No additions to the form may be made. Any unauthorized conditions, limitations, or provisos attached to a bid will render it informal and may cause its rejection. Alterations by erasure or interlineations must be explained or noted in the bid form over the signature of the Bidder.

**Reservation:**

The City reserves the right to revise or amend these specifications prior to the date set for opening bids. Revisions and amendments, if any, will be announced by an addendum to this bid. If the revisions require additional time to enable Bidders to respond, the City may postpone the opening date accordingly. In such case, the addendum will include an announcement of the new opening date.

All addenda must be attached to the bid. Failure to attach any addendum may render the bid non-responsive and cause it to be rejected.

The City Council reserves the right to reject any and all bids received, to take all bids under advisement for a period not to exceed ninety (90) days after the date of the opening, to waive any informality on any bid, and to be the sole judge of the relative merits of the material and or service mentioned in the respective bids received. The City reserves the right to reject any bid not accompanied with all data or information required.

This bid does not commit the City to award a contract or to pay any cost incurred in the preparation of a bid. All responses to this bid become the property of the City of Torrance.

All awards shall take into consideration local City of Torrance vendor sales tax rebate of 1%.

**Affidavit:**

An affidavit form is enclosed. It must be completed signifying that the bid is genuine and not collusive or made in the interest or on behalf of any person not named in the bid, that the bid has not directly or indirectly induced or solicited any other Bidder to put in a sham bid or any other person, firm, or corporation to refrain from bidding, and that the Bidder has not in any manner sought by collusion to secure for itself an advantage over any other Bidder. Any bid submitted without an affidavit or in violation of this requirement will be rejected.

**The Contract:**

The Bidder to whom the award is made will be required to enter into a written contract with the City of Torrance, in the form attached. Copies of this Bid and the Bidder's accepted bid will be attached to and become a part of the contract.

**Errors and Omissions:**

The Bidder will not be allowed to take advantage of any errors and/or omissions in these specifications or in the Bidder's specifications submitted with its bid. Full instruction will always be given when errors or omissions are discovered.

**Registration of Contractors:**

If the bidder calls for work to be performed by a Contractor, the Contractor must be licensed in accordance with the provisions of Chapter 9, Division III of the Business and Professional Code, of the State of California.

**Permits and Licenses:**

The Bidder will procure all permits and licenses (including City of Torrance business licenses), pay all required charges and fees. For business license information, contact the City of Torrance Business License Office at (310) 618-5828.

CITY OF TORRANCE  
3031 Torrance Blvd.  
Torrance, CA 90503

BID NO. B2005-27

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**Bid for Elevator Maintenance Service for the City of Torrance**

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**SECTION II TECHNICAL REQUIREMENTS**

**Introduction:**

The following technical requirements describe the City's requirements to provide Elevator Maintenance service for the City of Torrance. All work must be done in accordance with the specifications contained herein.

This Bid is intended to be as descriptive as possible. However, Bidders may not take advantage of omissions or oversights in this document. Bidders must supply products and services that meet or exceed the requirements of this Bid. In the event of a dispute over installation or performance, the needs of the City of Torrance will govern.

**General Information:**

Contract shall be awarded for a period of 3 years with an option to renew annually for an additional 2 years.

Contractor must have a valid C-11 Elevator Contractor License

**Proposal Submittals:**

Each proposal must contain:

- 1- Bid Proposal Section III
- 2- Bidders Affidavit Attachment 1
- 3- Bid Bond Attachment 2
- 4- Appendix A- Equipment
- 5- Appendix B- Hourly Labor Rates
- 6- Appendix C- Technician and Technical Information
- 7- Appendix E- Bid Attachments

Note: Appendix D is the elevator performance criteria- not a submittal

**Bid Specifications:**

Attached Maintenance Bid Document prepared by Lerch Bates & Associates

CITY OF TORRANCE  
3031 Torrance Blvd.  
Torrance, CA 90503

BID NO. B2005-27

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**Bid for Elevator Maintenance Service for the City of Torrance**

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**SECTION III BID PROPOSAL**

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE BID.

In accordance with your "Invitation to Bid," the following bid proposal is submitted to the City of Torrance.

**Bid Proposal Submitted By:**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Telephone Number/Fax Number

**Form of Business Organization:**

Please indicate the following (check one);

Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

If incorporated, what state: \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

**Business History:**

How long have you been in business under your current name and form of business organization?

\_\_\_\_\_ years

If less than three (3) years and your company was in business under a different name, what was that name?

\_\_\_\_\_  
\_\_\_\_\_

**Contractor's License No.:** \_\_\_\_\_ **Class:** \_\_\_\_\_

- a. Date first obtained: \_\_\_\_\_
- b. Has License ever been suspended or revoked? \_\_\_\_\_  
If yes, describe when and why: \_\_\_\_\_
- c. Any current claims against License or Bond? \_\_\_\_\_  
If yes, describe claims: \_\_\_\_\_

**Contact for Additional Information:**

Please provide the name of the individual at your company to contact for any additional information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number/Fax Number

**Addenda Received:**

Please indicate addenda information you have received regarding this bid:

Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_ No Addenda received regarding this bid.

**References:**

Please supply the names of companies/agencies for whom you recently supplied comparable goods or services as requested in this BID.

Name of Company/Agency	Address	Person to contact/Telephone No.
Name of Company/Agency	Address	Person to contact/Telephone No.
Name of Company/Agency	Address	Person to contact/Telephone No.
Name of Company/Agency	Address	Person to contact/Telephone No.

1. Please state, if requested by the City, if your company would agree to a renewal of this contract as indicated below:

Yes \_\_\_\_\_ We would agree to a contract renewal for a fourth year with price adjustments as set forth in the specifications.

Yes \_\_\_\_\_ We would agree to a contract renewal for a fifth year with price adjustments as set forth in the specifications.

No \_\_\_\_\_ We would not be interested in renewing this contract.

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

BIDDER'S AFFIDAVIT

\_\_\_\_\_ being first duly sworn, deposes and says:

1. That he/she is the \_\_\_\_\_ of \_\_\_\_\_  
(Title of Office) (Name of Company)

hereinafter called "Bidder", who has submitted to the City of Torrance a bid for

\_\_\_\_\_  
(Bid Title)

- 2. That the bid proposal is genuine; that all statements of fact in the bid proposal are true;
- 3. That the bid was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
- 4. That the Bidder did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham bid, to refrain from bidding, or to withdraw his bid, to raise or fix the bid price of the Bidder or of anyone else, or to raise or fix any overhead, profit or cost element of the Bidder's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Torrance, or of any other Bidder, or anyone else interested in the proposed contract;
- 5. That the Bidder has not in any other manner sought by collusion to secure for itself an advantage over any other Bidder or to induce action prejudicial to the interests of the City of Torrance, or of any other Bidder or of anyone else interested in the proposed contract;
- 6. That the Bidder has not accepted any bid from any subcontractor or materialman through any bid depository, the bylaws, rules or regulations of which prohibit or prevent the Bidder from considering any bid from any subcontractor or materialman, which is not processed through that bid depository, or which prevent any subcontractor or materialman from bidding to any contractor who does not use the facilities of or accept bids from or through such bid depository;
- 7. That the Bidder did not, directly or indirectly, submit the Bidder's proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Torrance, or to any person or persons who have a partnership or other financial interest with said Bidder in its business.
- 8. That the Bidder has not been debarred from participation in any state, federal or public works project.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Bidder Signature)

\_\_\_\_\_  
(Title)

BIDDER'S BOND

NOTE: This form need not be used when a Certified Check is submitted as a Bidder's Bond. Annual Bid Bonds are acceptable.

KNOW ALL MEN BY THESE PRESENTS:

THAT WE \_\_\_\_\_ AS PRINCIPAL

AND \_\_\_\_\_ AS SURETY

are held and firmly bound unto the City of Torrance, State of California, in the sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_) for payment whereof we hereby bind ourselves, our successors, heirs, executors and administrators, jointly and severally, firmly by these presents.

The CONDITION of the foregoing obligation is such that, whereas the above bounden \_\_\_\_\_ is about to hand in and submit to the City Clerk of the City of Torrance the foregoing bid or proposal for the furnishing of articles herein mentioned under invitation of the City Manager contained in the Notice Inviting Bids; and if the bid or proposal of \_\_\_\_\_ shall be accepted and the contract awarded to said named bidder thereupon by said City Manager, and if the said \_\_\_\_\_ shall fail and neglect to enter into a contract therefore, or to acknowledge receipt of a purchase order thereupon within ten (10) days after the same is awarded to said principal, then the sum guaranteed by this bond is forfeited to the City of Torrance.

Given under our hands and with our seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (if corporation, said company subscribing and setting its corporate seal hereto by \_\_\_\_\_ thereto authorized).

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

\_\_\_\_\_(Seal)  
(Principal)

\_\_\_\_\_(Seal)  
(Surety)

\_\_\_\_\_(Seal)  
(Surety)

BID APPENDIX SUBMITTALS

APPENDIX A - EQUIPMENT

ELEVATORS									
UNIT NUMBER	BUILDING DESIGNATION	EQUIPMENT DESCRIPTION	CAPACITY (LBS)	SPEED (F.P.M.)	OPENING/ STOPS	SERVICE PERIOD	SERVICE FREQUENCY	MONTHLY MAINTENANCE FEE	
1	Bartlett Senior Housing Passenger	Hydraulic	3500#	125	2/2	Operating hours	Monthly	\$	
1	Katy Geissert Civic Center Library Passenger	Hydraulic	2500#	100	3/3	Operating hours	Monthly	\$	
2	Katy Geissert Civic Center Library Passenger	Hydraulic	2500#	100	3/3	Operating hours	Monthly	\$	
1	City Yard-Transit Garage Passenger	Hydraulic	2500#	125	2/2	Operating hours	Monthly	\$	
1	City Yard-Services Garage Passenger	Hydraulic	2500#	125	2/2	Operating hours	Monthly	\$	
2	City Yard-Fleet Service Garage Passenger	Hydraulic	2000#	125	2/2	Operating hours	Monthly	\$	
1	City Yard-Fleet Service Garage Freight	Hydraulic	12,000#	50	2/2	Operating hours	Monthly	\$	
1	Airport Tower Passenger	Hydraulic	12,000#	50	4/4	Operating hours	Monthly	\$	
1	Main City Hall Passenger	Hydraulic	2500#	100	4/4	Operating hours	Monthly	\$	
1	Main City Hall Service	Hydraulic	2500#	100	4/4	Operating hours	Monthly	\$	
1	East Annex Building Passenger	Hydraulic	3500#	125	2/2	Operating hours	Monthly	\$	
1	West Annex Building Passenger	Hydraulic	2100#	125	3/3	Operating hours	Monthly	\$	
1	Cable Building Passenger	Hydraulic	2000#	100	2/2	Operating hours	Monthly	\$	
<b>TOTAL FOR ELEVATOR NOS. 1-13</b>									\$

**APPENDIX B - HOURLY LABOR RATES**

REGULAR RATES*	ADJUSTER	MECHANIC	HELPER	PROBATIONARY HELPER
Regular	\$	\$	\$	\$
Time and 7/10	\$	\$	\$	\$
Double time	\$	\$	\$	\$

\* Regular rates apply for work performed falling outside of the scope of the Agreement.

OVERTIME RATES* (Premium Only)	ADJUSTER	MECHANIC	HELPER
Time and 7/10	\$	\$	\$
Double time	\$	\$	\$

\* Overtime premium rates apply for covered work performed outside of normal working hours.

APPENDIX C - TECHNICIAN AND TECHNICAL INFORMATION

PERSONNEL TO BE ASSIGNED	NAME	YEARS OF EXPERIENCE	YEARS OF EXPERIENCE IN THIS CAPACITY	YEARS OF EXPERIENCE MAINTAINING SIMILAR EQUIPMENT
Primary technician				
Callback technicians (attach additional sheets if necessary)				
Maintenance Supervisor				

ITEM	YES	NO	IF NO, ADDITIONAL COST TO PROVIDE
Can you provide parts ordering manuals, adjusting manuals, lubrication instructions, and maintenance procedure manuals for the type of equipment included in this Agreement?			\$
Do you have diagnostic tools for the specified equipment?			\$
Can you have two (2) sets of spare boards for group dispatching car controllers immediately available and located on the site at a location designated by the Owner and/or the Owner's Representative upon acceptance of this bid?			\$

## APPENDIX D - SPECIFIC ELEVATOR PERFORMANCE CRITERIA

ELEVATOR NUMBER	FLOOR-TO-FLOOR TIMES (SECONDS)	DOOR OPENING TIME (SECONDS)	DOOR CLOSING TIME	FLOOR ACCURACY
1-Bartlett Senior Housing	13.0	2.1	Per Code	± ¼ "
1-Katy Geissert Civic Center Library	15.6	2.1	Per Code	± ¼ "
2-Katy Geissert Civic Center Library	18.0	3.1	Per Code	± ¼ "
1-City Yard- Transit Garage	15.0	2.1	Per Code	± ¼ "
1-City Yard- Service Garage	15.0	2.1	Per Code	± ¼ "
1-City Yard- Fleet Service Garage	N/A	N/A	Doors: Minimum of 0.8 fps; maximum of 1.0 fps Gates: Minimum of 1.6 fps; maximum of 2.0 fps	± ¼ "
2-City Yard- Fleet Service Garage	15.0	2.1	Per Code	± ¼ "
1-Airport Tower	Approximately 21.5	2.8	Per Code	± ¼ "
1-Main City Hall (Passenger)	15.2	2.1	Per Code	± ¼ "
1-Main City Hall (Service)	18.7	3.5	Per Code	± ¼ "
1-East Annex Building	14.0	2.1	Per Code	± ¼ "
1-West Annex Building	15.5	2.8	Per Code	± ¼ "
1-Cable Building	16.7	2.8	Per Code	± ¼ "

**APPENDIX E - BID ATTACHMENTS**

Examples of the following records keeping/reporting forms shall be submitted with this bid:

- 1. Copy of Preventive Maintenance Plan (check chart) customized for this project. Included: Yes [ ] No [ ]
- 2. Master Maintenance Calendar to include, but not be limited to, non-routine events such as safety tests, hoistway cleaning, etc. Included: Yes [ ] No [ ]
- 3. A17.1, Rule 1206.7 Fireman's Service Maintenance/Test log/recording record. Included: Yes [ ] No [ ]
- 4. Earthquake protection system test log. Included: Yes [ ] No [ ]
- 5. A17.1, Rule 6 1002.2f (Fireman's Service) and 1002.2g (Emergency Power) test logs. Included: Yes [ ] No [ ]
- 6. Monthly operational exam report form. Included: Yes [ ] No [ ]
- 7. Service ticket example. Included: Yes [ ] No [ ]
- 8. Callback and repair logs. Included: Yes [ ] No [ ]
- 9. Demonstration of Similar Work: Provide submittal as required by Section 2.4. Included: Yes [ ] No [ ]



**LERCH, BATES & ASSOCIATES INC.  
ELEVATOR CONSULTING GROUP**

**CITY OF TORRANCE  
TORRANCE, CALIFORNIA**  
Vertical Transportation  
Maintenance Bid Document

Prepared for:  
MS. DIANE CASELTINE  
**CITY OF TORRANCE**  
GENERAL SERVICES DEPT.  
3350 CIVIC CENTER DRIVE  
TORRANCE, CALIFORNIA 90503

Prepared by:  
JANICE E. SERRANO  
PROJECT MANAGER

**1. BIDDING INFORMATION****1.1. INSTRUCTION TO BIDDERS:**

- 1.1.1. EVALUATION OF PROPOSALS: The Owner's analysis and evaluation of proposals for the purpose of making the contract award will include the following (not necessarily listed in the order of importance):
- 1.1.1.1. Total cost of the maintenance program.
  - 1.1.1.2. Completeness of the bidder's proposal, including all information and material required to be submitted therewith.
  - 1.1.1.3. Company maintenance capability in the Greater Los Angeles area and adequate staffing to respond to callbacks during operating and non-operating hours.
  - 1.1.1.4. Bidder's experience level and available technical information on the equipment for this specific project.
  - 1.1.1.5. Hourly rates for work beyond the scope of this contract and specifications.
  - 1.1.1.6. Compliance with the bid documents.

**2. CONDITIONS OF THE CONTRACT****2.1. GENERAL CONDITIONS:****2.1.1. DEFINITIONS OF PERFORMANCE CRITERIA TERMS:**

- 2.1.1.1. Floor-to-floor times are measured from the time the doors start to close, including a typical one-floor travel and until the elevator is approximately level with the next successive floor, either up or down, and the doors 3/4 open (per schedule).
- 2.1.1.2. Door opening times are measured from start of car door open until doors are 1" from the fully open position (per schedule).
- 2.1.1.3. Door closing force is measured at rest with the doors between 1/3 and 2/3 closed.
- 2.1.1.4. Stopping accuracy shall be measured under all load conditions.
- 2.1.1.5. Variance from rated speed, regardless of load, shall not exceed  $\pm 3\%$ .
- 2.1.1.6. To maintain a comfortable ride, the Contractor shall maintain vertical alignment of guide rails to a tolerance of 1/16" in 100'.
- 2.1.1.7. Contractor shall maintain door dwell times and nudging time within the parameters of the Americans with Disabilities' Act.
- 2.1.1.8. Shutdowns for emergency minor adjustment callbacks shall be minimized. Verifiable shutdown frequency shall be maintained at .3 per unit per month or less based on the previous 90 day's data.
- 2.1.1.9. Contractor agrees to annually, at a minimum, check and adjust the group dispatching system on groups of three or more cars and make necessary tests to ensure all circuits and time settings are properly adjusted at any time

proper adjustment is questioned. Consistent scheduled system adjustment procedures shall be performed to minimize response time to registered car and hall calls.

2.1.1.10. Noise and Vibration Control:

- 2.1.1.10.1. Elevator equipment shall be maintained and adjusted to meet the performance requirements specified herein within the following parameters:
- 2.1.1.10.2. Horizontal acceleration within cars during all riding and door operating conditions shall not exceed 15 mg in the 10 Hz range.
- 2.1.1.10.3. Acceleration and deceleration shall be constant and not exceed 5 feet/second<sup>2</sup> with an initial ramp between 0.5 and 0.75 seconds.
- 2.1.1.10.4. Sustained jerk shall not exceed 10 feet/second<sup>3</sup>.
- 2.1.1.10.5. Measured noise levels in a moving car outside the leveling zone shall not exceed 55 DBA under any condition including ventilation blower on highest speed.
- 2.1.1.10.6. In accomplishing the above requirements, Contractor shall maintain a comfortable elevator ride with smooth acceleration, retardation and a soft stop. Door operation shall be quiet and positive with smooth checking at the extremes of travel. Performance requirements indicated are minimum standards, and are not the sole criteria for judging the Contractor's performance.
- 2.1.1.10.7. A part shall be classified "obsolete" when it is no longer available from the original equipment manufacturer or from suppliers of original equipment manufacturer's authorized parts. Identify obsolete parts at the time of bidding.

2.1.2. CHANGES AND EXTRA WORK:

- 2.1.2.1. The Owner or Owner's Representative may at any time, by written order, make changes within the general scope of the contract in the work and service to be performed. If any such case causes an increase or decrease in the Contractor's cost of, or in the time required for, performance of this contract, an equitable adjustment shall be made and the contract shall be modified in writing accordingly. Any claim by the Contractor for adjustment under this clause must be asserted in writing within thirty (30) days from the date of receipt by the Contractor of the notification of changes, unless the Owner and/or Owner's Representative grants a further period of time before the date of final payment under the contract. If the parties fail to agree upon the adjustment to be made, the dispute shall be determined as provided in the "Disputes" clause of this contract, but nothing provided in the clause shall excuse the Contractor from proceeding with the prosecution of the work as charged.
- 2.1.2.2. The Contractor shall make no additions, changes, alterations or omissions, or perform extra work, except on prior written authorization of the Owner.
- 2.1.2.3. The Owner reserves the right to competitively bid any additional work not covered by this maintenance agreement, at its discretion.

2.1.3. CONTRACT ADMINISTRATION:

- 2.1.3.1. The Owner and/or Owner's Representative shall be responsible to:

- 2.1.3.1.1. Approve changes or replacement of components.
- 2.1.3.1.2. Approve the Contractor's maintained record of time and materials used for the job.
- 2.1.3.1.3. Approve Contractor's master maintenance calendar.
- 2.1.3.1.4. Inspect, or cause to be inspected, all work performed and authorize payment upon acceptance.
- 2.1.3.2. All records of maintenance, repair, alteration, etc., required by this contract, shall be kept on site and be made immediately available to the Owner upon request.
- 2.1.4. AUDIT PROVISIONS:
  - 2.1.4.1. Owner shall have the right to examine the Contractor(s) records pertaining to work performed under the contract and to determine and verify the compliance with all contractual conditions. The Owner shall be granted access to such records at all reasonable times during the contract period and for three (3) years following contract expiration. Instructions for locating the maintenance control program shall be located in or on the controller along with the Contractor's telephone number.
- 2.2. SERVICES:
  - 2.2.1. DUTIES OF CONTRACTOR:
    - 2.2.1.1. Contractor shall furnish all supplies, materials, labor, labor supervision, tools, equipment and lubricants necessary to provide full-preventive maintenance, adjustment, replacement and repair service for the complete vertical transportation system described herein.
    - 2.2.1.2. Contractor agrees to furnish the necessary personnel, as specified in 2.2.4.1 and presented in the appendices, exclusive of callbacks, repair work, travel time, or billable work not covered by this contract.
    - 2.2.1.3. Normal response time to trouble calls during operating hours shall be less than ½ hour. Response time to trouble calls during non-operating hours shall be a maximum of 1 hour.
  - 2.2.2. EXTENT OF THE WORK:
    - 2.2.2.1. Contractor shall be responsible for regular, systematic execution of the work items included in this contract as follows:
      - 2.2.2.1.1. Complete Maintenance: Contractor agrees to regularly and systematically examine, clean, lubricate, test, and adjust the vertical transportation equipment and provide emergency call-back service per this agreement, and as conditions warrant, repair or replace all portions of the vertical transportation equipment included under this contract with the following exclusions only:
        - 2.2.2.1.1.1. Repairs required because of negligence, accident or misuse of the equipment by anyone other than the Contractor, its employees, subcontractors, servants or agents, or other causes beyond the Contractor's control except ordinary wear and normal use.

- 2.2.2.1.1.2. Repair or replacement of building items, such as hoistway or machine room walls and floors, car enclosures, car finish floor material, hoistway entrance frames, doors and sills, telephone instrument and signal fixture faceplates, smoke detectors and communication equipment not installed by an Elevator Contractor, and cleaning of car interiors and exposed portions of sills.
- 2.2.2.1.1.3. Mainline and auxiliary disconnect switches, fuses and feeders to control panels.
- 2.2.2.1.1.4. Lamps for normal car and machine room illumination.
- 2.2.2.2. When, as a result of an examination, corrective action is found to be the responsibility of the Contractor, the Contractor shall proceed immediately to make (or cause to be made) replacements, repairs, and corrections. When such work is determined not to be the Contractor's responsibility, a written report signed by the Contractor shall be delivered to the Owner for further action, unless a safety or potential safety problem exists, in which case the Contractor shall immediately correct the problem at the least expense possible to the Owner.
- 2.2.2.3. In performing the indicated work, Contractor agrees to provide parts used by the Manufacturers of the equipment for replacement or repair, and to use lubricants obtained from and/or recommended by the Manufacturer of the equipment. Equivalent parts or lubricants may be used if approved in writing by Owner.
- 2.2.2.4. Parts requiring repair shall be rebuilt to "as new" condition. No parts or vertical transportation equipment covered under this contract may be permanently removed from the jobsite without written approval by the Owner. This does not include renewal parts stocked on the job by Contractor, which shall remain its sole property until installed for use on the equipment.
- 2.2.3. EXAMINATION, TESTING, AND SCOPE OF SERVICES:
  - 2.2.3.1. OPERATION EXAMINATION:
    - 2.2.3.1.1. Contractor shall conduct monthly testing of the equipment response to the operation of every control customarily used by passengers or users of the equipment in normal operation.
    - 2.2.3.1.2. In carrying out the above test, Contractor will use expert professional visual and audible senses to identify any improper operation in equipment involved including rotation machinery, suspension system, guides, door operating mechanisms, indicating lights, alarms, control systems and logic of the system.
    - 2.2.3.1.3. Perform a visual and audible inspection of all system machinery accessible (without disassembly) in machinery rooms, hoistways, etc. monthly.
    - 2.2.3.1.4. Conduct monthly report on completion of operational examination on each unit using an approved reporting form, a sample of which is to be attached to this proposal as per Appendix E.

- 2.2.3.1.5. Provide all testing required of the Owner by applicable Codes, by ASME A17.1, and as required herein, and provide reports thereof. Provide during non-operating hours, if required.
- 2.2.3.2. PERFORMANCE OF REPAIRS, ADJUSTMENTS, AND OTHER MAINTENANCE:
- 2.2.3.2.1. When, as a result of an operational examination, performance of preventive maintenance, performance of periodic testing, inspection or observation by the Owner and/or Owner's Representative and/or Elevator Consultant or his/her representatives, corrective action is found to be necessary, the Contractor shall proceed immediately to make (or cause to be made) replacements, repairs and corrections necessary to restore the equipment to normal operation.
- 2.2.3.2.2. The Contractor shall be responsible for all necessary repairs, adjustments, and parts renewal to all vertical transportation system components except as hereinafter excluded. This also includes static loading of the car as required to set automatic control limit devices.
- 2.2.3.2.3. Deficiencies of an emergency nature shall be communicated to the Owner or his/her representative immediately and followed up in written form.
- 2.2.3.2.4. Repairs or renewals necessitated by Owner and/or Owner's Representative's negligence, accidents, misuse, storm, fire, flood, earthquake, or water damage, or due to any cause beyond the Contractor's control shall be the responsibility of the Owner. Authorization for the Contractor to accomplish such work shall be provided in writing by the Owner and/or Owner's Representative. Such authorization is not to be considered automatic and Owner retains the right to competitively bid all such work.
- 2.2.3.2.5. When, in the opinion of the Contractor, such work is considered, within the terms of this contract, to be the responsibility of the Owner and/or Owner's Representative rather than the Contractor, a written report shall be delivered to the Owner and/or Owner's Representative's office for further action.
- 2.2.3.2.6. The Owner and/or Owner's Representative shall be responsible for repairs or renewals of car enclosure, machine room enclosure, and shaft way enclosure.
- 2.2.4. PREVENTIVE MAINTENANCE AND REPAIR SERVICE PROGRAM:
- 2.2.4.1. The Contractor shall provide all management, supervision, labor, material, supplies, tools and equipment necessary to deliver, for the term specified in this Agreement, a preventive maintenance and repair service program. The program must be based upon preventive maintenance requirements of the original equipment manufacturers. The program submitted should state for each category of equipment what components are to receive periodic maintenance/testing, the actions to be conducted, and the frequency of the actions, including the following:
- 2.2.4.1.1. Contractor agrees to furnish a mechanic for routine, preventive maintenance work for a minimum of 6.5 or more hours per week,

exclusive of regular or overtime callbacks, emergency repair, travel time, billable work not covered by this contract, or scheduled repair hours.

- 2.2.4.1.2. The preventive maintenance program shall provide for equipment lubrication. Lubricants shall be applied at intervals recommended by the original equipment manufacturer, shall be suitable for the purpose intended, and shall meet or exceed the specifications of the original equipment manufacturer.
- 2.2.4.1.3. Provide complete written report, to the Owner and/or the Owner's Representative, indicating results of the preventive maintenance actions on each unit using a form approved by Owner and/or Owner's Representative on a monthly basis.
- 2.2.4.1.4. Conduct monthly operational examinations and provide a written report thereof with a copy to the Owner and/or the Owner's Representative.
- 2.2.4.1.5. Quarterly, the Contractor shall provide and review with the Owner a summary of all callbacks. The intent of this quarterly summary is to minimize callbacks by keeping the Contractor and Owner aware of callback trends.
- 2.2.4.1.6. Contractor shall provide an annual written report outlining system performance. Report shall include data verifying average system response time and appropriate breakdowns of call distribution. Initial report shall be submitted no later than 3 months after initiation of contract and every year thereafter.
- 2.2.4.1.7. Maintenance, repairs, or replacement of the following elevator equipment, is not to be considered as part of the minimum number of hours for performing preventive maintenance as previously stated:
  - 2.2.4.1.7.1. Systematic cleaning of machine room, hoistway, top of car, door locks, rails, etc., shall be additional required work man-hours by the Contractor at no cost to the Owner.
  - 2.2.4.1.7.2. Renewals of hoist ropes as required by the Owner shall be additional required work man-hours by the Contractor at no cost to the Owner.
  - 2.2.4.1.7.3. Safety tests as required of the Owner and by the specifications shall be additional required work man-hours by the Contractor at no cost to the Owner. Fees for re-inspection, due to failure to eliminate deficiencies covered by the maintenance agreement, shall be paid by the Contractor.

2.2.5. MAINTENANCE SCHEDULE:

- 2.2.5.1. Upon signing of the contract, the Contractor shall verify in writing the maintenance schedule and provide a copy to the Owner and/or the Owner's Representative.
- 2.2.5.2. Any changes in the maintenance schedule must be pre-approved by the Owner and/or Owner's Representative. Contractor shall provide in writing the reasons for the requested change of schedule and the new proposed schedule.

2.2.6. TESTING REQUIRED BY APPLICABLE CODES AND CONTRACT DOCUMENTS:

2.2.6.1. The Contractor shall act as the Owner and/or Owner's Representative's agent for conducting or assisting in the conducting of all tests and inspections required for vertical transportation equipment as part of this Agreement. Testing performed not within normal operating hours shall be at the sole cost and expense of Contractor.

2.2.6.1.1. Periodic tests:

2.2.6.1.1.1. As required by the ASME A17.1 Safety Code for Elevators and Escalators, including compliance with the ASME A17.2 2001 Inspectors' Manual.

2.2.6.1.1.2. Perform monthly inspection and testing of the firefighters' service in accordance with ASME A17.1 Rule 1002.2f and standby power operation in accordance with ASME A17.1 Rule 1002.2g. Conduct test of fireman's service 12 times per year per A17.1, Rule 1206.7. Contractor will post a log in each machine room showing all results of such testing.

2.2.6.1.1.3. When testing is required during operating hours, Contractor shall coordinate with the Owner and code authorities as to minimize disruptions of service to the building. Owner retains the right to have testing performed during non-operating hours when possible.

2.2.6.1.1.4. Contractor shall assist with regional, municipal, or other authority-required testing conducted by the State of California, City of Torrance or other City agent or Owner's duly certified, or otherwise qualified, tester.

2.2.6.1.1.5. When required by local code authority, assist in routine periodic inspection.

2.2.6.1.1.6. Test of earthquake protection devices shall occur at six (6) month intervals. A record of such testing shall be kept and posted in the machine room(s).

2.2.6.2. Contractor shall affix metal tags to the tested devices clearly indicating the type of test, date of test, Contractor performing test, and applicable code rule.

2.2.6.3. Contractor shall affix and maintain Car/State number designation on all elevator equipment in the machine room and pit including hoist machine, controller, car crosshead, electrical disconnect, buffer, etc. Contractor shall maintain Code data tags.

2.2.6.4. Complete all repairs found to be necessary as a result of the above examinations, inspections and tests, except those which are caused by negligence, abuse, misuse, or obsolescence of the equipment or by other than ordinary wear and tear not caused by the Contractor.

2.2.7. BREAKDOWNS AND SHUTDOWNS:

- 2.2.7.1. Minor breakdowns and shutdowns, such as electrical troubles, burned out control coils, open circuits, or electrical or mechanical adjustments, will not keep the respective elevator out of service longer than one (1) day (24 hours).
  - 2.2.7.2. Under no circumstances will any major shutdown or breakdown last longer than three (3) days (72 hours). This includes the locating of the trouble, procurement of parts, the installation of these parts and the replacing of the respective elevator back into safe uninterrupted operation. The Contractor must be so equipped to meet the above conditions. The excuse of not being able to obtain parts, necessary technical and engineering advice, etc., will not be acceptable, and the Contractor will be considered in default, giving sufficient justification to the Owner to obtain these services from Contractors who can provide the Owner with uninterrupted elevator service.
  - 2.2.7.3. In the event that the Owner is caused to take over the work and prosecute it to completion by contract or otherwise, the Contractor and their sureties (if any), shall be liable to the Owner for any additional cost occasioned by the Owner, previous to the termination of the contract.
  - 2.2.7.4. In addition, the Contractor shall comply with the specified Callback Service requirements.
- 2.3. LAWS, PERMITS, CODE COMPLIANCE, AND INSPECTIONS:
- 2.3.1. LAWS AND REGULATIONS:
    - 2.3.1.1. In the performance of this contract, the Contractor agrees it will, without additional expense to the Owner, abide by all existing laws, codes, rules and regulations set forth by all appropriate authorities having jurisdiction in the location where the work is to be performed.
    - 2.3.1.2. Contractor shall make periodic tests and maintenance inspections of all equipment as required by current applicable safety codes, including ASME A17.1, for elevators, dumbwaiters, escalators, moving walks. A log book of all tests shall be maintained at the job site.
    - 2.3.1.3. Under this agreement, the Contractor shall not be required to install new attachments or perform tests other than those specified herein as may be recommended or directed by inspecting entities; insurance companies; and federal, state, or municipal governmental authorities subsequent to the date of this contract, unless compensated for such installation or services.
    - 2.3.1.4. There shall be no discrimination against or segregation of any person, or group of persons, on account of sex, marital status, race, color, religion, creed, national origin or ancestry made by the Contractor, either in its employment practices nor in performing its services under this Agreement.
  - 2.3.2. LICENSES AND PERMITS:
    - 2.3.2.1. The Contractor shall obtain and pay for all permits necessary for execution of any elevator work with the exception of permits to operate.

## 2.3.3. CODES AND ORDINANCES:

- 2.3.3.1. All the work covered by these specifications is to be done in full accord with the state and local codes, ordinances and the ASME A17.1 elevator safety orders as are in effect at the time of the execution of the contract. All of the requirements of the local Building Department are to be fulfilled by the Contractor except for inspection fees as outlined in the following paragraph.
- 2.3.3.2. The Contractor shall also provide maintenance and/or repairs to comply with any violation of the Governing Agencies and recommendations of casualty companies on due notice from the Owner, provided that such violations or recommendations did not exist prior to the date of the contract or after issuance by either party of any 30 day cancellation notice. The requirement of any new attachments or parts on the elevator, in addition to those on the now existing equipment, shall be the responsibility of the Owner.

## 2.3.4. CERTIFICATE OF INSPECTION/PERMIT TO OPERATE:

- 2.3.4.1. State or City inspection fees shall be paid by the Contractor. Fees for re-inspection due to failure to eliminate deficiencies covered by this maintenance agreement will be paid by the Contractor.

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

- 2.3.5.1. Owner reserves the right to make such inspections and tests whenever necessary to ascertain that the requirements of this agreement are being fulfilled. Deficiencies noted shall be promptly corrected at Contractor's expense.

## 2.3.6. LABOR LAWS:

- 2.3.6.1. The Contractor performing work under this contract shall comply with applicable provisions of all federal, state and local labor laws, and collective bargaining agreements.
- 2.3.6.2. Contractor agrees that it will cause all work which is to be performed as described herein to be done in such a manner as to maintain harmonious labor relations with all other contractors and/or labor employed by Owner at the property. During the term of this agreement the Contractor warrants that the delivery of services described herein will never be adversely affected by any strike vote by those of its employees who are members of a collective bargaining agreement, whether a direct or sympathetic vote, at any time.

## 2.4. MATERIALS AND SITE CONDITIONS:

## 2.4.1. CLEANING AND PAINTING:

- 2.4.1.1. The Contractor shall clean equipment, machine room, machinery space, hoistway and pit. The cleaning shall occur at regular intervals sufficient in frequency to maintain a professional appearance and preserve the life of the equipment for the duration of the service contract.
- 2.4.1.1.1. The Contractor shall not be responsible for cleaning any equipment made necessary by reasons beyond the service Contractor's reasonable control or as a result of improper janitorial or building maintenance functions.
- 2.4.1.1.2. The Contractor shall report to the Owner the need for cleaning and/or repair of building items.

- 2.4.2. PROTECTION OF WORK AND PROPERTY:
- 2.4.2.1. The Contractor shall take all necessary precautions during the period of service to continuously maintain adequate protection of all his work from damage and shall protect the Owners' property from injury or loss arising out of this contract. The Contractor shall repair or replace at Contractor's expense, any damaged property caused by lack of said precautions. The Contractor shall compensate Owner for any injury or loss, except such as may be directly caused by agents or employees of the Owner. The Contractor shall provide all barricades required to protect open hoistways or shafts per OSHA regulations. In addition, said barricades shall be of a commercially available, professional, or industry standard variety, and aesthetically maintained (clean, painted, kept in good repair, etc.).
- 2.4.3. PERIODIC VISITS TO THE SITE:
- 2.4.3.1. The Contractor shall make a minimum of monthly visits to each site and shall perform all necessary adjustments and service requirements as indicated on the preventive maintenance and lubrication charts and schedules as recommended by the elevator manufacturer.
- 2.4.4. DEMAND VISITS TO THE SITE:
- 2.4.4.1. The Contractor shall also provide maintenance service promptly when called by the Owner for any conditions that require adjustments, replacement or repair.
- 2.4.4.2. Emergency service shall be rendered within one-half (½) hour during operating hours and one (1) hour during non-operating hours from the time a call is placed for emergency service.
- 2.4.5. WORK HOURS:
- 2.4.5.1. All normal maintenance work shall be performed during operating hours on regular working days of the Elevator Trade.
- 2.4.5.2. The Contractor shall stand ready and be available to perform overtime work, service, and/or repairs when requested to do so by the Owner. All overtime work not otherwise included shall be billed to the Owner as an extra charge at the Contractors agreed to overtime labor rates indicated in the appendices.
- 2.4.5.3. Provide overtime callbacks at no cost to the Owner in the event:
- 2.4.5.3.1. People are trapped.
- 2.4.5.3.2. More than one (1) car is out of service.
- 2.4.5.3.3. The group dispatching malfunctions.
- 2.4.5.3.4. A safety or potential safety problem exists.
- 2.4.5.4. During the IUEC Local's designated regular hours, the Owner, at its option, may request callback or normal service at no additional cost.
- 2.4.5.4.1. If additional overtime work is required, Owner will pay only the difference between normal and overtime labor at the hourly rates indicated in Appendix B.
- 2.4.6. USE OF SITE:
- 2.4.6.1. The normal operating hours are 6:00 a.m. to 6:00 p.m., Monday through Friday.

- 2.4.6.2. It shall be the responsibility of Contractor's service personnel to log in and out, where directed by Owner's representative, each time the site is visited for either a routine or demand service check. An itemized service ticket indicating the work accomplished shall be left with the representative after each visit. A sample shall be provided by the Contractor and attach to this bid.
- 2.4.6.3. Upon completion of the work, service personnel shall return to the sign in point to log out.
- 2.4.6.4. If any, the service technician shall be responsible for compliance with the building's work order system. Work orders will be checked a minimum of twice a day.
- 2.4.6.5. In addition, at the conclusion of each visit, all keys shall be returned to the building engineers' office or the security desk. No material, keys, documents, or other information is to be removed from the property. Anyone removing these items will be required to return said items immediately to the property and at no additional cost to the Owner.
- 2.4.6.6. All work shall be performed without unnecessary interference to the Owner. The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits and the contract documents and shall not reasonably encumber the site with any materials or equipment.
- 2.4.6.7. Removal of elevators from service shall be coordinated with and approved by the Owner or its Representative. Owner agrees to permit Contractor to remove units from service for a reasonable time in order to perform maintenance thereon.
- 2.4.6.8. The Contractor shall not remove more than one elevator per bank from service at a time for preventive maintenance, inspection or test during the normal operating hours noted above without prior approval of the Owner or his/her designated representative, except when failure to do so would clearly endanger human life or cause major damage to the equipment or property.

CITY OF TORRANCE  
3031 Torrance Blvd.  
Torrance, CA 90503

BID NO. B2005-27

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**Bid for Elevator Maintenance Service for the City of Torrance**

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**PROPOSAL SUBMITTAL INFORMATION**

PLACE: CITY OF TORRANCE  
Office of the City Clerk  
3031 Torrance Blvd.  
Torrance, CA 90503

DEADLINE: 2:00 PM

DATE: Thursday, June 2, 2005

The **ORIGINAL COPY** of the PROPOSAL must be submitted in a sealed envelope and marked with the Bid number and title

PROPOSALS MAY BE MAILED OR HAND DELIVERED. NO FAXED PROPOSALS WILL BE ACCEPTED. LATE PROPOSALS WILL NOT BE ACCEPTED. Proposals will be opened and publicly read aloud at 2:15 P.M. on the same date in the Council Chambers, Torrance City Hall.

**All responses must include the following components:**

- Bidder's Response (Section III of this document) You must submit your response on the forms provided. (If additional space is required, please attach additional pages.)
- Bidder's Affidavit (Attachment 1)
- Bid Bond (Attachment 2)
- Appendix A through Appendix E, Except Appendix D
- **Upon award of contract, proof of Insurance and business license permit, as indicated in this Bid, must be submitted to the City Clerk.**

**MANDATORY JOB WALK/PRE-BIDDERS CONFERENCE**

On Wednesday, May 11<sup>th</sup>, 2005 at 10:00 AM starting at the Stanley Remelmeyer Cable Bldg.  
Located at 3350 Civic Center Drive, Torrance, CA 90503

Any questions regarding this bid should be directed to:

\*\*\* Diane Caseltine or Toni Dotter \*\*\*  
\*\*\*General Services Department\*\*\*  
(310) 781-7151/(310) 618-6254

CITY OF TORRANCE  
3031 Torrance Blvd.  
Torrance, CA 90503

BID NO. B2005-27

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**Bid for Elevator Maintenance Service for the City of Torrance**

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**SECTION I BID INSTRUCTIONS AND INFORMATION**

Notice is hereby given that sealed bids will be received in the office of the City Clerk, City Hall, 3031 Torrance Boulevard, Torrance, CA, until 2:00 p.m. on Thursday, June 2, 2005 and will be opened and publicly read aloud at 2:15 p.m. on the same date in the Council Chambers, Torrance City Hall. You are invited to be present at the opening of bids. An original copy of each bid must re- submitted in a sealed envelope and clearly marked: "BID FOR ELEVATOR MAINTENANCE SERVICE FOR THE CITY OF TORRANCE, BID B2005-27"

**Bid Form:**

The bid must be made on the forms provided for that purpose, enclosed in a sealed envelope, and marked Bid for Elevator Maintenance Service for the City of Torrance, Bid B2005-27 and addressed to the City Clerk, City of Torrance, 3031 Torrance CA. 90503. If the bid is made by an individual, it must be signed by that individual, and an address, telephone (and fax number if available) must be given. If made by a business entity, it must be signed by the person(s) authorized to execute agreements and bind the entity to contracts. A full business address, telephone (and fax number if available) must be given. No telegraphic, fax or telephonic proposal will be considered.

Blank spaces in the bid form must be filled in, using ink, indelible pencil, or typewriter, and the text of the bid form must not be changed. No additions to the form may be made. Any unauthorized conditions, limitations, or provisos attached to a bid will render it informal and may cause its rejection. Alterations by erasure or interlineations must be explained or noted in the bid form over the signature of the Bidder.

**Reservation:**

The City reserves the right to revise or amend these specifications prior to the date set for opening bids. Revisions and amendments, if any, will be announced by an addendum to this bid. If the revisions require additional time to enable Bidders to respond, the City may postpone the opening date accordingly. In such case, the addendum will include an announcement of the new opening date.

All addenda must be attached to the bid. Failure to attach any addendum may render the bid non-responsive and cause it to be rejected.

The City Council reserves the right to reject any and all bids received, to take all bids under advisement for a period not to exceed ninety (90) days after the date of the opening, to waive any informality on any bid, and to be the sole judge of the relative merits of the material and or service mentioned in the respective bids received. The City reserves the right to reject any bid not accompanied with all data or information required.

This bid does not commit the City to award a contract or to pay any cost incurred in the preparation of a bid. All responses to this bid become the property of the City of Torrance.

All awards shall take into consideration local City of Torrance vendor sales tax rebate of 1%.

**Affidavit:**

An affidavit form is enclosed. It must be completed signifying that the bid is genuine and not collusive or made in the interest or on behalf of any person not named in the bid, that the bid has not directly or indirectly induced or solicited any other Bidder to put in a sham bid or any other person, firm, or corporation to refrain from bidding, and that the Bidder has not in any manner sought by collusion to secure for itself an advantage over any other Bidder. Any bid submitted without an affidavit or in violation of this requirement will be rejected.

**The Contract:**

The Bidder to whom the award is made will be required to enter into a written contract with the City of Torrance, in the form attached. Copies of this Bid and the Bidder's accepted bid will be attached to and become a part of the contract.

**Errors and Omissions:**

The Bidder will not be allowed to take advantage of any errors and/or omissions in these specifications or in the Bidder's specifications submitted with its bid. Full instruction will always be given when errors or omissions are discovered.

**Registration of Contractors:**

If the bidder calls for work to be performed by a Contractor, the Contractor must be licensed in accordance with the provisions of Chapter 9, Division III of the Business and Professional Code, of the State of California.

**Permits and Licenses:**

The Bidder will procure all permits and licenses (including City of Torrance business licenses), pay all required charges and fees. For business license information, contact the City of Torrance Business License Office at (310) 618-5828.

CITY OF TORRANCE  
3031 Torrance Blvd.  
Torrance, CA 90503

BID NO. B2005-27

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**Bid for Elevator Maintenance Service for the City of Torrance**

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**SECTION II TECHNICAL REQUIREMENTS**

**Introduction:**

The following technical requirements describe the City's requirements to provide Elevator Maintenance service for the City of Torrance. All work must be done in accordance with the specifications contained herein.

This Bid is intended to be as descriptive as possible. However, Bidders may not take advantage of omissions or oversights in this document. Bidders must supply products and services that meet or exceed the requirements of this Bid. In the event of a dispute over installation or performance, the needs of the City of Torrance will govern.

**General Information:**

Contract shall be awarded for a period of 3 years with an option to renew annually for an additional 2 years.

Contractor must have a valid C-11 Elevator Contractor License

**Proposal Submittals:**

Each proposal must contain:

- 1- Bid Proposal Section III
- 2- Bidders Affidavit Attachment 1
- 3- Bid Bond Attachment 2
- 4- Appendix A- Equipment
- 5- Appendix B- Hourly Labor Rates
- 6- Appendix C- Technician and Technical Information
- 7- Appendix E- Bid Attachments

Note: Appendix D is the elevator performance criteria- not a submittal

**Bid Specifications:**

Attached Maintenance Bid Document prepared by Lerch Bates & Associates

CITY OF TORRANCE  
3031 Torrance Blvd.  
Torrance, CA 90503

BID NO. B2005-27

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**Bid for Elevator Maintenance Service for the City of Torrance**

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**SECTION III BID PROPOSAL**

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE BID.

In accordance with your "Invitation to Bid," the following bid proposal is submitted to the City of Torrance.

**Bid Proposal Submitted By:**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Telephone Number/Fax Number

**Form of Business Organization:**

Please indicate the following (check one);

Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

If incorporated, what state: \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

**Business History:**

How long have you been in business under your current name and form of business organization?

\_\_\_\_\_ years

If less than three (3) years and your company was in business under a different name, what was that name?

\_\_\_\_\_  
\_\_\_\_\_

**Contractor's License No.:** \_\_\_\_\_ **Class:** \_\_\_\_\_

- a. Date first obtained: \_\_\_\_\_
- b. Has License ever been suspended or revoked? \_\_\_\_\_  
If yes, describe when and why: \_\_\_\_\_
- c. Any current claims against License or Bond? \_\_\_\_\_  
If yes, describe claims: \_\_\_\_\_

**Contact for Additional Information:**

Please provide the name of the individual at your company to contact for any additional information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number/Fax Number

**Addenda Received:**

Please indicate addenda information you have received regarding this bid:

Addendum No. _____	Date Received: _____
Addendum No. _____	Date Received: _____
Addendum No. _____	Date Received: _____

\_\_\_\_\_ No Addenda received regarding this bid.

**References:**

Please supply the names of companies/agencies for whom you recently supplied comparable goods or services as requested in this BID.

Name of Company/Agency	Address	Person to contact/Telephone No.
Name of Company/Agency	Address	Person to contact/Telephone No.
Name of Company/Agency	Address	Person to contact/Telephone No.
Name of Company/Agency	Address	Person to contact/Telephone No.

1. Please state, if requested by the City, if your company would agree to a renewal of this contract as indicated below:

Yes \_\_\_\_\_ We would agree to a contract renewal for a fourth year with price adjustments as set forth in the specifications.

Yes \_\_\_\_\_ We would agree to a contract renewal for a fifth year with price adjustments as set forth in the specifications.

No \_\_\_\_\_ We would not be interested in renewing this contract.

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

BIDDER'S AFFIDAVIT

\_\_\_\_\_ being first duly sworn, deposes and says:

1. That he/she is the \_\_\_\_\_ of \_\_\_\_\_  
(Title of Office) (Name of Company)

hereinafter called "Bidder", who has submitted to the City of Torrance a bid for

\_\_\_\_\_  
(Bid Title);

- 2. That the bid proposal is genuine; that all statements of fact in the bid proposal are true;
- 3. That the bid was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
- 4. That the Bidder did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham bid, to refrain from bidding, or to withdraw his bid, to raise or fix the bid price of the Bidder or of anyone else, or to raise or fix any overhead, profit or cost element of the Bidder's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Torrance, or of any other Bidder, or anyone else interested in the proposed contract;
- 5. That the Bidder has not in any other manner sought by collusion to secure for itself an advantage over any other Bidder or to induce action prejudicial to the interests of the City of Torrance, or of any other Bidder or of anyone else interested in the proposed contract;
- 6. That the Bidder has not accepted any bid from any subcontractor or materialman through any bid depository, the bylaws, rules or regulations of which prohibit or prevent the Bidder from considering any bid from any subcontractor or materialman, which is not processed through that bid depository, or which prevent any subcontractor or materialman from bidding to any contractor who does not use the facilities of or accept bids from or through such bid depository;
- 7. That the Bidder did not, directly or indirectly, submit the Bidder's proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Torrance, or to any person or persons who have a partnership or other financial interest with said Bidder in its business.
- 8. That the Bidder has not been debarred from participation in any state, federal or public works project.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Bidder Signature)

\_\_\_\_\_  
(Title)

BIDDER'S BOND

NOTE: This form need not be used when a Certified Check is submitted as a Bidder's Bond. Annual Bid Bonds are acceptable.

KNOW ALL MEN BY THESE PRESENTS:

THAT WE \_\_\_\_\_ AS PRINCIPAL

AND \_\_\_\_\_ AS SURETY

are held and firmly bound unto the City of Torrance, State of California, in the sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_) for payment whereof we hereby bind ourselves, our successors, heirs, executors and administrators, jointly and severally, firmly by these presents.

The CONDITION of the foregoing obligation is such that, whereas the above bounden \_\_\_\_\_ is about to hand in and submit to the City Clerk of the City of Torrance the foregoing bid or proposal for the furnishing of articles herein mentioned under invitation of the City Manager contained in the Notice Inviting Bids; and if the bid or proposal of \_\_\_\_\_ shall be accepted and the contract awarded to said named bidder thereupon by said City Manager, and if the said \_\_\_\_\_ shall fail and neglect to enter into a contract therefore, or to acknowledge receipt of a purchase order thereupon within ten (10) days after the same is awarded to said principal, then the sum guaranteed by this bond is forfeited to the City of Torrance.

Given under our hands and with our seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (if corporation, said company subscribing and setting its corporate seal hereto by \_\_\_\_\_ thereto authorized).

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

\_\_\_\_\_(Seal)  
(Principal)

\_\_\_\_\_(Seal)  
(Surety)

\_\_\_\_\_(Seal)  
(Surety)

BID APPENDIX SUBMITTALS

## APPENDIX A - EQUIPMENT

ELEVATORS									
UNIT NUMBER	BUILDING DESIGNATION	EQUIPMENT DESCRIPTION	CAPACITY (LBS)	SPEED (F.P.M.)	OPENING/STOPS	SERVICE PERIOD	SERVICE FREQUENCY	MONTHLY MAINTENANCE FEE	
1	Bartlett Senior Housing Passenger	Hydraulic	3500#	125	2/2	Operating hours	Monthly	\$	
1	Katy Geissert Civic Center Library Passenger	Hydraulic	2500#	100	3/3	Operating hours	Monthly	\$	
2	Katy Geissert Civic Center Library Passenger	Hydraulic	2500#	100	3/3	Operating hours	Monthly	\$	
1	City Yard-Transit Garage Passenger	Hydraulic	2500#	125	2/2	Operating hours	Monthly	\$	
1	City Yard-Services Garage Passenger	Hydraulic	2500#	125	2/2	Operating hours	Monthly	\$	
2	City Yard-Fleet Service Garage Passenger	Hydraulic	2000#	125	2/2	Operating hours	Monthly	\$	
1	City Yard-Fleet Service Garage Freight	Hydraulic	12,000#	50	2/2	Operating hours	Monthly	\$	
1	Airport Tower Passenger	Hydraulic	12,000#	50	4/4	Operating hours	Monthly	\$	
1	Main City Hall Passenger	Hydraulic	2500#	100	4/4	Operating hours	Monthly	\$	
1	Main City Hall Service	Hydraulic	2500#	100	4/4	Operating hours	Monthly	\$	
1	East Annex Building Passenger	Hydraulic	3500#	125	2/2	Operating hours	Monthly	\$	
1	West Annex Building Passenger	Hydraulic	2100#	125	3/3	Operating hours	Monthly	\$	
1	Cable Building Passenger	Hydraulic	2000#	100	2/2	Operating hours	Monthly	\$	
<b>TOTAL FOR ELEVATOR NOS. 1-13</b>									\$

**APPENDIX B - HOURLY LABOR RATES**

REGULAR RATES*	ADJUSTER	MECHANIC	HELPER	PROBATIONARY HELPER
Regular	\$	\$	\$	\$
Time and 7/10	\$	\$	\$	\$
Double time	\$	\$	\$	\$

\* Regular rates apply for work performed falling outside of the scope of the Agreement.

OVERTIME RATES* (Premium Only)	ADJUSTER	MECHANIC	HELPER
Time and 7/10	\$	\$	\$
Double time	\$	\$	\$

\* Overtime premium rates apply for covered work performed outside of normal working hours.

APPENDIX C - TECHNICIAN AND TECHNICAL INFORMATION

PERSONNEL TO BE ASSIGNED	NAME	YEARS OF EXPERIENCE	YEARS OF EXPERIENCE IN THIS CAPACITY	YEARS OF EXPERIENCE MAINTAINING SIMILAR EQUIPMENT
Primary technician				
Callback technicians (attach additional sheets if necessary)				
Maintenance Supervisor				

ITEM	YES	NO	IF NO, ADDITIONAL COST TO PROVIDE
Can you provide parts ordering manuals, adjusting manuals, lubrication instructions, and maintenance procedure manuals for the type of equipment included in this Agreement?			\$
Do you have diagnostic tools for the specified equipment?			\$
Can you have two (2) sets of spare boards for group dispatching car controllers immediately available and located on the site at a location designated by the Owner and/or the Owner's Representative upon acceptance of this bid?			\$

## APPENDIX D - SPECIFIC ELEVATOR PERFORMANCE CRITERIA

ELEVATOR NUMBER	FLOOR-TO-FLOOR TIMES (SECONDS)	DOOR OPENING TIME (SECONDS)	DOOR CLOSING TIME	FLOOR ACCURACY
1-Bartlett Senior Housing	13.0	2.1	Per Code	± ¼ "
1-Katy Geissert Civic Center Library	15.6	2.1	Per Code	± ¼ "
2-Katy Geissert Civic Center Library	18.0	3.1	Per Code	± ¼ "
1-City Yard- Transit Garage	15.0	2.1	Per Code	± ¼ "
1-City Yard- Service Garage	15.0	2.1	Per Code	± ¼ "
1-City Yard- Fleet Service Garage	N/A	N/A	Doors: Minimum of 0.8 fps; maximum of 1.0 fps Gates: Minimum of 1.6 fps; maximum of 2.0 fps	± ¼ "
2-City Yard- Fleet Service Garage	15.0	2.1	Per Code	± ¼ "
1-Airport Tower	Approximately 21.5	2.8	Per Code	± ¼ "
1-Main City Hall (Passenger)	15.2	2.1	Per Code	± ¼ "
1-Main City Hall (Service)	18.7	3.5	Per Code	± ¼ "
1-East Annex Building	14.0	2.1	Per Code	± ¼ "
1-West Annex Building	15.5	2.8	Per Code	± ¼ "
1-Cable Building	16.7	2.8	Per Code	± ¼ "

**APPENDIX E - BID ATTACHMENTS**

Examples of the following records keeping/reporting forms shall be submitted with this bid:

- 1. Copy of Preventive Maintenance Plan (check chart) customized for this project. Included: Yes [ ] No [ ]
- 2. Master Maintenance Calendar to include, but not be limited to, non-routine events such as safety tests, hoistway cleaning, etc. Included: Yes [ ] No [ ]
- 3. A17.1, Rule 1206.7 Fireman's Service Maintenance/Test log/recording record. Included: Yes [ ] No [ ]
- 4. Earthquake protection system test log. Included: Yes [ ] No [ ]
- 5. A17.1, Rule 6 1002.2f (Fireman's Service) and 1002.2g (Emergency Power) test logs. Included: Yes [ ] No [ ]
- 6. Monthly operational exam report form. Included: Yes [ ] No [ ]
- 7. Service ticket example. Included: Yes [ ] No [ ]
- 8. Callback and repair logs. Included: Yes [ ] No [ ]
- 9. Demonstration of Similar Work: Provide submittal as required by Section 2.4. Included: Yes [ ] No [ ]



**LERCH, BATES & ASSOCIATES INC.  
ELEVATOR CONSULTING GROUP**

**CITY OF TORRANCE  
TORRANCE, CALIFORNIA**  
Vertical Transportation  
Maintenance Bid Document

Prepared for:  
MS. DIANE CASELTINE  
**CITY OF TORRANCE**  
GENERAL SERVICES DEPT.  
3350 CIVIC CENTER DRIVE  
TORRANCE, CALIFORNIA 90503

Prepared by:  
JANICE E. SERRANO  
PROJECT MANAGER

**1. BIDDING INFORMATION****1.1. INSTRUCTION TO BIDDERS:**

- 1.1.1. EVALUATION OF PROPOSALS: The Owner's analysis and evaluation of proposals for the purpose of making the contract award will include the following (not necessarily listed in the order of importance):
- 1.1.1.1. Total cost of the maintenance program.
  - 1.1.1.2. Completeness of the bidder's proposal, including all information and material required to be submitted therewith.
  - 1.1.1.3. Company maintenance capability in the Greater Los Angeles area and adequate staffing to respond to callbacks during operating and non-operating hours.
  - 1.1.1.4. Bidder's experience level and available technical information on the equipment for this specific project.
  - 1.1.1.5. Hourly rates for work beyond the scope of this contract and specifications.
  - 1.1.1.6. Compliance with the bid documents.

**2. CONDITIONS OF THE CONTRACT****2.1. GENERAL CONDITIONS:****2.1.1. DEFINITIONS OF PERFORMANCE CRITERIA TERMS:**

- 2.1.1.1. Floor-to-floor times are measured from the time the doors start to close, including a typical one-floor travel and until the elevator is approximately level with the next successive floor, either up or down, and the doors 3/4 open (per schedule).
- 2.1.1.2. Door opening times are measured from start of car door open until doors are 1" from the fully open position (per schedule).
- 2.1.1.3. Door closing force is measured at rest with the doors between 1/3 and 2/3 closed.
- 2.1.1.4. Stopping accuracy shall be measured under all load conditions.
- 2.1.1.5. Variance from rated speed, regardless of load, shall not exceed  $\pm 3\%$ .
- 2.1.1.6. To maintain a comfortable ride, the Contractor shall maintain vertical alignment of guide rails to a tolerance of 1/16" in 100'.
- 2.1.1.7. Contractor shall maintain door dwell times and nudging time within the parameters of the Americans with Disabilities' Act.
- 2.1.1.8. Shutdowns for emergency minor adjustment callbacks shall be minimized. Verifiable shutdown frequency shall be maintained at .3 per unit per month or less based on the previous 90 day's data.
- 2.1.1.9. Contractor agrees to annually, at a minimum, check and adjust the group dispatching system on groups of three or more cars and make necessary tests to ensure all circuits and time settings are properly adjusted at any time

proper adjustment is questioned. Consistent scheduled system adjustment procedures shall be performed to minimize response time to registered car and hall calls.

2.1.1.10. Noise and Vibration Control:

- 2.1.1.10.1. Elevator equipment shall be maintained and adjusted to meet the performance requirements specified herein within the following parameters:
- 2.1.1.10.2. Horizontal acceleration within cars during all riding and door operating conditions shall not exceed 15 mg in the 10 Hz range.
- 2.1.1.10.3. Acceleration and deceleration shall be constant and not exceed 5 feet/second<sup>2</sup> with an initial ramp between 0.5 and 0.75 seconds.
- 2.1.1.10.4. Sustained jerk shall not exceed 10 feet/second<sup>3</sup>.
- 2.1.1.10.5. Measured noise levels in a moving car outside the leveling zone shall not exceed 55 DBA under any condition including ventilation blower on highest speed.
- 2.1.1.10.6. In accomplishing the above requirements, Contractor shall maintain a comfortable elevator ride with smooth acceleration, retardation and a soft stop. Door operation shall be quiet and positive with smooth checking at the extremes of travel. Performance requirements indicated are minimum standards, and are not the sole criteria for judging the Contractor's performance.
- 2.1.1.10.7. A part shall be classified "obsolete" when it is no longer available from the original equipment manufacturer or from suppliers of original equipment manufacturer's authorized parts. Identify obsolete parts at the time of bidding.

2.1.2. CHANGES AND EXTRA WORK:

- 2.1.2.1. The Owner or Owner's Representative may at any time, by written order, make changes within the general scope of the contract in the work and service to be performed. If any such case causes an increase or decrease in the Contractor's cost of, or in the time required for, performance of this contract, an equitable adjustment shall be made and the contract shall be modified in writing accordingly. Any claim by the Contractor for adjustment under this clause must be asserted in writing within thirty (30) days from the date of receipt by the Contractor of the notification of changes, unless the Owner and/or Owner's Representative grants a further period of time before the date of final payment under the contract. If the parties fail to agree upon the adjustment to be made, the dispute shall be determined as provided in the "Disputes" clause of this contract, but nothing provided in the clause shall excuse the Contractor from proceeding with the prosecution of the work as charged.
- 2.1.2.2. The Contractor shall make no additions, changes, alterations or omissions, or perform extra work, except on prior written authorization of the Owner.
- 2.1.2.3. The Owner reserves the right to competitively bid any additional work not covered by this maintenance agreement, at its discretion.

2.1.3. CONTRACT ADMINISTRATION:

- 2.1.3.1. The Owner and/or Owner's Representative shall be responsible to:

- 2.1.3.1.1. Approve changes or replacement of components.
- 2.1.3.1.2. Approve the Contractor's maintained record of time and materials used for the job.
- 2.1.3.1.3. Approve Contractor's master maintenance calendar.
- 2.1.3.1.4. Inspect, or cause to be inspected, all work performed and authorize payment upon acceptance.
- 2.1.3.2. All records of maintenance, repair, alteration, etc., required by this contract, shall be kept on site and be made immediately available to the Owner upon request.
- 2.1.4. AUDIT PROVISIONS:
  - 2.1.4.1. Owner shall have the right to examine the Contractor(s) records pertaining to work performed under the contract and to determine and verify the compliance with all contractual conditions. The Owner shall be granted access to such records at all reasonable times during the contract period and for three (3) years following contract expiration. Instructions for locating the maintenance control program shall be located in or on the controller along with the Contractor's telephone number.
- 2.2. SERVICES:
  - 2.2.1. DUTIES OF CONTRACTOR:
    - 2.2.1.1. Contractor shall furnish all supplies, materials, labor, labor supervision, tools, equipment and lubricants necessary to provide full-preventive maintenance, adjustment, replacement and repair service for the complete vertical transportation system described herein.
    - 2.2.1.2. Contractor agrees to furnish the necessary personnel, as specified in 2.2.4.1 and presented in the appendices, exclusive of callbacks, repair work, travel time, or billable work not covered by this contract.
    - 2.2.1.3. Normal response time to trouble calls during operating hours shall be less than ½ hour. Response time to trouble calls during non-operating hours shall be a maximum of 1 hour.
  - 2.2.2. EXTENT OF THE WORK:
    - 2.2.2.1. Contractor shall be responsible for regular, systematic execution of the work items included in this contract as follows:
      - 2.2.2.1.1. Complete Maintenance: Contractor agrees to regularly and systematically examine, clean, lubricate, test, and adjust the vertical transportation equipment and provide emergency call-back service per this agreement, and as conditions warrant, repair or replace all portions of the vertical transportation equipment included under this contract with the following exclusions only:
        - 2.2.2.1.1.1. Repairs required because of negligence, accident or misuse of the equipment by anyone other than the Contractor, its employees, subcontractors, servants or agents, or other causes beyond the Contractor's control except ordinary wear and normal use.

- 2.2.2.1.1.2. Repair or replacement of building items, such as hoistway or machine room walls and floors, car enclosures, car finish floor material, hoistway entrance frames, doors and sills, telephone instrument and signal fixture faceplates, smoke detectors and communication equipment not installed by an Elevator Contractor, and cleaning of car interiors and exposed portions of sills.
- 2.2.2.1.1.3. Mainline and auxiliary disconnect switches, fuses and feeders to control panels.
- 2.2.2.1.1.4. Lamps for normal car and machine room illumination.
- 2.2.2.2. When, as a result of an examination, corrective action is found to be the responsibility of the Contractor, the Contractor shall proceed immediately to make (or cause to be made) replacements, repairs, and corrections. When such work is determined not to be the Contractor's responsibility, a written report signed by the Contractor shall be delivered to the Owner for further action, unless a safety or potential safety problem exists, in which case the Contractor shall immediately correct the problem at the least expense possible to the Owner.
- 2.2.2.3. In performing the indicated work, Contractor agrees to provide parts used by the Manufacturers of the equipment for replacement or repair, and to use lubricants obtained from and/or recommended by the Manufacturer of the equipment. Equivalent parts or lubricants may be used if approved in writing by Owner.
- 2.2.2.4. Parts requiring repair shall be rebuilt to "as new" condition. No parts or vertical transportation equipment covered under this contract may be permanently removed from the jobsite without written approval by the Owner. This does not include renewal parts stocked on the job by Contractor, which shall remain its sole property until installed for use on the equipment.
- 2.2.3. EXAMINATION, TESTING, AND SCOPE OF SERVICES:
  - 2.2.3.1. OPERATION EXAMINATION:
    - 2.2.3.1.1. Contractor shall conduct monthly testing of the equipment response to the operation of every control customarily used by passengers or users of the equipment in normal operation.
    - 2.2.3.1.2. In carrying out the above test, Contractor will use expert professional visual and audible senses to identify any improper operation in equipment involved including rotation machinery, suspension system, guides, door operating mechanisms, indicating lights, alarms, control systems and logic of the system.
    - 2.2.3.1.3. Perform a visual and audible inspection of all system machinery accessible (without disassembly) in machinery rooms, hoistways, etc. monthly.
    - 2.2.3.1.4. Conduct monthly report on completion of operational examination on each unit using an approved reporting form, a sample of which is to be attached to this proposal as per Appendix E.

- 2.2.3.1.5. Provide all testing required of the Owner by applicable Codes, by ASME A17.1, and as required herein, and provide reports thereof. Provide during non-operating hours, if required.
- 2.2.3.2. PERFORMANCE OF REPAIRS, ADJUSTMENTS, AND OTHER MAINTENANCE:
- 2.2.3.2.1. When, as a result of an operational examination, performance of preventive maintenance, performance of periodic testing, inspection or observation by the Owner and/or Owner's Representative and/or Elevator Consultant or his/her representatives, corrective action is found to be necessary, the Contractor shall proceed immediately to make (or cause to be made) replacements, repairs and corrections necessary to restore the equipment to normal operation.
- 2.2.3.2.2. The Contractor shall be responsible for all necessary repairs, adjustments, and parts renewal to all vertical transportation system components except as hereinafter excluded. This also includes static loading of the car as required to set automatic control limit devices.
- 2.2.3.2.3. Deficiencies of an emergency nature shall be communicated to the Owner or his/her representative immediately and followed up in written form.
- 2.2.3.2.4. Repairs or renewals necessitated by Owner and/or Owner's Representative's negligence, accidents, misuse, storm, fire, flood, earthquake, or water damage, or due to any cause beyond the Contractor's control shall be the responsibility of the Owner. Authorization for the Contractor to accomplish such work shall be provided in writing by the Owner and/or Owner's Representative. Such authorization is not to be considered automatic and Owner retains the right to competitively bid all such work.
- 2.2.3.2.5. When, in the opinion of the Contractor, such work is considered, within the terms of this contract, to be the responsibility of the Owner and/or Owner's Representative rather than the Contractor, a written report shall be delivered to the Owner and/or Owner's Representative's office for further action.
- 2.2.3.2.6. The Owner and/or Owner's Representative shall be responsible for repairs or renewals of car enclosure, machine room enclosure, and shaft way enclosure.
- 2.2.4. PREVENTIVE MAINTENANCE AND REPAIR SERVICE PROGRAM:
- 2.2.4.1. The Contractor shall provide all management, supervision, labor, material, supplies, tools and equipment necessary to deliver, for the term specified in this Agreement, a preventive maintenance and repair service program. The program must be based upon preventive maintenance requirements of the original equipment manufacturers. The program submitted should state for each category of equipment what components are to receive periodic maintenance/testing, the actions to be conducted, and the frequency of the actions, including the following:
- 2.2.4.1.1. Contractor agrees to furnish a mechanic for routine, preventive maintenance work for a minimum of 6.5 or more hours per week,

exclusive of regular or overtime callbacks, emergency repair, travel time, billable work not covered by this contract, or scheduled repair hours.

- 2.2.4.1.2. The preventive maintenance program shall provide for equipment lubrication. Lubricants shall be applied at intervals recommended by the original equipment manufacturer, shall be suitable for the purpose intended, and shall meet or exceed the specifications of the original equipment manufacturer.
- 2.2.4.1.3. Provide complete written report, to the Owner and/or the Owner's Representative, indicating results of the preventive maintenance actions on each unit using a form approved by Owner and/or Owner's Representative on a monthly basis.
- 2.2.4.1.4. Conduct monthly operational examinations and provide a written report thereof with a copy to the Owner and/or the Owner's Representative.
- 2.2.4.1.5. Quarterly, the Contractor shall provide and review with the Owner a summary of all callbacks. The intent of this quarterly summary is to minimize callbacks by keeping the Contractor and Owner aware of callback trends.
- 2.2.4.1.6. Contractor shall provide an annual written report outlining system performance. Report shall include data verifying average system response time and appropriate breakdowns of call distribution. Initial report shall be submitted no later than 3 months after initiation of contract and every year thereafter.
- 2.2.4.1.7. Maintenance, repairs, or replacement of the following elevator equipment, is not to be considered as part of the minimum number of hours for performing preventive maintenance as previously stated:
  - 2.2.4.1.7.1. Systematic cleaning of machine room, hoistway, top of car, door locks, rails, etc., shall be additional required work man-hours by the Contractor at no cost to the Owner.
  - 2.2.4.1.7.2. Renewals of hoist ropes as required by the Owner shall be additional required work man-hours by the Contractor at no cost to the Owner.
  - 2.2.4.1.7.3. Safety tests as required of the Owner and by the specifications shall be additional required work man-hours by the Contractor at no cost to the Owner. Fees for re-inspection, due to failure to eliminate deficiencies covered by the maintenance agreement, shall be paid by the Contractor.

#### 2.2.5. MAINTENANCE SCHEDULE:

- 2.2.5.1. Upon signing of the contract, the Contractor shall verify in writing the maintenance schedule and provide a copy to the Owner and/or the Owner's Representative.
- 2.2.5.2. Any changes in the maintenance schedule must be pre-approved by the Owner and/or Owner's Representative. Contractor shall provide in writing the reasons for the requested change of schedule and the new proposed schedule.

## 2.2.6. TESTING REQUIRED BY APPLICABLE CODES AND CONTRACT DOCUMENTS:

2.2.6.1. The Contractor shall act as the Owner and/or Owner's Representative's agent for conducting or assisting in the conducting of all tests and inspections required for vertical transportation equipment as part of this Agreement. Testing performed not within normal operating hours shall be at the sole cost and expense of Contractor.

## 2.2.6.1.1. Periodic tests:

2.2.6.1.1.1. As required by the ASME A17.1 Safety Code for Elevators and Escalators, including compliance with the ASME A17.2 2001 Inspectors' Manual.

2.2.6.1.1.2. Perform monthly inspection and testing of the firefighters' service in accordance with ASME A17.1 Rule 1002.2f and standby power operation in accordance with ASME A17.1 Rule 1002.2g. Conduct test of fireman's service 12 times per year per A17.1, Rule 1206.7. Contractor will post a log in each machine room showing all results of such testing.

2.2.6.1.1.3. When testing is required during operating hours, Contractor shall coordinate with the Owner and code authorities as to minimize disruptions of service to the building. Owner retains the right to have testing performed during non-operating hours when possible.

2.2.6.1.1.4. Contractor shall assist with regional, municipal, or other authority-required testing conducted by the State of California, City of Torrance or other City agent or Owner's duly certified, or otherwise qualified, tester.

2.2.6.1.1.5. When required by local code authority, assist in routine periodic inspection.

2.2.6.1.1.6. Test of earthquake protection devices shall occur at six (6) month intervals. A record of such testing shall be kept and posted in the machine room(s).

2.2.6.2. Contractor shall affix metal tags to the tested devices clearly indicating the type of test, date of test, Contractor performing test, and applicable code rule.

2.2.6.3. Contractor shall affix and maintain Car/State number designation on all elevator equipment in the machine room and pit including hoist machine, controller, car crosshead, electrical disconnect, buffer, etc. Contractor shall maintain Code data tags.

2.2.6.4. Complete all repairs found to be necessary as a result of the above examinations, inspections and tests, except those which are caused by negligence, abuse, misuse, or obsolescence of the equipment or by other than ordinary wear and tear not caused by the Contractor.

## 2.2.7. BREAKDOWNS AND SHUTDOWNS:

- 2.2.7.1. Minor breakdowns and shutdowns, such as electrical troubles, burned out control coils, open circuits, or electrical or mechanical adjustments, will not keep the respective elevator out of service longer than one (1) day (24 hours).
- 2.2.7.2. Under no circumstances will any major shutdown or breakdown last longer than three (3) days (72 hours). This includes the locating of the trouble, procurement of parts, the installation of these parts and the replacing of the respective elevator back into safe uninterrupted operation. The Contractor must be so equipped to meet the above conditions. The excuse of not being able to obtain parts, necessary technical and engineering advice, etc., will not be acceptable, and the Contractor will be considered in default, giving sufficient justification to the Owner to obtain these services from Contractors who can provide the Owner with uninterrupted elevator service.
- 2.2.7.3. In the event that the Owner is caused to take over the work and prosecute it to completion by contract or otherwise, the Contractor and their sureties (if any), shall be liable to the Owner for any additional cost occasioned by the Owner, previous to the termination of the contract.
- 2.2.7.4. In addition, the Contractor shall comply with the specified Callback Service requirements.
- 2.3. LAWS, PERMITS, CODE COMPLIANCE, AND INSPECTIONS:
- 2.3.1. LAWS AND REGULATIONS:
- 2.3.1.1. In the performance of this contract, the Contractor agrees it will, without additional expense to the Owner, abide by all existing laws, codes, rules and regulations set forth by all appropriate authorities having jurisdiction in the location where the work is to be performed.
- 2.3.1.2. Contractor shall make periodic tests and maintenance inspections of all equipment as required by current applicable safety codes, including ASME A17.1, for elevators, dumbwaiters, escalators, moving walks. A log book of all tests shall be maintained at the job site.
- 2.3.1.3. Under this agreement, the Contractor shall not be required to install new attachments or perform tests other than those specified herein as may be recommended or directed by inspecting entities; insurance companies; and federal, state, or municipal governmental authorities subsequent to the date of this contract, unless compensated for such installation or services.
- 2.3.1.4. There shall be no discrimination against or segregation of any person, or group of persons, on account of sex, marital status, race, color, religion, creed, national origin or ancestry made by the Contractor, either in its employment practices nor in performing its services under this Agreement.
- 2.3.2. LICENSES AND PERMITS:
- 2.3.2.1. The Contractor shall obtain and pay for all permits necessary for execution of any elevator work with the exception of permits to operate.

## 2.3.3. CODES AND ORDINANCES:

- 2.3.3.1. All the work covered by these specifications is to be done in full accord with the state and local codes, ordinances and the ASME A17.1 elevator safety orders as are in effect at the time of the execution of the contract. All of the requirements of the local Building Department are to be fulfilled by the Contractor except for inspection fees as outlined in the following paragraph.
- 2.3.3.2. The Contractor shall also provide maintenance and/or repairs to comply with any violation of the Governing Agencies and recommendations of casualty companies on due notice from the Owner, provided that such violations or recommendations did not exist prior to the date of the contract or after issuance by either party of any 30 day cancellation notice. The requirement of any new attachments or parts on the elevator, in addition to those on the now existing equipment, shall be the responsibility of the Owner.

## 2.3.4. CERTIFICATE OF INSPECTION/PERMIT TO OPERATE:

- 2.3.4.1. State or City inspection fees shall be paid by the Contractor. Fees for re-inspection due to failure to eliminate deficiencies covered by this maintenance agreement will be paid by the Contractor.

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

- 2.3.5.1. Owner reserves the right to make such inspections and tests whenever necessary to ascertain that the requirements of this agreement are being fulfilled. Deficiencies noted shall be promptly corrected at Contractor's expense.

## 2.3.6. LABOR LAWS:

- 2.3.6.1. The Contractor performing work under this contract shall comply with applicable provisions of all federal, state and local labor laws, and collective bargaining agreements.
- 2.3.6.2. Contractor agrees that it will cause all work which is to be performed as described herein to be done in such a manner as to maintain harmonious labor relations with all other contractors and/or labor employed by Owner at the property. During the term of this agreement the Contractor warrants that the delivery of services described herein will never be adversely affected by any strike vote by those of its employees who are members of a collective bargaining agreement, whether a direct or sympathetic vote, at any time.

## 2.4. MATERIALS AND SITE CONDITIONS:

## 2.4.1. CLEANING AND PAINTING:

- 2.4.1.1. The Contractor shall clean equipment, machine room, machinery space, hoistway and pit. The cleaning shall occur at regular intervals sufficient in frequency to maintain a professional appearance and preserve the life of the equipment for the duration of the service contract.
- 2.4.1.1.1. The Contractor shall not be responsible for cleaning any equipment made necessary by reasons beyond the service Contractor's reasonable control or as a result of improper janitorial or building maintenance functions.
- 2.4.1.1.2. The Contractor shall report to the Owner the need for cleaning and/or repair of building items.

- 2.4.2. PROTECTION OF WORK AND PROPERTY:
- 2.4.2.1. The Contractor shall take all necessary precautions during the period of service to continuously maintain adequate protection of all his work from damage and shall protect the Owners' property from injury or loss arising out of this contract. The Contractor shall repair or replace at Contractor's expense, any damaged property caused by lack of said precautions. The Contractor shall compensate Owner for any injury or loss, except such as may be directly caused by agents or employees of the Owner. The Contractor shall provide all barricades required to protect open hoistways or shafts per OSHA regulations. In addition, said barricades shall be of a commercially available, professional, or industry standard variety, and aesthetically maintained (clean, painted, kept in good repair, etc.).
- 2.4.3. PERIODIC VISITS TO THE SITE:
- 2.4.3.1. The Contractor shall make a minimum of monthly visits to each site and shall perform all necessary adjustments and service requirements as indicated on the preventive maintenance and lubrication charts and schedules as recommended by the elevator manufacturer.
- 2.4.4. DEMAND VISITS TO THE SITE:
- 2.4.4.1. The Contractor shall also provide maintenance service promptly when called by the Owner for any conditions that require adjustments, replacement or repair.
- 2.4.4.2. Emergency service shall be rendered within one-half (½) hour during operating hours and one (1) hour during non-operating hours from the time a call is placed for emergency service.
- 2.4.5. WORK HOURS:
- 2.4.5.1. All normal maintenance work shall be performed during operating hours on regular working days of the Elevator Trade.
- 2.4.5.2. The Contractor shall stand ready and be available to perform overtime work, service, and/or repairs when requested to do so by the Owner. All overtime work not otherwise included shall be billed to the Owner as an extra charge at the Contractors agreed to overtime labor rates indicated in the appendices.
- 2.4.5.3. Provide overtime callbacks at no cost to the Owner in the event:
- 2.4.5.3.1. People are trapped.
- 2.4.5.3.2. More than one (1) car is out of service.
- 2.4.5.3.3. The group dispatching malfunctions.
- 2.4.5.3.4. A safety or potential safety problem exists.
- 2.4.5.4. During the IUEC Local's designated regular hours, the Owner, at its option, may request callback or normal service at no additional cost.
- 2.4.5.4.1. If additional overtime work is required, Owner will pay only the difference between normal and overtime labor at the hourly rates indicated in Appendix B.
- 2.4.6. USE OF SITE:
- 2.4.6.1. The normal operating hours are 6:00 a.m. to 6:00 p.m., Monday through Friday.

- 2.4.6.2. It shall be the responsibility of Contractor's service personnel to log in and out, where directed by Owner's representative, each time the site is visited for either a routine or demand service check. An itemized service ticket indicating the work accomplished shall be left with the representative after each visit. A sample shall be provided by the Contractor and attach to this bid.
- 2.4.6.3. Upon completion of the work, service personnel shall return to the sign in point to log out.
- 2.4.6.4. If any, the service technician shall be responsible for compliance with the building's work order system. Work orders will be checked a minimum of twice a day.
- 2.4.6.5. In addition, at the conclusion of each visit, all keys shall be returned to the building engineers' office or the security desk. No material, keys, documents, or other information is to be removed from the property. Anyone removing these items will be required to return said items immediately to the property and at no additional cost to the Owner.
- 2.4.6.6. All work shall be performed without unnecessary interference to the Owner. The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits and the contract documents and shall not reasonably encumber the site with any materials or equipment.
- 2.4.6.7. Removal of elevators from service shall be coordinated with and approved by the Owner or its Representative. Owner agrees to permit Contractor to remove units from service for a reasonable time in order to perform maintenance thereon.
- 2.4.6.8. The Contractor shall not remove more than one elevator per bank from service at a time for preventive maintenance, inspection or test during the normal operating hours noted above without prior approval of the Owner or his/her designated representative, except when failure to do so would clearly endanger human life or cause major damage to the equipment or property.

- 2.4.7. WASTE DISPOSAL AND REMOVAL OF EQUIPMENT:
- 2.4.7.1. The Contractor at all times shall keep the premises free from accumulations of waste materials or rubbish caused by its operations and from leaks and spillage from equipment, and leave the premises at completion in perfect condition as far as its work is concerned to the Owner's complete satisfaction. In addition, upon completion of the work, Contractor shall remove tools, equipment, machinery and surplus materials and shall clean all building surfaces and leave the work area clean.
- 2.4.7.2. All hazardous waste, including but not limited to solvents, paints, oil, soiled rags, etc., will be promptly disposed of in accordance with all laws and regulations at no additional cost to the Owner.
- 2.4.8. STORAGE OF MATERIALS:
- 2.4.8.1. Only materials to be used in order to perform the services specified herein are to be stored at the job site. Contractor shall confine storage of materials to limits approved by Owner and shall not unnecessarily encumber the premises or overload any portion with materials to a greater extent than the structure design load.
- 2.4.8.2. Chemical Information List: Prior to the commencement of work, the Contractor shall provide the Owner with a chemical information list and MSDS forms, upon execution of the contract and along with each subsequent delivery (OSHA form 20 or equivalent) for all hazardous or toxic materials which the Contractor anticipates bringing onto the property.
- 2.4.8.2.1. It shall be the Contractor's responsibility to update this information, and notify the Owner or Owner's Representative in writing, prior to the introduction of a hazardous or toxic product to the work place.
- 2.4.8.2.2. Compliance with Proposition 65 is mandatory.
- 2.4.8.2.3. Information relating to the quantity, storage, and type of chemicals must be provided in a format as to comply with the City of Torrance Fire Department Hazardous Material Business Plan requirements.
- 2.4.9. PARTS:
- 2.4.9.1. Parts installed on the elevators covered by this Agreement, either as preventive maintenance replacements and/or repairs, shall be supplied by, or authorized by, the original equipment manufacturer.
- 2.4.9.2. The Contractor, by accepting and agreeing to the terms of this Agreement, certifies that it recognized the importance of maintaining the original integrity of the elevator system and that it has a sufficient quantity of the necessary original equipment manufacturer's parts, or authorized parts, on hand to engage itself in this contract. Also, the Contractor shall likewise certify that it is not financially (or otherwise) encumbered with any vendor or supplier in any manner that would now or at any time during the term of this contract limit the Contractor's ability to obtain parts, lubricants, service schedules and preventive maintenance bulletins relating to the equipment covered by this specification/contract.
- 2.4.9.3. The Contractor shall maintain a current inventory of Contractor supplied spared parts at the jobsite. All non-operating parts will be considered the property of the Contractor.

- 2.4.9.4. The Contractor shall maintain a supply of contacts, coils, leads motor brushes, generator brushes, door rollers, lubricants, wiping cloths, and other minor parts in elevator machine room for the performance of routine preventive maintenance.
- 2.4.9.5. The Contractor shall maintain a supply of spare lending and replacement parts in their warehouse inventory. This inventory shall include, but is not limited to, door operator motors, brake magnets, generator and motor brushes, controller switch contacts, selector switch contacts, solid state components, selector tapes and/or cables, door hangers, door rollers, hoistway limit switches, traveling cable, etc.
- 2.4.10. MATERIALS AND WORKMANSHIP:
- 2.4.10.1. All materials and equipment furnished shall be new and the best of their respective kinds. Installation shall be in a neat, accurate, workmanlike manner and be subject to the approval of the Elevator Consultant. All materials and equipment provided shall conform to the regulations of the bodies having jurisdiction. The Contractor shall furnish for approval all samples as directed and material shall be in accordance with approved samples.
- 2.4.10.2. The work shall be under the general direction of the Contractor but subject to the inspection of the Owner and/or Owner's Representative, who may require the Contractor to correct defective workmanship and materials without cost to the Owner.
- 2.4.10.3. All materials and practices which are necessary, or which are normally provided or performed in order to accomplish the desired results shall be furnished by the Contractor at the contract price and shall conform in strength, quality of material, appearance, and workmanship to that usually provided by the trade.
- 2.4.11. GUARANTEE OF WORK:
- 2.4.11.1. The Contractor shall guarantee that the materials and workmanship of the apparatus provided under this contract shall meet specified requirements in every respect. In addition, the Contractor shall repair or replace any defective materials or workmanship, including those due to ordinary wear and tear, but excluding those due to improper use. Neither the monthly payment nor any provision of the contract documents shall relieve the Contractor of the extent and period provided by law and upon written notice he shall remedy any defects due thereto and pay all expenses for any damage to other work resulting therefrom.
- 2.4.11.2. The same guarantee shall be applicable in the event equipment is modified or new equipment is installed, and in no case shall the guarantee be less than the maximum period permitted by law or a period of two (2) years, whichever is greater.
- 2.4.11.3. The guarantee for all work performed under this Agreement shall start from the date of contract award.
- 2.4.12. CARTAGE & HOISTING:
- 2.4.12.1. All required hoisting and movement to, on and from the jobsite of new equipment, reused equipment or removal of existing equipment shall be the responsibility of the Contractor.

- 2.4.12.2. All movement of materials shall be coordinated with the Owner and shall not disturb, interfere, or interrupt the normal operation of the building and/or tenants. Upon coordination and written approval by the Owner, if necessary, materials may be moved after normal hours at the sole expense of the Contractor.

2.5. RECORDS/REPORTING:

2.5.1. DRAWINGS:

- 2.5.1.1. Wiring diagrams shall not be available for review prior to bid. The bidders shall assume that it may be necessary to purchase wiring diagrams after award.
- 2.5.1.2. Contractor shall maintain Owner's complete set of straight-line wiring diagrams showing "as-built" conditions with any changes or modifications to circuits resulting from control modifications, parts replacement or equipment upgrades. The Owner may reproduce these "as-built" drawings and retains sole possession and ownership of these drawings in event contract is terminated.

2.5.2. MAINTENANCE RECORDS:

- 2.5.2.1. Records shall be maintained by the maintenance technician on the job site and made available to the Owner at all times. Records maintained on site shall be the property of the Owner. In addition to industry standard records, the maintenance technician will be required to maintain records of the following.
- 2.5.2.1.1. The maintenance technician shall keep a record of all equipment that is not in service, including date, time, and other pertinent information.
- 2.5.2.1.2. The Contractor shall provide the Owner with a monthly log of all repairs and adjustments maintained under this Agreement. Logs shall be maintained, complete, on site.
- 2.5.2.1.3. In addition, the maintenance technician shall maintain any records, logs, or information as may be requested by the Owner. Records shall indicate compliance with ASME A17.1.

2.5.3. INFORMATION AND LIBRARY REQUIREMENTS:

- 2.5.3.1. The Contractor shall have and maintain, for the duration of the contract term, a reference library of information containing (but not limited to) the applicable and current ASME A17.1 Safety Codes for Elevators and Escalators, current ASME A17.2.1 1993 Inspector's Manual, California Code of Regulations Titles 8 and 24, manufacturers equipment maintenance schedules, original manufacturer's lubrication specifications and schedules, equipment schematics (motion and logic), layouts, parts and assembly list, and other basic information needed to properly test, adjust and maintain the equipment covered by this contract. If technical documentation unique to the Owner's installation is not available from the Owner the Contractor shall notify the Owner and advise and assist the Owner in acquiring the information.

- 2.5.3.2. The Contractor will be required to provide sufficient instructions to designated employees of the Owner on operational procedures. Instructions should be comprehensive so that designated employees will be able to cope with other emergencies and simple problems which require prompt handling on the part of the Owner's staff.
- 2.5.3.3. General elevator familiarization instruction shall be given to the Owner's maintenance personnel such as to allow them to evaluate reported failures prior to calling contract personnel. Instructions will be given at a time mutually agreeable to the Owner and the Contractor. Whenever needed, the Owner will furnish space for the handling of their instructions. The Owner reserves the right to have this procedure held every six (6) months (if deemed necessary) during the life of the contract.
- 2.5.4. SCHEDULES AND WORK LOGS:
- 2.5.4.1. The Contractor shall post a preventive maintenance schedule and a work log in each machine room or make same available via electronic medium. The log shall include all entries for routine maintenance and repairs, including supervisor's surveys. A separate log shall be kept for each testing procedure required by code and/or this document. Entries shall include date work is completed, Mechanic's or Supervisor's name, brief description of work completed (including number of elevators serviced) and the approximate time required for the work. Owner may inspect and copy the logs and maintenance schedules at any time.
- 2.6. PERSONNEL:
- 2.6.1. CORPORATE AND LOCAL OFFICE EXPERIENCE:
- 2.6.1.1. The Contractor shall demonstrate a capability of maintaining the types of equipment installed in this building. This capability shall include trained maintenance technicians, on-call technicians (for emergency service), supervisors and engineering support. Timely engineering support shall be available to the technician on demand.
- 2.6.1.2. The Contractor agrees that all work shall be performed by and under the supervision of skilled, experienced, elevator service and repair persons directly employed and supervised by Contractor. Any and all employees performing work under this contract shall be satisfactory to the Owner and/or Owner's Representative.
- 2.6.2. CONTRACTOR'S SUPERVISOR:
- 2.6.2.1. All preventive maintenance and repairs executed by routine service and repair personnel shall be under the direct supervision of a full time service supervisor employed by the Contractor.
- 2.6.2.2. The Contractor shall assign a competent supervisor for the project who is satisfactory to the Owner. The supervisor shall represent the Contractor and all instructions given to him shall be as binding as if given to the Contractor.

- 2.6.3. MAINTENANCE TECHNICIAN (see Appendices):
- 2.6.3.1. The Contractor shall assign a competent technician who is specifically trained and experienced in the care and maintenance of equipment similar to the type of equipment installed in the building and is knowledgeable in troubleshooting, diagnostics techniques, and repair of the equipment to be maintained at this site. The technician shall have a minimum of 5 years experience with this type of equipment and shall be thoroughly qualified in all respects to perform the maintenance and repairs which may become necessary during the terms of this contract.
  - 2.6.3.2. The Contractor shall have and maintain backup technicians who are equally qualified in all respects to assume the responsibilities of the maintenance of the elevators covered by this Agreement in the event of sickness or other causes of absence of the assigned technicians.
  - 2.6.3.3. The Contractor shall provide a list of all regular service technicians, backup technicians, technical support personnel, and service supervisors. The list shall include training and experience credentials of each. Each shall be specifically trained and experienced in the care and maintenance of equipment similar to the type of equipment in the building. Any changes which may occur in personnel during the term of this contract must be approved in writing by the Owner.
  - 2.6.3.4. The Contractor shall have and maintain technical support personnel who are specifically trained and experienced in the adjusting and trouble shooting of equipment similar to the type covered by this Agreement. Personnel shall be available at all times to support or assist assigned technicians.
  - 2.6.3.5. The technician's qualifications, manner, and professionalism shall be acceptable to the Owner. Owner retains the right to demand replacement of the technician upon request.
  - 2.6.3.6. Under no conditions shall the assigned maintenance technician be reassigned, without previous written consent from the Owner.
- 2.6.4. UNIFORMS:
- 2.6.4.1. All service technicians assigned to routine maintenance, and repair work shall wear approved uniforms as provided by the Contractor. Uniforms are to bear the Contractor's emblem and person's name and are to be maintained in a serviceable, neat and clean condition at all times.
- 2.6.5. EMPLOYEE IDENTIFICATION:
- 2.6.5.1. Each employee of the Contractor is to carry identification as prepared by the Contractor. Identification information will include the employee's full name, photograph (portrait), company name, address, telephone number, employee's identification number, and the signature and title of the employee's immediate supervisor.
  - 2.6.5.2. Contractor's employees will be required to submit a picture identification card to the security personnel when checking out Owner's keys.
- 2.6.6. FITNESS FOR DUTY:
- 2.6.6.1. The Contractor affirms that its employees involved in "work" for the Owner, whether performed on company property, public property, or customers' premises, will comply with the fitness for duty policy as set forth below.

- 2.6.6.1.1. Owner is not liable for rehabilitation costs or costs involved with termination procedures.
- 2.6.6.1.2. Any employees of contractors involved in "work" for the Owner, whether performed on company property, public property, or customers' premises, who appear to be under the influence of or are found to have on their persons, on their desks, tool boxes, vehicles, or other such repositories, alcohol or non-medically authorized drugs, or are found to have used or to be using such alcohol/drugs on contract-related "work," will be suspended immediately pending further investigation. Where the verifiable use of illegal drugs while off duty adversely affects any employee's or contractor's job performance, disciplinary action, up to and including discharge, may be imposed. Owner reserves the right to search all vehicles entering or leaving its property. Firearms, explosive devices, incendiary devices, alcoholic beverages, and illegal drugs and drug paraphernalia of any kind or description whatsoever are forbidden on Owner's property. Discovery of any of these items will result in disciplinary action, may lead to criminal prosecution, and may result in cancellation of this Agreement.
- 2.6.6.2. In addition, Contractor shall take every precaution to prohibit access to the property of any employee currently taking prescription medication which may render that person physically impaired or adversely affect their performance.

## 2.7. PRICING, PAYMENT, AND ANNUAL ADJUSTMENTS:

### 2.7.1. PAYMENTS:

- 2.7.1.1. Owner shall pay Contractor monthly during the term of this agreement for the faithful performance of the services herein required of the Contractor, on all the equipment described herein, and at the price described herein.
- 2.7.1.2. Payment shall be made upon submission of individual invoices for elevators, on a calendar month basis for all work performed during the previous month. Invoices which include charges for Owner requested work not covered by the specification and/or contract are to be supported by records of "labor and materials", with the approval signature of the Owner or his/her designated representative; and purchase order number, if applicable. All invoices shall be prepared in the format as required by Owner.
  - 2.7.1.2.1. Attached to the invoices shall be a certified payroll indicating the means and number of hours each employee worked during the month and the type of work as follows:
    - 2.7.1.2.1.1. Preventive Maintenance
    - 2.7.1.2.1.2. Repair Work - chargeable and non-chargeable
    - 2.7.1.2.1.3. Emergency Call Back
    - 2.7.1.2.1.4. Safety Tests
    - 2.7.1.2.1.5. Monthly Inspection Reports
    - 2.7.1.2.1.6. Preventive Maintenance Testing, and Repair Work Reports

2.7.1.2.2. Invoices shall be submitted to:

City of Torrance

2.7.2. ANNUAL PRICE ADJUSTMENT:

The original contract shall be for a period of three years with an option to renew up to five years. For each year, commencing on the first anniversary date of this agreement, and on each subsequent anniversary date of this agreement, the contract price shall be adjusted in the following manner:

2.7.2.1. 85% of the original contract price shall be decreased or increased by the percentage of change of the hourly mechanic's labor costs in locality of service as compared to the hourly mechanic's labor costs paid on the previous anniversary date. The hourly mechanic's labor cost to establish the initial price of this agreement is as indicated and is based on the following: The straight time hourly rate paid by the Company to the mechanic plus fringe benefits paid by the Company on behalf of the mechanic. Fringe benefits include, but are not limited to pensions, vacations, paid holidays, group life, sickness, accident and hospitalization insurance. In no event shall the increase exceed the annual increase designated by the Consumer Price Index, published by the United States Department of Commerce, Bureau of Labor Statistics for Los Angeles and Orange County.

2.7.2.2. 15% of the original contract price shall be decreased or increased by the percentage of change in the index of "Industrial Commodity Prices for Metals and Metal Products" for the locality covered by this agreement as compared to this same index as established on the previous anniversary date of adjustment.

2.7.2.3. The total price escalation shall be limited to a maximum of 5% in any one-year period.

2.7.2.4. Contractor shall provide at least thirty (30) days' advance notification of pending price adjustment as described herein.

2.7.3. PAYMENT WITHHELD:

2.7.3.1. If an elevator is shut down for more than 72 continuous hours (except for authorized prescheduled or major equipment repairs), the maintenance billing for that elevator shall be suspended until the unit is restored to service.

2.7.3.2. The Owner may withhold payment to such extent as may be necessary to protect the Owner from loss on account of:

2.7.3.2.1. Negligence on the part of the Contractor to execute the work properly or fail to perform any provision of the contract. The Owner after ten (10) days' written notice to the Contractor may, without prejudice to any other remedy he may have, make good such deficiencies and deduct the cost from the overall contract sum.

2.7.3.2.2. Should it prove necessary to hire another company to resolve equipment problems, the amount due to that company shall be deducted from the on-going maintenance contract. Should the Contractor experience more than two (2) such incidences per calendar year, this shall be grounds for cancellation of the contract. Any cost incurred by the Owner for pre-maintenance repairs necessitated by the Contractor's lack of performance shall

be back-charged to the Contractor and paid within sixty (60) days.

- 2.7.3.2.3. Claims filed or reasonable evidence indicating probable filing of claims.
- 2.7.3.2.4. Failure of Contractor to make payments properly to subcontractors for material and labor.
- 2.7.3.2.5. A reasonable doubt that the contract can be completed for the balance then unpaid.
- 2.7.3.2.6. Damage to the building or another contractor.

2.8. LIABILITY:

2.8.1. ACCIDENT REPORTS:

- 2.8.1.1. In the event of accidents of any kind, the Contractor shall immediately inform the Owner and/or Owner's Representative and furnish the Owner and/or Owner's Representative and building security personnel with copies of all accident reports with a 24-hour period. The reports shall be sent without delay and at the same time that they are forwarded to any other parties.

**END OF DOCUMENT**

CITY OF TORRANCE  
STANDARD CONTRACT



## CONTRACT SERVICES AGREEMENT

This CONTRACT SERVICES AGREEMENT ("Agreement") is made and entered into as of September 1, 2005 (the "Effective Date"), by and between the CITY OF TORRANCE, a municipal corporation ("CITY"), and NAES Acquisition Corporation dba Amtech Elevator Services, a Delaware corporation (CONTRACTOR).

### RECITALS:

- A. The CITY wishes to retain the services of an experienced and qualified CONTRACTOR to furnish all labor, materials, tools, equipment and incidentals to provide elevator maintenance service in accordance with the specifications prepared by Lerch, Bates & Associates Inc. and;
- B. In order to obtain the desired services, The CITY has circulated a Notice Inviting Bids for Elevator Maintenance Service for the City of Torrance, Notice Inviting Bids No. **2005-27-** (the "NIB"); and
- C. CONTRACTOR has submitted a Bid (the "Bid") in response to the NIB. CONTRACTOR represents that it is qualified to perform those services requested in the Specifications. Based upon its review of all Bids submitted in response to the NIB, The CITY is willing to award the contract to CONTRACTOR.

### AGREEMENT:

#### 1. SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR will provide the services and install those materials listed in the Specifications, which are on file in the General Services Department. The NIB and Specifications are made a part of this Agreement. A copy of the Bid is attached as Exhibit A.

#### 2. TERM

Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect until August 31, 2008. CITY may renew this AGREEMENT for a fourth year with price adjustments as set forth in the Specifications by providing written notice to CONTRACTOR at least thirty (30) days before the expiration of the AGREEMENT. If the CITY exercises its option to renew for a fourth year, CITY may renew the AGREEMENT for an additional fifth year by providing CONTRACTOR at least thirty (30) days written notice prior to the expiration of the AGREEMENT with price adjustments as set forth in the Specifications..

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### 3. COMPENSATION

#### A. CONTRACTOR's Fee.

For services rendered pursuant to this Agreement, CONTRACTOR will be paid in accordance with CONTRACTOR's Bid; provided, however, that in no event will the total amount of money paid the CONTRACTOR, for services initially contemplated by this Agreement, exceed the sum of \$\$125,000 ("Agreement Sum"), unless otherwise first approved in writing by the CITY.

#### B. Schedule of Payment.

Provided that the CONTRACTOR is not in default under the terms of this Agreement, upon presentation of an invoice, CONTRACTOR will be paid monthly, within 30 days after the date of the monthly invoice.

### 4. TERMINATION OF AGREEMENT

#### A. Termination by CITY for Convenience.

1. CITY may, at any time, terminate the Agreement for CITY's convenience and without cause.
2. Upon receipt of written notice from CITY of such termination for CITY's convenience, CONTRACTOR will:
  - a. cease operations as directed by CITY in the notice;
  - b. take actions necessary, or that CITY may direct, for the protection and preservation of the work; and
  - c. except for work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.
3. In case of such termination for CITY's convenience, CONTRACTOR will be entitled to receive payment for work executed; and costs incurred by reason of such termination, along with reasonable overhead and profit on the work not executed.

#### B. Termination for Cause.

1. If either party fails to perform any term, covenant or condition in this Agreement and that failure continues for 15 calendar days after the nondefaulting party gives the defaulting party written notice of the failure to perform, this Agreement may be terminated for cause; provided, however, that if during the notice period the defaulting party has promptly commenced and continues diligent efforts to

remedy the default, the defaulting party will have such additional time as is reasonably necessary to remedy the default.

2. In the event this Agreement is terminated for cause by the default of the CONTRACTOR, the CITY may, at the expense of the CONTRACTOR and its surety, complete this Agreement or cause it to be completed. Any check or bond delivered to the CITY in connection with this Agreement, and the money payable thereon, will be forfeited to and remain the property of the CITY. All moneys due the CONTRACTOR under the terms of this Agreement will be retained by the CITY, but the retention will not release the CONTRACTOR and its surety from liability for the default. Under these circumstances, however, the CONTRACTOR and its surety will be credited with the amount of money retained, toward any amount by which the cost of completion exceeds the Agreement Sum and any amount authorized for extra services.
3. Termination for cause will not affect or terminate any of the rights of the CITY as against the CONTRACTOR or its surety then existing, or which may thereafter accrue because of the default; this provision is in addition to all other rights and remedies available to the CITY under law.

C. Termination for Breach of Law.

In the event the CONTRACTOR or any of its officers, directors, shareholders, employees, agents, subsidiaries or affiliates is convicted (i) of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of a contract or subcontract; (ii) under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a public consultant or contractor; (iii) under state or federal antitrust statutes arising out of the submission of bids or proposals; or (iv) of violation of Paragraph 19 of this Agreement; or for any other cause the CITY determines to be so serious and compelling as to affect CONTRACTOR's responsibility as a public consultant or contractor, including but not limited to, debarment by another governmental agency, then the CITY reserves the unilateral right to terminate this Agreement or to impose such other sanctions (which may include financial sanctions, temporary suspensions or any other condition deemed appropriate short of termination) as it deems proper. The CITY will not take action until CONTRACTOR has been given notice and an opportunity to present evidence in mitigation.

5. **FORCE MAJEURE**

If any party fails to perform its obligations because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond the reasonable control of the party obligated to perform, then that party's performance shall be excused for a period equal to the period of such cause for failure to perform.

6. **RETENTION OF FUNDS**

CONTRACTOR authorizes the CITY to deduct from any amount payable to CONTRACTOR (whether or not arising out of this Agreement) any amounts the payment of which may be in dispute or that are necessary to compensate the CITY for any losses, costs, liabilities, or damages suffered by the CITY, and all amounts for which the CITY may be liable to third parties, by reason of CONTRACTOR's negligent acts or omissions or willful misconduct in performing or failing to perform CONTRACTOR's obligations under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by CONTRACTOR, or any indebtedness exists that appears to be the basis for a claim of lien, the CITY may withhold from any payment due, without liability for interest because of the withholding, an amount sufficient to cover the claim. The failure of the CITY to exercise the right to deduct or to withhold will not, however, affect the obligations of CONTRACTOR to insure, indemnify, and protect the CITY as elsewhere provided in this Agreement.

7. **THE CITY'S REPRESENTATIVE**

Diane Caseltine, Facility Services Business Manager is designated as the "City Representative," authorized to act in its behalf with respect to the work and services specified in this Agreement and to make all decisions in connection with this Agreement. Whenever approval, directions, or other actions are required by the CITY under this Agreement, those actions will be taken by the City Representative, unless otherwise stated. The City Manager has the right to designate another City Representative at any time, by providing notice to CONTRACTOR.

8. **CONTRACTOR REPRESENTATIVE(S)**

The following principal(s) of CONTRACTOR are designated as being the principal(s) and representative(s) of CONTRACTOR authorized to act in its behalf with respect to the work specified in this Agreement and make all decisions in connection with this Agreement:

Peggy Carlson  
Account Executive

9. **INDEPENDENT CONTRACTOR**

The CONTRACTOR is, and at all times will remain as to the CITY, a wholly independent contractor. Neither the CITY nor any of its agents will have control over the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as otherwise set forth in this Agreement. CONTRACTOR may not, at any time or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of the CITY.

10. **BUSINESS LICENSE**

The CONTRACTOR must obtain a City business license prior to the start of work under this Agreement, unless CONTRACTOR is qualified for an exemption.

11. **OTHER LICENSES AND PERMITS**

CONTRACTOR warrants that it has all professional, contracting and other permits and licenses required to undertake the work contemplated by this Agreement.

12. **FAMILIARITY WITH WORK**

By executing this Agreement, CONTRACTOR warrants that CONTRACTOR (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, CONTRACTOR warrants that CONTRACTOR has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services set forth in this Agreement. Should CONTRACTOR discover any latent or unknown conditions that will materially affect the performance of the services set forth in this Agreement, CONTRACTOR must immediately inform the CITY of that fact and may not proceed except at CONTRACTOR's risk until written instructions are received from the CITY.

13. **CARE OF WORK**

CONTRACTOR must adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and other components to prevent losses or damages, and will be responsible for all damages, to persons or property, until acceptance of the work by the CITY, except those losses or damages as may be caused by the CITY's own negligence.

14. **CONTRACTOR'S ACCOUNTING RECORDS; OTHER PROJECT RECORDS**

Records of the CONTRACTOR's time pertaining to the project, and records of accounts between the CITY and the CONTRACTOR, will be kept on a generally recognized accounting basis. CONTRACTOR will also maintain all other records, including without limitation specifications, drawings, progress reports and the like, relating to the project. All records will be available to the CITY during normal working hours. CONTRACTOR will maintain these records for three years after final payment.

15. **INDEMNIFICATION**

CONTRACTOR will indemnify, defend, and hold harmless CITY, the City Council, each member thereof, present and future, its officers, agents and employees from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages whatsoever, including, but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss however the same may be caused and regardless of the responsibility for negligence. The obligation to indemnify, defend and hold harmless includes, but is not limited to, any liability or expense, including defense costs and legal fees, arising from the negligent acts or omissions, or willful misconduct of CONTRACTOR, its officers, employees, agents, subcontractors or vendors. It is further agreed CONTRACTOR's obligations to indemnify, defend and hold harmless will apply even in the event of concurrent negligence on the part of CITY, the City Council, each member thereof, present and future, or its officers, agents and employees, except for liability resulting solely from the negligence or willful misconduct of CITY, its officers, employees or agents. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONTRACTOR and CITY, as to whether liability arises from the sole negligence of the CITY or its officers, employees, agents, subcontractors or vendors, CONTRACTOR will be obligated to pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely negligent. CONTRACTOR will not be entitled in the event of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

16. **NON-LIABILITY OF THE CITY'S OFFICERS AND EMPLOYEES**

No officer or employee of the CITY will be personally liable to CONTRACTOR, in the event of any default or breach by the CITY or for any amount that may become due to CONTRACTOR.

17. **INSURANCE**

A. CONTRACTOR must maintain at its sole expense the following insurance, which will be full coverage not subject to self insurance provisions:

- (1) Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:
    - (a) Primary Bodily Injury with limits of at least \$500,000 per person, \$1,000,000 per occurrence; and
    - (b) Primary Property Damage of at least \$250,000 per occurrence; or
    - (c) Combined single limits of \$1,000,000 per occurrence.
  - (2) General Liability including coverage for premises, products and completed operations, independent contractors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence.
  - (3) Workers' Compensation with limits as required by the State of California and Employers Liability with limits of at least \$1,000,000.
- B. The insurance provided by CONTRACTOR will be primary and non-contributory.
- C. The CITY of Torrance, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer must be named as additional insureds under the automobile and general liability policies.
- D. CONTRACTOR must provide certificates of insurance and/or endorsements to the City Clerk of the City of Torrance before the commencement of work.
- E. Each insurance policy required by this Paragraph must contain a provision that no termination, cancellation or change of coverage can be made without thirty days notice to the CITY.
- F. CONTRACTOR must include all subcontractors as insureds under its policies or must furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors will be subject to all of the requirements of this Paragraph 17.

#### 18. SUFFICIENCY OF INSURERS

Insurance required by this Agreement will be satisfactory only if issued by companies admitted to do business in California, rated "B+" or better in the most recent edition of Best's Key Rating Guide, and only if they are of a financial category Class VII or better, unless these requirements are waived by the Risk Manager of the CITY ("Risk Manager") due to unique circumstances. In the event the Risk Manager determines that the work or services to be performed

under this Agreement creates an increased or decreased risk of loss to the CITY, the CONTRACTOR agrees that the minimum limits of any insurance policies and/or the performance bond required by this Agreement may be changed accordingly upon receipt of written notice from the Risk Manager; provided that CONTRACTOR will have the right to appeal a determination of increased coverage by the Risk Manager to the City Council of the CITY within 10 days of receipt of notice from the Risk Manager.

19. **CONFLICT OF INTEREST**

- A. No officer or employee of the CITY may have any financial interest, direct or indirect, in this Agreement, nor may any officer or employee participate in any decision relating to the Agreement that effects the officer or employee's financial interest or the financial interest of any corporation, partnership or association in which the officer or employee is, directly or indirectly interested, in violation of any law, rule or regulation.
- B. No person may offer, give, or agree to give any officer or employee or former officer or employee, nor may any officer or employee solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any way pertaining to any program requirement, contract or subcontract, or to any solicitation or proposal.

20. **NOTICE**

- A. All notices, requests, demands, or other communications under this Agreement will be in writing. Notice will be sufficiently given for all purposes as follows:
  - (1) Personal delivery. When personally delivered to the recipient: notice is effective on delivery.
  - (2) First Class mail. When mailed first class to the last address of the recipient known to the party giving notice: notice is effective three mail delivery days after deposit in an United States Postal Service office or mailbox.
  - (3) Certified mail. When mailed certified mail, return receipt requested: notice is effective on receipt, if delivery is confirmed by a return receipt.
  - (4) Overnight delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account:

notice is effective on delivery, if delivery is confirmed by the delivery service.

- (5) Facsimile transmission. When sent by fax to the last fax number of the recipient known to the party giving notice: notice is effective on receipt. Any notice given by fax will be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

CONTRACTOR: Amtech Elevator Services  
9808 Firestone Boulevard  
Downey, CA 90241  
  
Fax: 562-658-6060

CITY: City Clerk  
City of Torrance  
3031 Torrance Boulevard  
Torrance, CA 90509-2970  
Fax: (310) 618-2931

- B. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified, will be deemed effective as of the first date the notice was refused, unclaimed or deemed undeliverable by the postal authorities, messenger or overnight delivery service.
- C. Either party may change its address or fax number by giving the other party notice of the change in any manner permitted by this Agreement.

## 21. PROHIBITION AGAINST ASSIGNMENT AND SUBCONTRACTING

This Agreement and all exhibits are binding on the heirs, successors, and assigns of the parties. The Agreement may not be assigned or subcontracted by either the CITY or CONTRACTOR without the prior written consent of the other.

## 22. INTEGRATION; AMENDMENT

This Agreement represents the entire understanding of the CITY and CONTRACTOR as to those matters contained in it. No prior oral or written understanding will be of any force or effect with respect to the terms of this Agreement. The Agreement may not be modified or altered except in writing signed by both parties.

**23. INTERPRETATION**

The terms of this Agreement should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction that might otherwise apply.

**24. SEVERABILITY**

If any part of this Agreement is found to be in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in conflict with any applicable laws, but the remainder of the Agreement will remain in full force and effect.

**25. TIME OF ESSENCE**

Time is of the essence in the performance of this Agreement.

**26. GOVERNING LAW; JURISDICTION**

This Agreement will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in Los Angeles County, California.

**27. COMPLIANCE WITH STATUTES AND REGULATIONS**

CONTRACTOR will be knowledgeable of and will comply with all applicable federal, state, county and city statutes, rules, regulations, ordinances and orders.

**28. WAIVER OF BREACH**

No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default will impair the right or remedy or be construed as a waiver. A party's consent or approval of any act by the other party requiring the party's consent or approval will not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and will not be a waiver of any other default concerning the same or any other provision of this Agreement.

**29. ATTORNEY'S FEES**

Except as provided for in Paragraph 15, in any dispute, litigation, arbitration, or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party will be awarded reasonable attorney's fees, together with any costs and expenses, to resolve the dispute and to enforce any judgment.

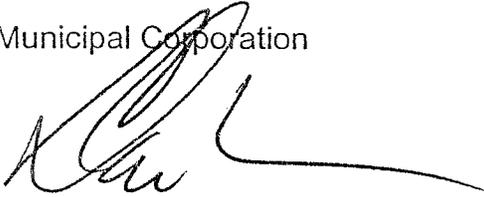
30. EXHIBITS

All exhibits identified in this Agreement are incorporated into the Agreement by this reference.

31. CONTRACTOR'S AUTHORITY TO EXECUTE

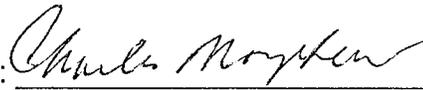
The persons executing this Agreement on behalf of the CONTRACTOR warrant that (i) the CONTRACTOR is duly organized and existing; (ii) they are duly authorized to execute this Agreement on behalf of the CONTRACTOR; (iii) by so executing this Agreement, the CONTRACTOR is formally bound to the provisions of this Agreement; and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the CONTRACTOR is bound.

CITY OF TORRANCE,  
a Municipal Corporation



Dan Walker, Mayor

NAES Acquisition Corporation dba  
Amtech Elevator Services  
A Delaware corporation

By: 

Charles Morphew  
Branch Manager

ATTEST:



Sue Herbers, City Clerk

APPROVED AS TO FORM:

JOHN L. FELLOWS III  
City Attorney

By: 

Deputy City Attorney

Attachments: Exhibit A: Bid

Created: 4/16/97  
Revised: 5/12/99

**EXHIBIT A**

**Bid**

**[To be attached]**

**AMTECH** Elevator  
Services

June 2, 2005

Ms. Diane Caseltine  
City of Torrance  
3350 Civic Center Drive  
Torrance, CA 90503-7199

Dear Diane:

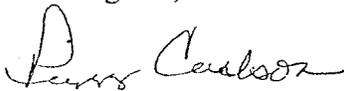
Re: Elevator Services Bid Number B-2005 27

Thank you for inviting Amtech Elevator Services to present a bid for elevator maintenance on the City's portfolio of elevators. We appreciate the time you afforded us during the job walk and afterwards to clarify the City's elevator services needs.

I am confident Amtech's bid will provide the most cost-effective solution to ensuring the highest possible reliability for the City's elevators. I have attached Amtech's actual Work History report for elevators currently under maintenance with Amtech. I'm sure you will agree that the reports indicate Amtech is providing superior service, while keeping callbacks to an abnormally low level.

Diane, I look forward to hearing from you relative to our proposed elevator maintenance program and associated pricing. Please give me a call if we can provide any additional information or if you should have any questions – (562) 658-6000. Thank you again for considering Amtech Elevator Service for your elevator needs.

Best regards,



Peggy Carlson  
Account Executive

Cc: Chuck Morphew, Branch Manager

enc

<b>ADDENDUM #1</b>
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CITY OF TORRANCE  
3031 Torrance Blvd.  
Torrance, CA 90503  
Bid No. B2005-27

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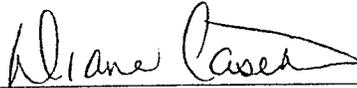
**Bid for Elevator Maintenance Service for the City of Torrance**

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ADDENDUM # 1

THE FOLLOWING CHANGES ARE HEREBY INCORPORATED INTO AND MADE A MANDATORY PART OF SUBJECT BID:

REPLACE: Proposal Document Appendix A- Equipment with revised Appendix A- Equipment attached. (1 pg.) Contractor to use this form as part of the bid proposal package submission.



Diane Caseltine  
Business Manager

May 11, 2005

Please return this addendum with your bid proposal.

I hereby acknowledge receipt of this addendum



Amtech Elevator Services  
Name of Company

9808 Firestone Blvd.  
Address

Downey CA      90241  
City      State      Zip Code

**ADDENDUM #2**

CITY OF TORRANCE  
3031 Torrance Blvd.  
Torrance, CA 90503  
Bid No. B2005-27

**Bid for Elevator Maintenance Service for the City of Torrance**

ADDENDUM #2

THE FOLLOWING CHANGES ARE HEREBY INCORPORATED INTO AND MADE A MANDATORY PART OF SUBJECT BID:

DELETE: Section 2.2.4.1.7.2 not applicable to the bid.

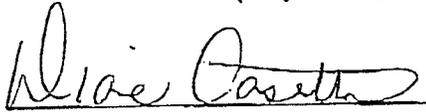
DELETE: Section 2.2.6.1.1.6 and Appendix E- Bid Attachments Item #4 not applicable to the bid.

DELETE: Appendix E- Bid Attachments Item #5- reference to emergency power only not applicable to the bid.

CHANGE and CLARIFY: Section 2.2.1.3 and 2.4.4.2 Response time to trouble calls shall be less than 2 hour during operating hours and 3 hours during non-operating hours. However, entrapment emergencies the response time shall be less than 1/2 hour. The City of Torrance shall be the soul authority in determining when a call is an emergency.

CLARIFY: Section 2.2.2 as part of the exclusions to this contract, the contractor will not be responsible for maintenance of any underground piping or cylinders that is not accessible visually.

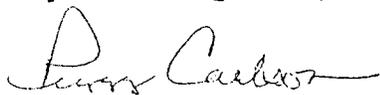
CHANGE: Section 2.2.4.1.1. Contractor will furnish a mechanic for routine, preventative maintenance work for a minimum 1 hour per elevator per month, the exception, the contractor will provide 2 hours minimum per month for the Fleet Services (City Yard) freight elevator.

  
Diane Caseltine  
Business Manager

May 25, 2005

Please return this addendum with your bid proposal.

I hereby acknowledge receipt of this addendum



Amtech Elevator Services  
Name of Company

9808 Firestone Blvd.  
Address

Downey CA 90241  
City State Zip Code

CITY OF TORRANCE  
3031 Torrance Blvd.  
Torrance, CA 90503

BID NO. B2005-27

Bid for Elevator Maintenance Service for the City of Torrance

SECTION III BID PROPOSAL

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE BID.

In accordance with your "Invitation to Bid," the following bid proposal is submitted to the City of Torrance.

Bid Proposal Submitted By:

Amtech Elevator Services  
Name of Company

9808 Firestone Blvd.  
Address

Downey, CA 90241  
City/State/Zip Code

Peggy Carlson / Account Executive  
Printed Name/Title

(562) 659-6000 (office) (562) 579-4878 (cell)  
Telephone Number/Fax Number

Form of Business Organization:

Please indicate the following (check one);

Corporation  Partnership  Sole Proprietorship

If incorporated, what state: Delaware

Federal Tax ID # 06-1417004

Business History:

How long have you been in business under your current name and form of business organization?

As Amtech (part of ABM Industries) - since 1964  
As Amtech (part of OTS Elevators NAES Acquisition  
Group) - since 1995 years

If less than three (3) years and your company was in business under a different name, what was that name?

N.A.

Contractor's License No.: 737296 Class: C-11

- a. Date first obtained: 6/19/1997 (NABES Acquisition Corp. - OTR Elevator)
- b. Has License ever been suspended or revoked? No.  
If yes, describe when and why: \_\_\_\_\_
- c. Any current claims against License or Bond? No.  
If yes, describe claims: \_\_\_\_\_

Contact for Additional Information:

Please provide the name of the individual at your company to contact for any additional information

Name Peggy Carlson or Chuck Morphen

Title Account Executive Branch Manager

Telephone Number/Fax Number (562) 658-6000 (Ph.) (562) 658-6060 (Fax)

Addenda Received:

Please indicate addenda information you have received regarding this bid:

Addendum No. 2 Date Received: 5/25/2005  
 Addendum No. 1 Date Received: 5/11/2005  
 Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_ No Addenda received regarding this bid.

## References:

Please supply the names of companies/agencies for whom you recently supplied comparable goods or services as requested in this BID.

Name of Company/Agency	Address	Person to contact/Telephone No.
City of Los Angeles	111 E. 1st St. (City Hall)	Ruben Verdusco (213) 485-7176
Marriott Hotel Marina Del Rey	4100 Admiralty Way	Steve Thompson (310) 448-4871
Century Hill Condo Association HOA	10100 Galaxy West Los Angeles	Diane Stiller (310) 537-9000
Hyperion Treatment Plant	12000 Vista Del Mar Playa Del Rey	George Maples (310) 648-5361

1. Please state, if requested by the City, if your company would agree to a renewal of this contract as indicated below:

Yes  We would agree to a contract renewal for a fourth year with price adjustments as set forth in the specifications.

Yes  We would agree to a contract renewal for a fifth year with price adjustments as set forth in the specifications.

No  We would not be interested in renewing this contract.

STATE OF CALIFORNIA

BIDDER'S AFFIDAVIT

COUNTY OF LOS ANGELES

Peggy Carlson being first duly sworn, deposes and says:

1. That he/she is the Account Executive of Amtech Elevator Services  
(Title of Office) (Name of Company)

hereinafter called "Bidder", who has submitted to the City of Torrance a bid for

Elevator Maintenance Service, Bid Number B 2005-27  
(Bid Title)

2. That the bid proposal is genuine; that all statements of fact in the bid proposal are true;
3. That the bid was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
4. That the Bidder did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham bid, to refrain from bidding, or to withdraw his bid, to raise or fix the bid price of the Bidder or of anyone else, or to raise or fix any overhead, profit or cost element of the Bidder's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Torrance, or of any other Bidder, or anyone else interested in the proposed contract;
5. That the Bidder has not in any other manner sought by collusion to secure for itself an advantage over any other Bidder or to induce action prejudicial to the interests of the City of Torrance, or of any other Bidder or of anyone else interested in the proposed contract;
6. That the Bidder has not accepted any bid from any subcontractor or materialman through any bid depository, the bylaws, rules or regulations of which prohibit or prevent the Bidder from considering any bid from any subcontractor or materialman, which is not processed through that bid depository, or which prevent any subcontractor or materialman from bidding to any contractor who does not use the facilities of or accept bids from or through such bid depository;
7. That the Bidder did not, directly or indirectly, submit the Bidder's proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Torrance, or to any person or persons who have a partnership or other financial interest with said Bidder in its business.
8. That the Bidder has not been debarred from participation in any state, federal or public works project.

Dated this 2 day of June, 2005.

Peggy Carlson  
(Bidder Signature)

Account Executive  
(Title)

**CALIFORNIA JURAT WITH AFFIANT STATEMENT**

State of California

County of Los Angeles } ss.

- See Attached Document (Notary to cross out lines 1-6 below)
- See Statement Below (Lines 1-5 to be completed only by document signer[s], *not* Notary)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

Signature of Document Signer No. 1

Signature of Document Signer No. 2 (if any)

Subscribed and sworn to (or affirmed) before me on this

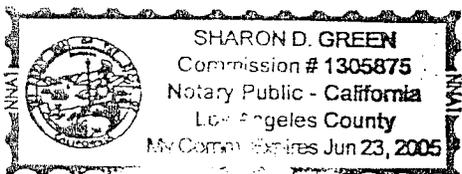
2<sup>nd</sup> day of June, 2005, by

(1) Peggy Carlson  
Date Month Year Name of Signer

- Personally known to me
- Proved to me on the basis of satisfactory evidence to be the person who appeared before me (.) (,)

(2) \_\_\_\_\_  
Name of Signer

- Personally known to me
- Proved to me on the basis of satisfactory evidence to be the person who appeared before me.)



[Signature]  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

*Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

**Further Description of Any Attached Document**

Title or Type of Document: Bidder's Affidavit

Document Date: June 2, 2005 Number of Pages: 1

Signer(s) Other Than Named Above: None

**RIGHT THUMBPRINT OF SIGNER #1**  
Top of thumb here

**RIGHT THUMBPRINT OF SIGNER #2**  
Top of thumb here

ELEVATORS

UNIT NUMBER	BUILDING DESIGNATION	EQUIPMENT DESCRIPTION	CAPACITY (LBS)	SPEED (F.P.M.)	OPENING/STOPS	SERVICE PERIOD	SERVICE FREQUENCY	MONTHLY MAINTENANCE FEE
1	Bartlett Senior Housing Passenger	Hydraulic	3500#	125	2/2	Operating hours	Monthly	\$ 200. <sup>00</sup>
1	Katy Geissert Civic Center Library Passenger	Hydraulic	2500#	100	3/3	Operating hours	Monthly	\$ 200. <sup>00</sup>
1	Katy Geissert Civic Center Library Service	Hydraulic	2500#	100	3/3	Operating hours	Monthly	\$ 200. <sup>00</sup>
1	City Yard-Transit Garage Passenger	Hydraulic	2500#	125	2/2	Operating hours	Monthly	\$ 200. <sup>00</sup>
1	City Yard-Services Building Passenger	Hydraulic	2500#	125	2/2	Operating hours	Monthly	\$ 200. <sup>00</sup>
1	City Yard-Fleet Service Garage Passenger	Hydraulic	2000#	125	2/2	Operating hours	Monthly	\$ 200. <sup>00</sup>
1	City Yard-Fleet Service Garage Freight	Hydraulic	12,000#	50	2/2	Operating hours	Monthly	\$ 250. <sup>00</sup>
1	Airport Tower Passenger	Hydraulic	12,000#	50	4/4	Operating hours	Monthly	\$ 200. <sup>00</sup>
1	Main City Hall Passenger	Hydraulic	2500#	100	4/4	Operating hours	Monthly	\$ 200. <sup>00</sup>
1	Main City Hall Service	Hydraulic	2500#	100	4/4	Operating hours	Monthly	\$ 200. <sup>00</sup>
1	East Annex Building Passenger	Hydraulic	3500#	125	2/2	Operating hours	Monthly	\$ 200. <sup>00</sup>
1	West Annex Building Passenger	Hydraulic	2100#	125	3/3	Operating hours	Monthly	\$ 200. <sup>00</sup>
1	Police Department Passenger	Hydraulic	2500#	125	3/3	Operating hours	Monthly	\$ 200. <sup>00</sup>
1	Police Department Passenger	Hydraulic	3500#	125	3/3	Operating hours	Monthly	\$ 200. <sup>00</sup>
1	Cable Building Passenger	Hydraulic	2000#	100	2/2	Operating hours	Monthly	\$ 200. <sup>00</sup>

TOTAL FOR ELEVATOR NOS. 1-13

\$3050.<sup>00</sup>

APPENDIX B - HOURLY LABOR RATES

REGULAR RATES*	ADJUSTER	MECHANIC	HELPER	PROBATIONARY HELPER
Regular	\$ 170. <sup>00</sup> / <sub>100</sub>	\$ 170. <sup>00</sup> / <sub>100</sub>	\$ 136. <sup>00</sup> / <sub>100</sub>	\$ N.A.
Time and 7/10	\$ 251. <sup>00</sup> / <sub>100</sub>	\$ 251. <sup>00</sup> / <sub>100</sub>	\$ 200. <sup>00</sup> / <sub>100</sub>	\$ N.A.
Double time	\$ 340. <sup>00</sup> / <sub>100</sub>	\$ 340. <sup>00</sup> / <sub>100</sub>	\$ 272. <sup>00</sup> / <sub>100</sub>	\$ N.A.

\* Regular rates apply for work performed falling outside of the scope of the Agreement.

OVERTIME RATES* (Premium Only)	ADJUSTER	MECHANIC	HELPER
Time and 7/10	\$ 119. <sup>00</sup> / <sub>100</sub>	\$ 119. <sup>00</sup> / <sub>100</sub>	\$ 95. <sup>00</sup> / <sub>100</sub>
Double time	\$ 170. <sup>00</sup> / <sub>100</sub>	\$ 170. <sup>00</sup> / <sub>100</sub>	\$ 136. <sup>00</sup> / <sub>100</sub>

\* Overtime premium rates apply for covered work performed outside of normal working hours.

APPENDIX C - TECHNICIAN AND TECHNICAL INFORMATION

PERSONNEL TO BE ASSIGNED	NAME	YEARS OF EXPERIENCE	YEARS OF EXPERIENCE IN THIS CAPACITY	YEARS OF EXPERIENCE MAINTAINING SIMILAR EQUIPMENT
Primary technician	Alan Evans	36	31	31
Callback technicians (attach additional sheets if necessary) - See additional page for more callback technicians -	Erik Evans	7	2	2
	Mel Stocks	20	15	15
	Rob Wiley	24	19	19
Maintenance Supervisor	Wayne Lindsey	36	23	23

ITEM	YES	NO	IF NO, ADDITIONAL COST TO PROVIDE
Can you provide parts ordering manuals, adjusting manuals, lubrication instructions, and maintenance procedure manuals for the type of equipment included in this Agreement?	<input checked="" type="checkbox"/> Where available	<input type="checkbox"/>	\$ 50.00 per manual
Do you have diagnostic tools for the specified equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Can you have two (2) sets of spare boards for group dispatching car controllers immediately available and located on the site at a location designated by the Owner and/or the Owner's Representative upon acceptance of this bid?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ No group dispatching boards present. (installed on any of the equipment last units).

*This page Superseded by Bid spec Addendum #1 (5/11/05)*

APPENDIX A - EQUIPMENT

ELEVATORS

UNIT NUMBER	BUILDING DESIGNATION	EQUIPMENT DESCRIPTION	CAPACITY (LBS)	SPEED (F.P.M.)	OPENING/ STOPS	SERVICE PERIOD	SERVICE FREQUENCY	MONTHLY MAINTENANCE FEE
1	Bartlett Senior Housing Passenger	Hydraulic	3500#	125	2/2	Operating hours	Monthly	\$
1	Katy Geissert Civic Center Library Passenger	Hydraulic	2500#	100	3/3	Operating hours	Monthly	\$
2	Katy Geissert Civic Center Library Passenger	Hydraulic	2500#	100	3/3	Operating hours	Monthly	\$
1	City Yard-Transit Garage Passenger	Hydraulic	2500#	125	2/2	Operating hours	Monthly	\$
1	City Yard-Services Garage Passenger	Hydraulic	2500#	125	2/2	Operating hours	Monthly	\$
2	City Yard-Fleet Service Garage Passenger	Hydraulic	2000#	125	2/2	Operating hours	Monthly	\$
1	City Yard-Fleet Service Garage Freight	Hydraulic	12,000#	50	2/2	Operating hours	Monthly	\$
1	Airport Tower Passenger	Hydraulic	12,000#	50	4/4	Operating hours	Monthly	\$
1	Main City Hall Passenger	Hydraulic	2500#	100	4/4	Operating hours	Monthly	\$
1	Main City Hall Service	Hydraulic	2500#	100	4/4	Operating hours	Monthly	\$
1	East Annex Building Passenger	Hydraulic	3500#	125	2/2	Operating hours	Monthly	\$
1	West Annex Building Passenger	Hydraulic	2100#	125	3/3	Operating hours	Monthly	\$
1	Cable Building Passenger	Hydraulic	2000#	100	2/2	Operating hours	Monthly	\$

TOTAL FOR ELEVATOR NOS. 1-13

\$



City of Torrance  
Elevator Maintenance Services Bid B 2005-27  
APPENDIX C – Additional Information

Callback Technicians

Name	Years of Experience	Years of Experience in this Capacity	Years of Experience Maintaining Similar Equipment
Alfred Alvarez	16	11	11
Marty Asato	6	6	6
Jason Babcock	11	6	6
Darren Banul	16	11	11
James Bass, Jr.	8	3	3
David Crumly	20	15	15
Charles D'Auria	37	32	32
Scott Davidson	18	13	13
Brian Gillaspay	5	1	1
Bo Hankins	24	19	19
Keith Jones	17	12	12
Kenwood Jung	25	20	20
Patrick Manzo	35	30	30
Russell McClung	6	1	1
Chuck Morphew	7	2	2
Patrick Orel	15	10	10
Kasey Phillips	8	3	3
Scott Werner	19	14	14

❖ ❖ ❖

APPENDIX E – BID ATTACHMENTS

Examples of the following records keeping/reporting forms shall be submitted with this bid:

- 1. Copy of Preventive Maintenance Plan (check chart) customized for this project. Included: Yes  No
- 2. Master Maintenance Calendar to include, but not be limited to, non-routine events such as safety tests, hoistway cleaning, etc. Included: Yes  No
- 3. A17.1, Rule 1206.7 Fireman’s Service Maintenance/Test log/recording record. Included: Yes  No
- 4. Earthquake protection system test log. *N.A.* Included: Yes  No
- 5. A17.1, Rule 6 1002.2f (Fireman’s Service and 1002.2g (Emergency Power) – *N.A. - Applies to traction elevators only.* Included: Yes  No
- 6. Monthly operational exam report form. Included: Yes  No
- 7. Service Ticket example Included: Yes  No
- 8. Callback and repair logs. Included: Yes  No
- 9. Demonstration of Similar Work: Provide submittal as required by Section 2.4. Included: Yes  No
- 10. Obsolete parts list and Maintenance Agreement Discussion Topics Included: Yes  No





City of Torrance  
Elevator Maintenance Services Bid B 2005-27  
APPENDIX E – Item 2

**Master Maintenance Calendar**

All elevators under contract will be scheduled to be serviced once monthly, for one (1) hour each (except the Fleet Services freight elevator, which will be serviced for two hours each month), as required by the subject Bid Specification and per the enclosed Preventive Maintenance Chart for Hydraulic Elevators. The number of elevators serviced in one visit will depend on the amount of time required to complete that month's scheduled procedure(s).

Non-routine events, such as safety tests, hoistway cleaning, etc. will be completed as shown on the Preventive Maintenance Chart for Hydraulic Elevators as conditions warrant, or as required by code and/or State mandate.

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## ELEVATOR MONTHLY FIRE SERVICE TESTING LOG

All elevators provided with firefighters' service shall be subjected monthly to Phase I recall and a minimum of one floor operation on Phase II, to assure the system is maintained in proper operating order. A written record of findings on the operation shall be made and kept on the premises of said operations. 1206.7.

Building Address \_\_\_\_\_ State #: \_\_\_\_\_

Year 20__	Date Tested	Tested By (Name)	Phase I Results	Smoke Detector Floor #	Phase II Results
JAN					
FEB.					
MAR.					
APRIL					
MAY					
JUNE					
JULY					
AUG.					
SEPT.					
OCT.					
NOV.					
DEC.					

**RESULTS LEGEND:**

OK = Passed, with all systems operable

NG = No Good. All systems did not pass

N.A. = Not Applicable. Smoke detectors and/or Phase II do not exist in this building.



- Service Ticket -  
**AMTECH Elevator Services**

DEPT.		DATE
EMP. NO.		W.O. NO.
PHASE NO.		CUST. P.O. NO.

WORK PERFORMED

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VANDALISM		MISUSE		BILLABLE	
WORK COMPLETED	YES	NO			

MECHANIC NAME	AT JOB SITE				TRAVEL TIME			TOTAL
	X 1.0	X 1.5	X 1.7	X 2.0	X 1.5	X 1.7	X 2.0	HOUR

ZONE NO.		SUBSISTENCE	
----------	--	-------------	--

QTY.	MATERIAL (AMTECH PART NO.)	COSTED Y/N	SOURCE W/T/J

*Job Hazard Analysis:* This section deals with employee safety

Job Task: \_\_\_\_\_

Hazard: \_\_\_\_\_

Action: \_\_\_\_\_

PLEASE SEE THAT THE ITEMS SHOWN ARE CORRECT BEFORE SIGNING. ALL CHARGES ARE MADE FROM THIS TICKET. THE TERMS OF THE CONTRACT SHALL APPLY IN BILLING. THE CUSTOMER AGREES TO PAY ALL CHARGES NOT COVERED BY THE SERVICE CONTRACT.

BILLING No. 005401	ACCEPTED FOR CUSTOMER
	By _____

# AMTECH Elevator Services TROUBLE REPORT

BLDG. \_\_\_\_\_ ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

BLDG. CONTRACT \_\_\_\_\_ NAME \_\_\_\_\_ PHONE \_\_\_\_\_

MAKE \_\_\_\_\_ TYPE \_\_\_\_\_ ELEV. NO. \_\_\_\_\_ JOB NO. \_\_\_\_\_

NATURE OF TROUBLE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WORK NECESSARY TO CLEAR TROUBLE (GIVE FULL DETAILS, INCLUDE ALL DIMENSIONS.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED TIME TO COMPLETE \_\_\_\_\_

MATERIAL NEEDED TO COMPLETE JOB \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

ABOVE WORK IS AUTHORIZED

\_\_\_\_\_ SIGNED \_\_\_\_\_



City of Torrance  
Elevator Maintenance Services Bid B 2005-27  
APPENDIX E – Item 9

**Demonstration of Similar Work**

Amtech successfully completes ongoing service, troubleshooting, repair and/or modernization work, similar to that described in the subject Bid Specification, for approximately 2,700 elevators/escalators within the jurisdiction of our Downey-based offices.

The Amtech, Downey office employs a total of twenty-eight (28) Route Mechanics and Troubleshooters, managed by two experienced Maintenance Supervisors. In addition, our dedicated Repair Department, headed by a veteran Repair Manager and his Assistant Manager, deploy sixteen Repair Mechanics to complete elevator repairs as needed and approved by our clients.

Amtech also provides a fully-staffed, experienced Modernization function, led by expertly qualified managers, to respond to complex elevator renovation requests.

The following are only four of the hundreds of clients we serve every day. These four have been selected because of the diversity of work performed and the similarity of elevator equipment and/or business operations to those of the City of Torrance:

- City of Los Angeles  
111 East 1<sup>st</sup> St. (City Hall)  
Los Angeles, CA  
Ruben Verduzco (213) 485-7176
- Marriott Hotel Marina Del Rey  
4100 Admiralty Way  
Marina Del Rey, CA  
Steve Thompson (310) 448-4871
- Century Hill Condo Association Homeowners Association  
10100 Galaxy  
West Los Angeles, CA  
Diane Stiller (310) 557-9000
- Hyperion Treatment Plant  
12000 Vista Del Mar  
Playa Del Rey, CA  
George Maples (310) 648-5361





City of Torrance  
Elevator Maintenance Services Bid B 2005-27  
APPENDIX E – Item 10

**Obsolete Parts List (per Bid Specification Section 2.1.1.10.7) and  
Maintenance Agreement Discussion Topics**

Obsolete Parts:

Obsolete parts identified during the mandatory job walk on May 11, 2005 include:

- “Cladboard” controllers installed on
  - Two (2) Police Dept. elevators
  - City Yard Fleet Services freight elevator
  - City Yard Fleet Services passenger elevator
  - City Yard Transit elevator
- “THE” valve installed on the East Annex elevator
- “Kimbal” controller installed on Airport elevator

Maintenance Agreement Discussion Topics:

Amtech respectfully submits the following as suggested points of discussion relative to the elevator maintenance services agreement between the City of Torrance and Amtech Elevator Services.

- Withheld payments for all sites for non-performance at any given site: It is Amtech’s intention to perform in full compliance with the City’s expectations at all sites. In the event that performance is, for whatever reason, compromised at one site, Amtech agrees to the withholding of payments for the affected site, but not for all sites.
- Audit privileges: Amtech agrees, upon reasonable request, to substantiate that our billing is in conformity with the terms of the agreement and to furnish documents verifying each charge billed to the City on a time and material basis or to the extent required by law. Amtech does not agree to other audit privileges.
- Employee Search/Testing: Amtech supports your efforts in attempting to maintain a safe, healthy and productive working environment; however, we cannot agree to authorize any party to search our employees or require our employees to submit to any tests. Amtech will take appropriate action in the event that you advise us of any action by any of our employees that is contrary to the maintenance of a safe, healthy and productive workplace.



# Work History for Torrance City Hall

From 11/30/2004 to 05/29/2005

*Actual Service callback a repair logs for elevators currently under service with Amtech.*

Elev-ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Work Done By
<b>Building: Torrance City Hall - 3031 Torrance Blvd</b>						
99285	11/30/2004	10:30 12:00	Service Call PASSENGER 1	Doors are hesitating @ times to open @ both floors.	Repaired door open limit and car stop switch and returned to service	Alan Evans D460489
99285	01/05/2005	15:30 16:30	Reg. Maintenance PASSENGER 1			Alan Evans D460489
99285	02/02/2005	11:00 12:00	Reg. Maintenance PASSENGER 1			Alan Evans D460489
99285	02/03/2005	15:00 16:00	Reg. Maintenance PASSENGER 1			Alan Evans D460489
99285	02/03/2005	00:00 00:00	Service Call PASSENGER 1	Elevator is down.	** CANCELED 02/04/2005 11:07:09 No reason given. Canceled by Terry Bollin **	Alan Evans D460489
99285	03/11/2005	00:00 00:00	Reg. Maintenance PASSENGER 1			Alan Evans D460489
99285	04/11/2005	15:30 16:00	Reg. Maintenance PASSENGER 1			Alan Evans D460489
99285	05/20/2005	10:00 14:00	Repair PASSENGER 1	Five (5) Year Load Test: Furnish labor and material to perform a five (5) year load test.	LOAD TEST	Huey Baker D461983
99285	05/20/2005	10:00 14:00	Repair PASSENGER 1	Five (5) Year Load Test: Furnish labor and material to perform a five (5) year load test.	Load test	Eugene Korycki D460493
99285	05/25/2005	11:30 12:30	Reg. Maintenance PASSENGER 1			Alan Evans D460489

**Totals**

1X: 14.80  
 OT: 0.00  
 2X: 0.00  
 Expenses: \$0.00

WORK HISTORY OF CITY YARD

From 11/30/2004 to 05/29/2005

11/30/04 SERVICE PERFORMED BEFORE

logs for elevators currently under

Service with Antech.

Elev ID Serial#	Work Date	Time in out	Work type Location	Job Description / Problem Reported	Work Description	Work Done By
<b>Building: City Yard - 20500 Madrona Ave</b>						
84088	01/10/2005	10:00 11:00	Reg. Maintenance FREIGHT 4			Alan Evans D460489
84086	01/10/2005	11:00 12:00	Reg. Maintenance PASSENGER 3			Alan Evans D460489
84087	01/10/2005	12:00 13:00	Reg. Maintenance PASSENGER 2			Alan Evans D460489
84045	01/10/2005	13:00 14:00	Reg. Maintenance PASSENGER 1			Alan Evans D460489
84087	01/10/2005	00:00 00:00	Service Call PASSENGER 2	Transit elevator not leveling.	** CANCELED 01/10/2005 10:33:25 Cancel per Alan Canceled by Toni Bahe	Alan Evans D460489
84086	02/08/2005	13:00 14:00	Reg. Maintenance PASSENGER 3			Alan Evans D460489
84087	02/08/2005	15:00 16:00	Reg. Maintenance PASSENGER 2			Alan Evans D460489
84045	02/08/2005	12:00 13:00	Reg. Maintenance PASSENGER 1			Alan Evans D460489
84088	02/08/2005	15:00 16:00	Reg. Maintenance FREIGHT 4			Alan Evans D460489
84086	03/18/2005	00:00 00:00	Reg. Maintenance PASSENGER 3			Alan Evans D460489
84045	03/18/2005	00:00 00:00	Reg. Maintenance PASSENGER 1			Alan Evans D460489
84087	03/18/2005	00:00 00:00	Reg. Maintenance PASSENGER 2			Alan Evans D460489
84087	03/18/2005	00:00 00:00	Reg. Maintenance PASSENGER 2			Alan Evans D460489
84088	04/20/2005	15:00 16:00	Reg. Maintenance FREIGHT 4			Alan Evans D460489
84086	04/20/2005	13:00 14:00	Reg. Maintenance PASSENGER 3			Alan Evans D460489
84045	04/20/2005	12:00 13:00	Reg. Maintenance PASSENGER 1			Alan Evans D460489
84087	04/20/2005	14:00 15:00	Reg. Maintenance PASSENGER 2			Alan Evans D460489