

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HIGHWAYS DIVISION  
HONOLULU, HAWAII

SPECIAL PROVISIONS, SPECIFICATIONS, PROPOSAL AND CONTRACT

FOR

MAINTENANCE, TESTING AND INSPECTION OF ELEVATORS

AT

HARANO TUNNEL, INTERSTATE ROUTE H-3 FREEWAY

ISLAND OF OAHU

PROJECT NO. HWY-OT-2023-10

2023

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## **NOTICE TO BIDDERS**

(Chapter 103D, HRS)

The receiving of SEALED BIDS for MAINTENANCE, TESTING AND INSPECTION OF ELEVATORS AT HARANO TUNNEL, INTERSTATE ROUTE H-3 FREEWAY, ISLAND OF OAHU, PROJECT NO. HWY-OT-2023-10, will begin as advertised in HiePRO. Bidders are to register and submit bids through HiePRO only. See the following HiePRO link for important information on registering: <https://hiepro.ehawaii.gov/welcome.html>.

The deadline to submit bids is April 24, 2023, at 2:00 P.M., Hawaii Standard Time. Bids received after said due date and time shall not be considered.

The scope of work consists of maintenance, testing and inspection of elevators, appurtenances and accessories at Harano Tunnel, Interstate Route H-3 Freeway, island of Oahu.

To be eligible for award, bidders must possess a valid State of Hawaii Specialty Contractor's "C-16" Elevator Contractor License at the time of bidding. Bidder's attention is also directed to Section 10.2 regarding additional bidder's qualifications.

A pre-bid conference is scheduled for April 6, 2023, at 9:00 A.M., at the Harano Tunnel, Traffic Operation Center, second floor conference room. All prospective bidders or their representatives (employees) are encouraged to attend, but attendance is not mandatory. Persons needing special accommodations at the pre-bid conference due to a disability may contact Jake Dickman, by phone at (808) 587-2189 or email at [jake.j.dickman@hawaii.gov](mailto:jake.j.dickman@hawaii.gov) or Michelle Kwan, by phone at (808) 587-2186 or email at [michelle.s.kwan@hawaii.gov](mailto:michelle.s.kwan@hawaii.gov). The on-site inspection will be conducted immediately after the meeting.

All requests for information (RFI) shall be received in writing via HiePRO prior to the Question Due Date in General Information of the HiePRO solicitation. Questions received after the deadline will not be addressed. Verbal requests for information will not receive a response.

Any protest of this solicitation shall be submitted in writing to the Director of Transportation, in accordance with §103D-701, HRS and §3-126, HAR.

Campaign contributions by State and County Contractors. Contractors are hereby notified of the applicability of §11-355, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, contact the Campaign Spending Commission at (808) 586-0285.

The Equal Employment Opportunity Regulations of the Secretary of Labor implementing Executive Order 11246, as amended, shall be complied with on this project.

The U.S. Department of Transportation Regulation entitled “Nondiscrimination in Federally-Assisted Programs of the U.S. Department of Transportation,” Title 49, Code of Federal Regulations (CFR), Part 21 is applicable to this project. Bidders are hereby notified that the Department of Transportation will affirmatively ensure that the contract entered into pursuant to this advertisement will be awarded to the lowest responsible bidder without discrimination on the grounds of race, color, national origin or sex (as directed by 23 CFR Part 200).

For additional information, contact Jake Dickman, by phone at (808) 587-2189 or email at [jake.j.dickman@hawaii.gov](mailto:jake.j.dickman@hawaii.gov) or Michelle Kwan, by phone at (808) 587-2186 or email at [michelle.s.kwan@hawaii.gov](mailto:michelle.s.kwan@hawaii.gov).

The State reserves the right to reject any or all proposals and to waive any defects in said proposals for the best interest of the public.



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ROBIN K. SHISHIDO  
Highways Deputy Director

The State reserves the right to reject any or all proposals and to waive any defects in said proposals for the best interest of the public.

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ROBIN K. SHISHIDO  
Deputy Director, Highways Division

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HIGHWAYS DIVISION  
HONOLULU, HAWAII

SPECIAL PROVISIONS

## SPECIAL PROVISIONS

The specifications contain herein are amended as follows:

(A) SECTION 1 – DEFINITIONS AND TERMS shall be amended as follows:

1. 1.33 SUBCONTRACTOR shall be amended in its entirety to read as follows:

“1.33 SUBCONTRACTOR – An individual, partnership, firm corporation, or joint venture, or other legal entity, as licensed or required to be licensed under Chapter 444, Hawaii Revised Statutes, as amended, which enters into an agreement with the Contractor to perform a portion of the work.”

2. 1.38 WORKING DAY shall be amended in its entirety to read as follows:

“1.38 WORKING DAY – Every day, except Saturdays, Sundays, State holidays as applicable and as observed.

Normal State holidays are as follows:

New Year's Day (The first day in January)  
Dr. Martin Luther King, Jr. Day (The third Monday in January)  
President's Day (The third Monday in February)  
Prince Jonah Kuhio Kalaniana'ole Day (The twenty-sixth day in March)  
Good Friday (The Friday preceding Easter Sunday)  
Memorial Day (The last Monday in May)  
King Kamehameha Day (The eleventh day in June)  
Independence Day (The fourth day in July)  
Statehood Day (The third Friday in August)  
Labor Day (The first Monday in September)  
General Election Day (The first Tuesday in November following the first Monday of even numbered years)  
Veteran's Day (The eleventh day in November)  
Thanksgiving Day (The fourth Thursday in November)  
Christmas Day (The twenty-fifth day in December)

State Holiday schedules can be obtained online at:

<http://dhrd.hawaii.gov/state-observed-holidays/>”

3. Add the following new subsections:

“1.39 ENGINEER – The respective District Engineer, acting directly or through his duly authorized representatives, who are responsible for engineering supervision of construction and other highway matters.

1.40 STANDARD SPECIFICATIONS – The Hawaii Standard Specifications for Road and Bridge Construction, 2005, Highways Division, Department of Transportation, including any amendments. To review the Standard Specifications, log on to:

<http://hidot.hawaii.gov/highways/s2005-standard-specifications/>

to review the 2005 Standard Specifications and their applicable amendments/Special Provisions.

The Contractor shall utilize the latest revision.

1.41 OSHA – The U.S. Department of Labor (DOL), Occupational Safety and Health Administration (OSHA). To review the OSHA, log on to:

<https://www.osha.gov/>

The Contractor shall utilize the latest revision.”

(B) SECTION 2 – PROPOSAL REQUIREMENTS AND CONDITIONS shall be amended as follows:

1. 2.3 PROPOSAL GUARANTY is deleted in its entirety.
2. 2.4 DELIVERY OF PROPOSALS shall be amended in its entirety to read as follows:  
  
“2.4 DELIVERY OF PROPOSALS – The bidder shall submit the proposal in HIePRO. Bids received after said date and time shall not be considered. Original bid documents do not have to be submitted. Award shall be made based on proposals submitted via HIePRO.”
3. 2.5 WITHDRAWAL OF PROPOSALS shall be amended in its entirety to read as follows:  
  
“2.5 WITHDRAWAL OF PROPOSALS – A bidder may withdraw or revise a proposal after the bidder submits the proposal in HIePRO. Withdrawal or revision of proposal shall be completed before the time set for receiving of bids.”
4. 2.6 PUBLIC OPENING OF PROPOSALS is not applicable.
5. Add the following new subsection:  
  
“2.9 CERTIFICATE FOR PERFORMANCE OF SERVICES – Pursuant to Section 103-55, Hawaii Revised Statutes, and unless indicated otherwise, each

bidder should submit the “Certificate for Performance of Services” in the event bids are more than \$25,000. The notarized certificate shall be submitted to the Contracts Office, Department of Transportation, 869 Punchbowl Street, Honolulu, Hawaii 96813, before entering a contract to perform services. This form is available in the Forms section.

**As of October 1, 2022**, salaries of State employees performing work similar to the work called for under this contract are as follows:

Class Title	Bargaining Unit (BU) Salary Schedule	Grade	Minimum Hourly Pay Rate
Electrician Helper	BU 01	BC-05	\$ 24.57
Electrician I	BU 01	BC-10	\$ 30.73
Electrician II (working foreman)	BU 01	WS-10	\$ 32.53
Maintenance Mechanic I	BU 01	BC-09	\$ 29.61
Maintenance Mechanic II	BU 01	WS-09	\$ 31.42

The above information is provided to the Contractor for guidance only and is subject to change in accordance with existing collective bargaining contracts or shall change as contracts are renegotiated. It is the Contractor’s responsibility to verify the accuracy of the wage rates contained herein and to provide for changes in the minimum wages, which shall be paid to personnel when work is done on this project. Information on the status of Bargaining Unit (BU) contracts, salary schedules, Class Specifications and minimum qualification requirements can be obtained from the State Department of Transportation, Highways Division, Personnel Management office (587-2229) or online at:

<http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/>

Bidders are further advised that they are not restricted to hire only those classifications of employees as listed but are free to employ such other classifications of workers as the bidder deems proper and proposes to use on the project, as may be according to the bidder’s common hiring practice. However, the principal duties of employees other than those listed hereinabove working on the project shall be matched against those of State workers to determine the closest equivalent State employee classification, and the Contractor shall compensate such employee(s) at a rate which is no less than that of the equivalent State employee.”

(C) SECTION 3 – AWARD AND EXECUTION OF CONTRACT shall be amended as follows:

1. 3.1 AWARD OF CONTRACT shall be amended by adding the following to the end of the subsection:

“Any bid lacking a unit price or amount shall disqualify the bidder.”

- (D) SECTION 4 – SCOPE OF WORK shall be amended as follows:

1. 4.2 PERFORMANCE OF WORK shall be amended by adding the following to the end of the subsection:

“The Contractor shall perform work satisfactorily in the judgment of the State during the contract period.

If it appears at any time that the work contracted to be performed is not satisfactory, the State may require the Contractor to furnish and place in operation such additional force and equipment as the State shall deem necessary to bring the work up to satisfactory status.

In case the Contractor fails to comply after ten (10) working days from the date of receipt of such a written order from the State, the State may employ a working force and equipment and charge the Contractor for the reasonable cost thereof including depreciation for equipment and or he may terminate the contract.”

- (E) SECTION 5 – CONTROL OF WORK shall be amended as follows:

1. 5.3 COOPERATION OF CONTRACTOR AND STATE shall be amended by adding the following to the end of the subsection:

“The Contractor shall always have an authorized individual to relate with the State Inspector or Engineer at each work site during scheduled work.

The Contractor shall furnish the State with contract information including a telephone number and an electronic mail address where the Contractor may always be reached. The Contractor shall respond to all notifications within an hour of receipt and no longer than three (3) hours of receipt.”

2. 5.4 INSPECTION shall be amended by adding the following to the end of the subsection:

“The State reserves the right to have all work as specified by the contract documents to be inspected by a State Inspector or by a State-Contractor/ Consultant-provided inspector.

The Contractor shall maintain all books, documents, papers, records, and other evidence pertaining to payroll, employee’s name, wage rates and hours worked

and to make such materials and information available at their respective offices at all reasonable times during the contract period and for three (3) years from the date of final payment under the contract, for inspection by the State. Failure to comply with the conditions of this Section during the contract period may result in cancellation of the contract.”

3. 5.5 REMOVAL OF DEFECTIVE AND UNAUTHORIZED WORK shall be amended by adding the following paragraphs to the end of the subsection:

“At any time during the performance of this contract, but no later than six months after the acceptance of the services or materials incorporated in accordance with the requirements of this contract, the State may require the Contractor to remedy by correction or replacement, any services or materials which have failed to comply with the requirements of this contract.”

- (F) SECTION 7 – LEGAL RELATIONS AND RESPONSIBILITY shall be amended as follows:

1. 7.8 LABOR AND COMPENSATION REQUIREMENTS shall be amended by replacing the first two paragraphs with the following:

“7.8 LABOR AND COMPENSATION REQUIREMENTS – Pursuant to Section 103-55, H.R.S., Wages, Hours, Working Conditions of Employees of Contractor’s Supplying Services, services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work. The Contractor shall submit certified payroll affidavits in the form approved by the Department.

Additional information on the requirements of Section 103.55, H.R.S. may be obtained at:

[https://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/HRS\\_0103-0055.htm](https://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm).

The Contractor shall be required to comply with the laws of the U.S. Citizenship and Immigration Services (USCIS). The Department reserves the right to periodically check the employable status of persons listed on the certified payroll certificates. Any person, who is found to be an illegal alien (undocumented alien) under the laws of the USCIS, shall be immediately dismissed from the project and not be rehired until he or she is properly cleared.”

2. Add the following new subsection:

“7.10 PUBLIC CONVENIENCE AND SAFETY

The Contractor shall always conduct maintenance operations with due regard to the convenience and safety of the public. The protection of persons and property shall be provided by the Contractor.

All work under this contract shall be in full compliance with Subsection 107.11, Safety: Accident Prevention and 107.12, Protection of Persons and Property of the Standard Specifications. Refer to Section 1.40 Standard Specifications, of the Special Provisions for the definition of Standard Specifications.

The Contractor shall take all necessary precautions to protect all personnel from hazards and injuries. The rules and regulations promulgated by the U.S. Department of Labor Occupational Safety and Health Acts (OSHA); the Hawaii Department of Labor and Industrial Relations (DLIR); the Hawaii Occupational Safety and Health Division (HIOSH) and any other applicable federal, state, and local rules and regulations are not included herein, but are applicable and made part of these Specifications.”

(G) SECTION 8 – PROSECUTION AND PROGRESS shall be amended as follows:

1. 8.2 SUBCONTRACTING shall be amended by replacing the first paragraph with the following paragraphs:

“The Contractor shall give his personal attention to the fulfillment of the contract and shall always keep the work under his control.

The scope and nature of work required under this contract are such that any licensed C-16 Elevator Contractor should be able to do the work required without subcontracting any of it to others.

Any work, which falls outside of the authorized work of the C-16 license or work that requires specific training and certification, may be subcontracted only upon approval of the State or the Contractor may employ these personnel that requires specific training and certification as part of his or her staff. The State’s decision shall be final. Payment of all costs for such subcontractor work shall be according to prices or arrangements agreed upon prior to authorization of such work in writing.”

2. 8.6 LIQUIDATED DAMAGES shall be amended by adding the following to the end of the subsection:

“Liquidated Damages – Timely performance by the Contractor of all his duties every calendar day is an essential part of this contract and in case of failure on the part of the Contractor to perform any of his duties in a timely manner, damages will be sustained by the State. As the amount of damages are difficult to predetermine, the amount of such damages are fixed in advance as follows:

- a. **Routine/preventive Maintenance and Inspection Service.** For failure to provide satisfactory and timely maintenance and inspection service in accordance with the specifications as determined by the State, liquidated damages shall be assessed to the Contractor for each calendar day at \$750.00 for each calendar day delay or at the rate of five percent (5%) of the applicable monthly unit price of the maintenance service bid price, whichever figure is greater.

Failure to provide scheduled servicing on seven or more occasions shall be considered sufficient to terminate the contract.

- b. **Trouble calls.** \$100.00 for each delay or five percent (5%) of current total monthly billing, whichever figure is greater, maybe deducted from State's payment to the Contractor for each and every time it does not respond within one (1) hour during regular working hours and four (4) hours during off hours after receipt of a trouble call request for remedial maintenance for which it is contractually obligated under this contract.

In addition, if the Contractor does not respond within one hour during regular working hours and four (4) hours during off hours, the State reserves the right to arrange for other elevator maintenance services to do the work. The Contractor shall pay for the difference of the charges.

- c. **Shutdowns.** Five percent (5%) of current total monthly billing may be deducted from State's payment if any elevator is shut down for repairs for more than forty-eight (48) hours due to lack of any part as specified in the Specifications.

(H) SECTION 9 – PAYMENT shall be amended as follows:

1. 9.2 RETAINAGE/DEDUCTION FROM PAYMENT shall be amended by adding the following to the end of the third paragraph:

“Retainage is deducted monthly starting on the first invoice of the applicable term and if contract performance is satisfactory, deduction will end after six months. The Contractor has two options to be paid the retainage amount:

- a. Submit the total retainage invoice at the end of the first term. Repeat the whole process of deducting retainage and submitting total retainage for payment for each contract term, or
- b. Submit the total retainage invoice held during the first term at the end of the fifth term or the final term, as applicable (when contract is not renewed, etc.). Retainage will no longer be deducted at the

second, third, fourth and fifth term, or the. final term, as applicable (when contract is not renewed, etc.) of the contract.”

2. 9.4 PROGRESS PAYMENTS shall be amended by adding the following to the end of the subsection:

“The Contractor shall bill the State once a month when a work order is in progress. All monthly invoices shall be subject for correction at any time prior to or in the final estimate and payment.

To expedite processing of all payments for services rendered, the Contractor shall forward copies of the invoice as specified in Section 9.4 Progress Payments, of the Specifications, to the following address:

Tunnel Section c/o District Engineer - Oahu District Highways Division Department of Transportation 727 Kakoi Street Honolulu, Hawaii 96819
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Each invoice shall include but not limited to the following information:

- a. Contractor's name, address, and phone number.
- b. Contract number, project number and project title.
- c. Bid item number, description of services, periods covered or date of service performed, quantity, unit price, amount, subtotal, and total.
- d. Deductions, as applicable, shall be included in the invoices as separate subtotal(s) and labeled as either (1), (2), and/or (3) below:
  - i. Deductions for failing to maintain the designated landscaped areas satisfactorily.
  - ii. Liquidated Damages.
  - iii. Retainage.
- e. Certification by the Contractor that services as requested under the Contract have been performed as specified in Section 9.4 Progress Payments, of these Specifications.

Pursuant to Section 7.8 Labor and Compensation Requirements, of the Special Provisions, the Contractor shall submit certified copies of the payrolls with the monthly invoice within seven (7) days after the end of the month. The certification shall affirm that the payrolls are correct and complete. The certificates shall be forwarded to the same address as specified above.”

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION

SPECIFICATIONS

## SECTION 1 - DEFINITION AND TERMS

Whenever the following pronouns are used in these specifications, or in any documents or instruments where these specifications govern, the intent and meaning shall be interpreted as follows:

1.1 ADDENDA - A written document which may be issued by the Director during the bidding period involving changes to the specifications and plans, if any, which shall be considered and made a part of the contract.

1.2 AIRPORTS DIVISION - Airports Division, Department of Transportation, State of Hawaii.

1.3 AWARD - The written acceptance of a proposal by the State.

1.4 BIDDER - Any individual, partnership, corporation or other legal entity, or combination thereof, submitting a proposal for the work contemplated, acting either directly or through a duly authorized representative.

1.5 CALENDAR DAY - Every day shown on the calendar. If no designation of calendar or working day is made, "day" shall mean calendar day.

1.6 CHANGE ORDER - A written order issued by the Director to the Contractor requiring the contract work to be performed in accordance with a change or changes that may involve an adjustment in contract time and price or requiring performance of any unforeseen work essential to complete the contract.

1.7 CONTRACT - The written agreement between the State and the Contractor setting forth the obligations of the parties thereunder, including, but not limited to, the performance of the work, the furnishing of labor and materials, and the basis of payment.

The contract includes the (1) notice to bidders, (2) proposal, (3) contract form and contract bond, (4) specifications, (5) special provisions and plans, if any, (6) addenda, (7) notice to proceed, and (8) change orders and agreements that are required to complete the work, all of which constitute one instrument.

1.8 CONTRACT BOND - The approved form of security, executed by the Contractor and its Surety or Sureties, guaranteeing the completion of the work in accordance with the terms of the contract, and guaranteeing full payment of all claims for labor, materials, and supplies used or incorporated in the work.

1.9 CONTRACT TIME - The number of working days or calendar days allowed for completion of the contract, including authorized time extensions.

If a calendar date is specified as the date of completion in lieu of the number of working days or calendar days, the contract shall be completed by that date.

In case the contract is for a specified period of time, the contract time shall be for said specified period of time.

1.10 CONTRACTOR - The individual, partnership, corporation or other legal entity, or combination thereof, contracting with the State for performance of the prescribed work.

1.11 DEPARTMENT - The State Department of Transportation.

1.12 DIRECTOR - The Director of Transportation, acting either directly or through the Director's duly authorized representative.

1.13 EQUAL OR APPROVED EQUAL - Whenever this term is used in the specifications and plans, if any, it means a brand or article pre-qualified in accordance with Section 6.2 Trade Names and Alternates and which may be used in place of the one specified.

1.14 H.A.R. or HAR - Hawaii Administrative Rules.

1.15 H.R.S. or HRS - Hawaii Revised Statutes.

1.16 HARBORS DIVISION - Harbors Division, Department of Transportation, State of Hawaii.

1.17 HIGHWAYS DIVISION - Highways Division, Department of Transportation, State of Hawaii.

1.18 HOLIDAYS - The days which are set apart and established as State holidays pursuant to Section 8-1, H.R.S.

1.19 INSPECTOR - The Director's authorized representative assigned to make detailed inspections of contract performance and materials supplied.

1.20 NOTICE TO BIDDERS - The public announcement, as required by law, inviting proposals for the work to be performed or materials to be furnished.

1.21 NOTICE OF FINAL ACCEPTANCE - Written notice from the Director to the Contractor that the entire contract has been completed in all respects in accordance with the specifications and plans, if any, and any changes thereof previously approved by the Director.

1.22 NOTICE TO PROCEED - Written notice from the Director to the Contractor advising the Contractor of the date on which he is to begin the prosecution of the work.

1.23 PLANS - The contract drawings approved by the Director which show the location, character, dimensions and details of the work to be done and shall be a part of the contract.

1.24 PROCUREMENT OFFICER - The Director's duly authorized representative including project managers, project engineers and contract administrators assigned to prepare, evaluate and administer contracts for the purchasing of goods and services.

1.25 PROPOSAL (OR BID) - The offer of a bidder, on the prescribed form, to perform the work and to furnish the labor and materials at the prices quoted.

1.26 PROPOSAL FORM - The approved format prepared by the Department or a facsimile thereof on which bids for the work must be prepared and submitted. (Reasonable facsimile acceptable for bidding.)

1.27 PROPOSAL GUARANTY - The security furnished with a proposal to guarantee that the bidder will enter into the contract and furnish all other requirements if the bidder's proposal is accepted.

1.28 QUALIFICATION QUESTIONNAIRE - The specified forms on which the bidder shall furnish required information as to the bidder's ability to perform and finance the work.

1.29 S.L.H. or SLH - Session Laws of Hawaii.

1.30 SPECIAL PROVISIONS - Revisions to the specifications. The specific clauses setting forth conditions or requirements peculiar to the project under consideration which are not thoroughly or satisfactorily stipulated in these specifications.

1.31 SPECIFICATIONS - The directions, provisions, and requirements pertaining to the method and manner of performing the work and to the quantities and qualities of materials to be furnished under the contract.

1.32 STATE - The State of Hawaii.

1.33 SUBCONTRACTOR - An individual, partnership, corporation, other legal entity, or any combination thereof, that enters into an agreement with the Contractor to perform a portion of the work for the Contractor.

1.34 SUPERINTENDENT - The Contractor's representative who is responsible for and in charge of the work.

1.35 SURETY - The corporation, partnership or individual, other than the Contractor, executing a bond furnished by the Contractor and guaranteeing performance by the Contractor.

1.36 TITLES (OR HEADINGS) - The titles or headings of the Sections herein are intended for convenience of reference and shall not be considered as having any bearing on their interpretation. Unless otherwise indicated, whenever the word "Section" is used, reference is being made to a Section in these specifications.

1.37 WORK - The furnishing of all labor, materials, equipment, and other incidentals necessary or convenient for the successful completion of the project and the execution of all the duties and obligations imposed by the contract.

1.38 WORKING DAY - Any day, except Saturdays, Sundays and State holidays.

## SECTION 2 - PROPOSAL REQUIREMENTS AND CONDITIONS

2.1 QUALIFICATION OF BIDDERS - Prospective bidders must be capable of performing the work for which bids are called.

In accordance with Section 103D-310, HRS, the Department may require any prospective bidder to submit answers to questions contained in the "Standard Qualification Questionnaire for Prospective Bidders on Public Works Contracts" on the form furnished by the Department, properly executed and notarized, setting forth a complete statement of the experience of such prospective bidder and its organization in performing similar work and a statement of the equipment proposed to be used, together with adequate proof of the availability of such equipment. Whenever it appears to the Department, from answers to the questionnaire or otherwise, that the prospective bidder is not fully qualified and able to perform the intended work, the Department will, after affording the prospective bidder an opportunity to be heard and if still of the opinion that the bidder is not fully qualified to perform the work, refuse to receive or consider any bid offered by the prospective bidder. All information contained in the answers to the questionnaire shall be kept confidential. Questionnaire so submitted shall be returned to the bidders after serving their purpose.

Failure to complete the qualification questionnaire will be sufficient cause for the Department to disqualify a prospective bidder.

No person, firm or corporation may bid where (1) the person, firm, or corporation, or (2) a corporation owned substantially by the person, firm, or corporation, or (3) a substantial stockholder or an officer of the corporation, or (4) a partner or substantial investor in the firm is in arrears in payments owed to the State of Hawaii or its political subdivisions or is in default as a surety or failure to do faithfully and diligently previous contracts with the State.

2.2 REJECTION OF PROPOSALS CONTAINING ALTERATIONS, ERASURES, OR IRREGULARITIES - Proposals may be rejected if they show any alterations of form, additions not called for, conditional bids, incomplete bids, erasures, or irregularities of any kind.

When proposals are signed by any agent, other than the officer or officers of a corporation authorized to sign contract on its behalf or a member of copartnership, a Power of Attorney must be on file with the Department prior to opening bids or shall be submitted with the proposal; otherwise, the proposal may be rejected as irregular and unauthorized.

Members of a joint venture may be requested to supply the Department with a copy of their joint venture agreement or each member of the joint venture may be required to sign the proposal.

2.3 PROPOSAL GUARANTY - A proposal guaranty (bid bond) is not required except when specifically noted in the proposal section of the bid document.

When a proposal guaranty is required with a bid, it will be specifically stated in the proposal; and no proposal totaling \$25,000 or more will be considered unless accompanied by one of the following forms of bidder's security:

- A. a deposit of legal tender; or
- B. a surety bid bond underwritten by a company licensed to issue bonds in the State of Hawaii and submitted on the standard form provided herewith; or
- C. a certificate of deposit, share certificate, cashier's check, treasurer's check, teller's check, or official check drawn by, or a certified check accepted by and payable on demand to the State by a bank, savings institution, or credit union insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA).
  1. The bidder may use these instruments only to a maximum of one hundred thousand dollars (\$100,000.00).
  2. If the required security or bond amount totals over one hundred thousand dollars (\$100,000.00), more than one instrument not exceeding one hundred thousand dollars (\$100,000.00) each and issued by different financial institutions shall be acceptable.
  3. The instrument shall be made payable at sight to the Department of Transportation, State of Hawaii.

According to Section 103D-323, HRS, the above shall be in a sum not less than five percent (5%) of the amount bid.

2.4 DELIVERY OF PROPOSALS - Each proposal shall be placed, together with the proposal guaranty when required, in an envelope and sealed and so marked as to indicate the identity of the project, the name and address of the bidder, and other required information and then delivered as indicated in the Notice to Bidders. Proposals will be received up to the time fixed in the Notice to Bidders for the opening of bids.

2.5 WITHDRAWAL OF PROPOSALS - Any proposal may be withdrawn at any time prior to the time fixed in the Notice to Bidders for the opening of proposals upon the filing of a written request therefore with the Department, executed by the bidder or a duly authorized representative. The withdrawal of a proposal shall not preclude a bidder from submitting a new proposal.

2.6 PUBLIC OPENING OF PROPOSALS - Proposals will be opened and read publicly at the time and place indicated in the Notice to Bidders. Bidders or their authorized agents are invited to be present.

2.7 DISQUALIFICATION OF BIDDERS - Any of the following reasons may be considered as being sufficient grounds for the disqualification of a bidder and the rejection of his proposal or proposals.

A. More than one proposal for the same work from an individual, firm, or corporation under the same or different name.

B. Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for any future work of the Department until such participant shall have been reinstated as a qualified bidder.

C. Evidence of assistance from a person who has been an employee of the agency within the preceding two years and who participated while in State office or employment in the matter with which the contract is directly concerned, pursuant to Section 84-15, H.R.S.

D. Lack of proposal guaranty.

E. Unsigned proposal or proposal not signed in ink by person or persons legally authorized to submit a proposal on behalf of the bidder.

2.8 MATERIAL GUARANTY - The bidder may be required to furnish a complete statement of the origin, composition and manufacture of any or all materials to be used in the prosecution of the work, together with samples. Such samples may be subjected to tests to determine their quality and fitness for the work.

SECTION 3 - AWARD AND EXECUTION OF CONTRACT

3.1 AWARD OF CONTRACT - The State reserves the right to reject any and all proposals and to waive any defects as may be deemed to be in the best interest of the public.

The award of contract, if it be awarded, will be made within sixty (60) calendar days after the opening of bids to the lowest responsive and responsible bidder whose proposal complies with all the prescribed requirements. The successful bidder will be notified, by letter mailed to the address shown in its proposal, that its proposal has been accepted and it has been awarded the contract.

**Requirement for award.** To be eligible for award, the apparent low Bidder will be contacted to submit copies of the documents listed below to demonstrate compliance with Section 103D-310(c), HRS. The documents should be submitted to the Department as soon as possible. If a valid certificate/clearance is not submitted on a timely basis for award of a contract, a Bidder otherwise responsive and responsible may not receive the award.

**A. Tax Clearance.**

Pursuant to §103D-310(c), 103-53 and 103D-328, HRS, the successful bidder shall be required to submit a certified copy of its tax clearance issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) to demonstrate its compliance with Chapter 237, HRS. A tax clearance is valid for six (6) months from the most recent approval stamp date on the tax clearance and must be valid on the bid's first legal advertisement date or any date thereafter up to the bid opening date.

FORM A6, TAX CLEARANCE CERTIFICATE, is available at the following website:

<http://www.hawaii.gov/tax/>

To receive DOTAX Forms by fax or mail, phone (808)587-7572 or 1-800-222-7572.

The application for the Tax Clearance Certificate is the responsibility of the bidder, and must be submitted directly to the DOTAX or IRS. The approved certificate may then be submitted to the Department.

**B. DLIR Certificate of Compliance.**

Pursuant to §103D-310(c), HRS, the successful bidder shall be required to submit a copy (faxed copies are acceptable) of its approved Certificate of Compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR) to demonstrate its compliance with unemployment insurance (Chapter 383, HRS), workers' compensation (Chapter 386, HRS), temporary disability insurance (Chapter 392, HRS), and prepaid health care (Chapter 393, HRS). The certificate is valid for six (6) months from the most recent approval stamp date on the certificate and must be valid on the bid's first legal advertisement date or any date thereafter up to the bid opening date. For certificates which receive a "pending" approval stamp, a DLIR approval stamp is required prior to the issuance of the Notice to Proceed.

FORM LIR#27, APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR, is available at the following website:

[www.hawaii.gov/labor](http://www.hawaii.gov/labor)

More information is available by calling the DLIR Unemployment Insurance Division at (808) 586-8926.

Inquiries regarding the status of a LIR#27 Form may be made by calling the DLIR Disability Compensation Division at (808)586-9200.

The application for the Certificate of Compliance is the responsibility of the bidder, and must be submitted directly to the DLIR. The approved certificate may then be submitted to the Department.

**C. DCCA Certificate of Good Standing.**

Pursuant to §103D-310(c), HRS, the successful bidder shall be required to submit a copy (faxed copies are acceptable) of its approved Certificate of Good Standing issued by the Hawaii State Department of Commerce and Consumer Affairs (DCCA), Business Registration Division (BREG) to demonstrate that it is either:

- (1) incorporated or organized under the laws of the State; or
- (2) registered to do business in the State as

a separate branch or division that is capable of fully performing under the contract.

A Certificate of Good Standing is valid for six (6) months from the approval date on the certificate and must be valid on the bid's first legal advertisement date or any date thereafter up to the bid opening date. A Hawaii business that is a sole proprietorship, is not required to register with the BREG, and therefore not required to submit a Certificate of Good Standing. Bidders are advised that there are costs associated with registering and obtaining a Certificate of Good Standing from the DCCA.

To purchase a CERTIFICATE OF GOOD STANDING, go to On-Line Services at the following website:

[www.hawaii.gov/dcca/](http://www.hawaii.gov/dcca/)

The application for the Certificate of Good Standing is the responsibility of the bidder, and must be submitted directly to the DCCA. The approved certificate may then be submitted to the Department.

3.2 CANCELLATION OF AWARD - The State reserves the right to cancel the award of any contract any time before the execution of said contract by all parties without any liability to the successful bidder or any other bidder.

3.3 RETURN OF PROPOSAL GUARANTY - All proposal guaranties, except those of the lowest two (2) bidders, will be returned immediately following the opening and checking of the proposals. The retained proposal guaranty of the second lowest bidder, if not a bid bond, will be returned within ten (10) calendar days following execution of contract by the successful bidder. The successful bidder's proposal guaranty, if not a bid bond, will be returned after a satisfactory contract bond has been furnished and the contract has been executed.

3.4 REQUIREMENT OF CONTRACT BOND - Only when required by the proposal, the successful bidder at the time of the execution of the contract shall file good and sufficient performance and payment bonds on the forms furnished by the Department, or a facsimile thereof, conditioned for the full and faithful performance of the contract in accordance with the terms and intent thereof and also for the prompt payment to all others for all labor and materials furnished by them to it and use in the prosecution of the work provided for in such contract,

in the manner, form and amount required by Section 3-122-224(b)(2), H.A.R., which bonds shall be in an amount equal to fifty per cent (50%) of the contract price, including amounts estimated to be required for extra work, or in the case of price-term, open-end, or requirements contract under which the total amount to be paid to the Contractor cannot be accurately estimated at the time the contract is to be awarded, the bond amounts shall be as designated in the bid documents. Such bonds shall also by their terms inure to the benefit of any and all persons entitled to file claims for labor performed or materials furnished in the work so as to give them a right of action as contemplated by Section 103D-324, H.R.S.

The bidder shall limit the acceptable performance and payment bonds to the following:

- (a) Legal tender; or
- (b) Surety bond underwritten by a company licensed to issue bonds in the State of Hawaii; or
- (c) A certificate of deposit; share certificate,; cashier's check; treasurer's check; teller's check drawn by or a certified check accepted by and payable on demand to the State by a bank, savings institution or credit union insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA).

1. The bidder may use these instruments only to a maximum of one hundred thousand dollars (\$100,000.00).
2. If the required security or bond amount totals over one hundred thousand dollars (\$100,000.00) more than one instrument not exceeding one hundred thousand dollars (\$100,000.00) each and issued by different financial institutions shall be acceptable.

3.5 EXECUTION OF CONTRACT - The contract and the "Certificate for Performance of Services", similar to a copy of the same annexed hereto, shall be executed by the successful bidder and returned, together with the contract bonds, when required, within ten (10) days after the award of the contract or within such further time as the Director may allow after the bidder has received the contract for execution.

Pursuant to Section 103D-309, H.R.S., the contract shall not bind the State in any way unless said contract has been fully and properly executed by all the parties thereto and

the Comptroller has endorsed thereon a certificate that there is available an unexpended appropriation over and above all outstanding contracts, sufficient to cover the amount required by the contract.

3.6 FAILURE TO EXECUTE CONTRACT - Failure to execute the contract, Certificate for Performance of Services and file acceptable bonds, when required, within ten (10) days after the award of the contract, or within such further time as the Director may allow, shall be cause for the cancellation of the award and the forfeiture of the proposal guaranty. Award of the contract may then be made to the next lowest responsible bidder.

## SECTION 4 - SCOPE OF WORK

4.1 WORK TO BE DONE - The work to be done is described in the Section(s) following Section 9 of these specifications.

4.2 PERFORMANCE OF WORK - The Contractor shall employ, so far as possible, such methods and means in carrying out his work so as not to cause any interruption, disturbance, or interference with the public.

In case the Contractor is performing work in a building, the Contractor shall conduct the work in such a manner so as not to cause any interruption, disturbance, or interference with the business activities of the tenants in the building.

4.3 EXTRA WORK - New and unforeseen items of work will be classed as extra work when they cannot be covered by any of the various items for which there is a bid price.

### 4.4 CHANGES AND CLAIMS FOR ADJUSTMENT

A. Change order. By a written order, at any time, and without notice to any surety, the procurement officer may, subject to all appropriate adjustments, make changes within the general scope of this contract in any one or more of the following:

1. Drawings, designs, or specifications, if the goods to be furnished are to be specially manufactured for the State in accordance therewith;
2. Method of shipment or packing;
3. Place of delivery;
4. Changes in the work within the scope of the contract; or
5. Changes in the time of performance of the contract that do not alter the scope of work.

B. Adjustments of price or time for performance. If any change order increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the price adjustment clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the procurement officer promptly and duly make the provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have

prejudiced any claim for additional compensation, or an extension of time for completion.

C. Time period for claim. Within thirty (30) days after receipt of a written change order under subsection (a) unless the period is extended by the procurement officer in writing, the contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the contractor's claim unless the State or county is prejudiced by the delay in notification.

D. Claim barred after final payment. No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

E. Other claims not barred. In the absence of a change order, nothing in this clause shall be deemed to restrict the contractor's right to pursue a claim as under the contract or for breach of contract.

#### 4.5 PRICE ADJUSTMENT

Any adjustment in contract price pursuant to a clause in this contract shall be made in one or more of the following ways:

- A. By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
- B. By unit prices specified in the contract or subsequently agreed upon;
- C. By the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as specified in the contract or subsequently agreed upon;
- D. In such other manner as the parties may mutually agree; or
- E. In the absence of agreement between the parties, by a unilateral determination by the procurement officer of the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as computed by the procurement officer in accordance with generally accepted accounting principles and applicable sections of chapters 3-123 and 3-126 of the Hawaii Administrative Rules.

#### 4.6 VARIATION IN QUANTITY

Upon agreement of the parties, the quantity of goods or services or both specified in this contract may be increased by a maximum of ten (10) percent provided (1) the unit prices will remain the same except for any price adjustments otherwise applicable and (2) the procurement officer makes a written determination that such an increase will either be more economical than awarding another contract or that it would not be practical to award another contract.

## SECTION 5 - CONTROL OF WORK

5.1 AUTHORITY OF DIRECTOR - The Director shall decide all questions which may arise as to the quality or acceptability of materials furnished and work performed; the manner of performance and rate of progress of the work; the compensation for work performed; the interpretation of the contract and the fulfillment of the contract on the part of the Contractor. The Director's decision shall be final and the Director shall have the authority to enforce any such decision and order which the Contractor fails to carry out promptly and diligently. The Director shall have the following powers in the way of enforcement:

- A. The right to suspend the work.
- B. The right to withhold payment due the Contractor.

5.2 COORDINATION OF PLANS, SPECIFICATIONS AND SPECIAL PROVISIONS - These specifications, the plans, special provisions, and all supplementary documents are essential parts of the contract, and a requirement occurring in one is as binding as though occurring in all. They are intended to describe and provide for the complete work.

5.3 COOPERATION OF CONTRACTOR AND DIRECTOR - The Contractor shall have available at the work site at all times, a copy of the specifications, special provisions and plans. The Contractor shall give the work constant attention to facilitate the progress thereof and shall cooperate with the Director in every way possible.

Before starting work on the project, the Contractor shall designate in writing a superintendent who shall have complete authority to represent and to act for the Contractor.

5.4 INSPECTION - The Director at all times shall have access to the work during its prosecution and shall be furnished with every reasonable facility for ascertaining that the materials and the workmanship are in accordance with the requirements and intentions of these specifications and special provisions. All work done and all materials furnished shall be subject to the Director's inspection and approval.

The inspection of the work shall not relieve the Contractor of any of its obligations to fulfill its contract as prescribed, and defective work shall be made good and unsuitable materials may be rejected, notwithstanding that such defective work and materials may have been previously overlooked by the Director and accepted or included in an estimate for payment.

Projects financed in whole or in part with Federal funds shall be subject to inspection at all times by representatives of the Federal agency involved.

5.5 REMOVAL OF DEFECTIVE AND UNAUTHORIZED WORK - All work which has been rejected shall be corrected or removed and replaced by the Contractor in an acceptable manner and no compensation will be allowed the Contractor for such correction or removal and replacement. Upon failure on the part of the Contractor to comply promptly with any order of the Director, the Director may cause any rejected work to be corrected or removed and replaced and to deduct the costs thereof from any monies due or to become due the Contractor.

5.6 CLAIMS AND DISPUTES - The Contractor may give notice in writing to the Director for claims that extra compensation, damages, or an extension of time for completion is due the Contractor for one or more of the following reasons:

- A. Requirements not clearly covered in the contract, or not ordered by the Director as extra work;
- B. Failure between the State and the Contractor to agree to an adjustment in price for a contract change order issued by the State; or
- C. An action or omission on the part of the Director requiring performance changes within the scope of the contract.

The Contractor shall continue with performance of the contract in compliance with the directions or orders of the procurement officer, but by so doing, the Contractor shall not be deemed to have prejudiced any claim for additional compensation, damages, or an extension of time for completion; provided:

- A. The notice in writing be given:
  - 1. Before the commencement of the work involved, if at that time the Contractor knows of such requirements or the occurrence of such actions or omissions; or
  - 2. Within thirty (30) calendar days after the Contractor knows of such requirements or the occurrence of such action or omission if the Contractor did not have such knowledge before the commencement of the work; or
  - 3. Within thirty (30) calendar days after receipt of the written contract change order that was not

agreed upon by both parties; or

4. Within such further time as may be allowed by the Director in writing.

B. The notice shall clearly state the Contractor's intention to make claim and the reasons why the Contractor believes that additional compensation, changes or an extension of time may be remedies to which the Contractor is entitled; and afford the Director every facility for keeping records of the actual cost of work. Failure on the part of the Contractor to give such notification or to afford the procurement officer proper facilities for keeping strict account of actual cost shall constitute waiver of the claim for such extra compensation. The filing of such notice by the Contractor and the keeping of costs by the procurement officer shall not in any way be construed to prove the validity of the claim.

The Director will review the notice and render a decision. The Director's decision shall be final and conclusive unless, within thirty (30) calendar days from the date of the decision, the Contractor mails or otherwise furnishes a written appeal to the Director. The decision of the Director shall be final. Later notification of such claims shall not bar the Contractor's claim unless the State is prejudiced by the delay in notification. No claim by the Contractor for an adjustment hereunder shall be allowed if notice is not given before final payment under this contract. Any adjustment in the contract price made pursuant to this clause shall be determined according to Section 4.5 - Price Adjustment.

The provisions of this Section shall not be construed as establishing any claims contrary to the terms of Section 4.4 - Changes and Claims for Adjustment.

Nothing herein contained, however, shall excuse the Contractor from compliance with any rules of law precluding any state officers and any Contractors from acting in collusion or bad faith in issuing or performing contract change orders which are clearly not within the scope of the contract.

## SECTION 6 - CONTROL OF MATERIAL AND EQUIPMENT

6.1 DEFECTIVE MATERIALS - All materials not conforming to the requirements of these specifications or the special provisions shall be considered defective and all such materials, whether in place or not, shall be rejected. They shall be removed immediately from the site of the work, unless otherwise permitted by the Director. No rejected materials, the defects of which have been subsequently corrected, shall be used until approval in writing has been given by the Director. Upon failure on the part of the Contractor to comply promptly with any order to remove and replace defective materials, the Director may remove and replace defective material and to deduct the cost of removal and replacement from any monies due or to become due the Contractor.

6.2 TRADE NAMES AND ALTERNATES - For convenience in designation on the plans or in the specifications, certain equipment or articles or materials may be designated under a trade name or the name of a manufacturer and its information catalogue. The use of alternate equipment or an article or material which is of equal quality and of the required characteristics for the purposes intended will be permitted, subject to the written approval of the Director, in accordance with the following requirements:

A. QUALIFICATION BEFORE BID OPENING - When the specifications and/or plans specify one or more manufacturer's brand names of materials or equipment to indicate a quality, style, appearance, or performance, the bidder will be assumed to have based its bid on one of the specified named products, except where such proprietary product are specified, alternate brands may be qualified if found equal or better by the Director. Bidders requesting qualification of alternate proprietary products must submit a request to the Director for review and approval at the earliest date possible, but in any event, such request must be received at the Contracts office not later than ten (10) days before the bid opening date, not including the bid opening date.

It shall be the responsibility of the bidder to submit sufficient evidence based upon which a determination can be made by the Director that the alternate brand is qualified. The evidence shall be transmitted with a covering letter which shall list the evidence submitted and the items for which the substitution is requested.

If the evidence accompanying a request for substitution is insufficient to qualify a particular

model, the request shall be denied provided that further evidence may be submitted to qualify the item five (5) days prior to the bid opening date if the initial request was made prior to the deadline set above.

B. SUBSTITUTION AFTER BID OPENING - Substitution of material or equipment will not be allowed after the bid opening date except under the following unforeseen circumstances:

1. If a specified or pre qualified item is delayed by a lengthy strike in the factory or other unforeseeable contingency beyond the control of the Contractor which would cause an abnormal delay in the project completion.
2. If a specified or pre qualified item is found to be unusable due to change or other circumstances.
3. If the Contractor is willing to provide a more recently developed or manufactured item of material or equipment of the same manufacturer which the Director determines to be equal or better than the one specified or pre-qualified.

A substitution request, regardless of reason, shall be fully explained in writing by the Contractor and shall include its justification for said request, the quantities and unit prices involved, quotations and such other documents as are deemed necessary to support the request. Any savings in cost will accrue to the State and any additional cost for the substituted items will be paid by the Contractor.

The burden of proof as to the comparative quality and suitability of alternate equipment, articles, or materials shall be upon the bidder or Contractor and bidder or Contractor shall furnish, at its own expense, all information necessary or related thereto as required by the Director. The Director shall be the sole judge as to the comparative quality and suitability of alternate equipment, articles or materials and the Director's decisions shall be final.

The above shall not be construed to mean that substitution for brand name specified materials and equipment will be allowed; the Director reserves the right to deny any request he deems irregular or not in the best interest of the State.

6.3 ASSIGNMENT OF ANTITRUST CLAIMS FOR OVERCHARGES FOR GOODS AND MATERIALS PURCHASED

A. Vendor and purchaser recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the purchaser. Therefore, vendor hereby assigns to purchaser any and all claims for such overcharges as to goods and materials purchased in connection with this order or contract, except as to overcharges which result from antitrust violations commencing after the price is established under this order or contract and which are not passed on to the purchaser under an escalation clause.

B. Contractor and owner recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the owner. Therefore, contractor hereby assigns to owner any and all claims for such overcharges as to goods and materials purchased in connection with this order or contract, except as to overcharges which result from antitrust violations commencing after the price is established under this order or contract and any change order. In addition, contractor warrants and represents that each of its first tier suppliers and subcontractors shall assign any and all such claims to owner, subject to the aforementioned exception.

SECTION 7 - LEGAL RELATIONS AND RESPONSIBILITY

7.1 LAWS TO BE OBSERVED - The Contractor shall comply with all federal, state, city and county laws, ordinances, rules and regulations which in any manner affect those engaged or employed in the work, the materials used in the work, and the conduct of the work. Any reference to such laws, ordinances, rules and regulations shall include any amendments thereto effective as of the date of the call for sealed proposals.

The Contractor shall hold harmless, indemnify, defend and where appropriate, insure the State, its officers, agents and employees against any claim or liability arising from or based on the violation of any such laws, ordinances, rules or regulations. If any discrepancy or inconsistency is discovered in the contract for the work in relation to any law, ordinance, rule, regulation, order or decree, the Contractor shall forthwith report the same to the Director in writing.

7.2 PERMITS AND LICENSES - The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and incident to the due and lawful prosecution of the work.

7.3 PATENTS - The Contractor shall assume all costs arising from the use of patented materials, equipment, devices, or processes used on or incorporated in the work, and shall hold harmless, indemnify, defend and where appropriate, insure the State, its officers, agents and employees from all suits at law or actions of every nature, for or on account of the use of any patented materials, equipment, devices or processes.

7.4 RESPONSIBILITY FOR INJURY AND DAMAGE - The State, its officers, agents and employees shall not be held accountable in any manner for any loss or damage to the work or any part thereof, or for any of the materials and equipment used or employed in performing the work, or for any injury to any person or persons either workers or the public, or for any damage to property caused by the Contractor or its workers or any one employed by the Contractor. The Contractor shall be responsible for any liability imposed by law for any injury to any person or any damage to property resulting from defects or obstructions or from any cause whatsoever during the progress of the work or at any time before its completion and final acceptance. The acceptance of the completed work of the Contractor by the Director shall not relieve the Contractor from any liability which may have accrued or may accrue as a result of the performance of the work by the Contractor. The Contractor shall hold harmless, indemnify, defend and where appropriate, insure the State, its officers, agents and employees, from all suits or actions of every name, kind and description, brought for or on account of

any injuries or damages sustained by any persons or property caused by the Contractor, its servants or agents, or by or on account of any act or omission of the Contractor or its servants or agents, regardless of whether such actions or any claim is brought against them or any one of them before or after the final acceptance of the work. In addition to any remedy authorized by law, the State may withhold payment of any money due to Contractor as shall be reasonable until disposition has been made of any suits or claims for injuries or damages.

It is not the intention of the parties to this contract to make the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party hereto to maintain a suit for personal injuries or property damage based on a contract theory of liability. In any event, the Contractor shall hold harmless, indemnify, defend and where appropriate, insure the State from suits and claims for personal injuries or property damage where such injuries or damage are caused by the negligent acts or omissions of the Contractor, its agents or employees.

7.5 COOPERATION BETWEEN CONTRACTORS - Where two or more Contractors are employed on related or adjacent work, each shall conduct its operations in such a manner as not to cause any unnecessary delay or hindrance to the other.

7.6 CONTRACTOR'S RESPONSIBILITY FOR WORK - Until the acceptance of the contract, the Contractor shall have the charge and care thereof and shall bear the risk of injury or damage to any part thereof by the action of the elements or from any other cause, whether arising from the execution or from the non-execution of the work. The Contractor shall rebuild, repair, restore, and make good all damages to any portion of the work occasioned by any of the above causes before its completion and acceptance and shall bear the expenses thereof.

7.7 NO PERSONAL LIABILITY - Neither the Director nor any other officer or authorized employee of the Department shall be personally responsible for any liability arising under the contract.

7.8 LABOR AND COMPENSATION REQUIREMENTS - Wages paid each laborer employed by the Contractor or any subcontractor shall not be less than the prevailing minimum wage rate prescribed by law.

Every laborer employed by the Contractor or any subcontractor whose rate of compensation is Five Dollars (\$5.00) or less per day shall be paid his wages weekly pursuant to Section 103-54, H.R.S.

The Contractor's attention is directed to Chapter 377, H.R.S., Hawaii Employment Relations Act; Chapter 378, H.R.S., Employment Practices; Chapter 383, H.R.S., Hawaii Employment Security Law; Chapter 386, H.R.S., Workers' Compensation Law; Chapter 387, H.R.S., Wage and Hour Law; Chapter 392, H.R.S., Temporary Disability Insurance; Chapter 393, H.R.S., Prepared Health Care Act; Chapter 396, H.R.S., Occupational Safety and Health; and Section 103-55, H.R.S., Wages, Hours, Working Conditions of Employees of Contractor's Supplying Services.

7.9 INSURANCE - Prior to commencing with the work, the Contractor shall, at its own expense, obtain and submit to the Department, Certificate of Insurance from an insurance company authorized by the laws of the State to issue such insurance in the State of Hawaii showing full policy coverage of the Contractor.

TYPES OF INSURANCE:

A. Workers' Compensation:

The Contractor shall obtain worker's compensation insurance for all persons whom they employ in carrying out the work under this contract. This insurance shall be in strict conformity with the requirements of the most current and applicable State of Hawaii Worker's Compensation Insurance laws in effect on the date of the execution of this contract and as modified during the duration of the contract. The minimum limit of liability for workers compensation is the HRS 386 statutory limit.

B. Comprehensive Automobile Liability:

The Contractor shall obtain Auto Liability Insurance covering all owned, non-owned and hired autos with a combined single Limit of not less than \$1,000,000 per accident for bodily injury and property damage with the State of Hawaii named as additional insured. The required limit of insurance may be provided by a single policy or with a combination of primary and excess

policies.

C. Commercial General Liability:

The Contractor shall obtain General Liability insurance with a limit of not less than \$1,000,000 per occurrence and in the aggregates. The General liability insurance shall include the State of Hawaii as an additional insured. The required limit of insurance may be provided by a single policy or with a combination of primary and excess policies.

All policies must provide that 30 days prior written notice of cancellation or material change in coverage be given to certificate holders stated above.

Such insurance when accepted by the Director in writing shall become applicable and shall remain unmodified throughout the entire term of the contract and in no event shall be terminated or otherwise allowed to lapse prior to written certification of final acceptance of the work by the State. Such insurance aforementioned shall cover the State for all work performed under the contract, all work performed incidental thereto or directly or indirectly connected therewith, including other work performed outside of the work area, and all change orders.

Any delay in the submission and approval of insurance certificates shall not be justification of or grounds for a request by the Contractor postponing the issuance of a notice to proceed notwithstanding the fact that the Contractor shall not be allowed to proceed with the work until said certificates are submitted and approved.

Failure to obtain insurance in accordance with the Section, on the part of the Contractor, shall be considered a major breach of the contract; and should the State be forced to expend funds which would have been covered under the insurance, the Contractor agrees to assume the liability for such funds and to indemnify and hold the State harmless.

## SECTION 8 - PROSECUTION AND PROGRESS

8.1 NOTICE TO PROCEED - A "Notice to Proceed" letter will be written to the Contractor by the Director. Such letter will indicate the date the Contractor is to begin work and from which date the contract time will commence to run.

The Contractor shall diligently perform the required duties during the term of the contract, or if the work is to be completed within a specified time limit, the Contractor shall diligently prosecute the work to completion within the specified time limit.

8.2 SUBCONTRACTING - The Contractor shall give its personal attention to the fulfillment of the contract and shall keep the work under its control.

Subject to Section 103D-302, H.R.S., the Contractor may subcontract a portion of the work pursuant to the provisions of this section, but the Contractor shall be primarily responsible for the work so subcontracted. The Contractor shall not subcontract any work to any subcontractor who has been suspended by the State.

Before any work is started under a subcontract, the Contractor shall have the written approval of the Director on a written statement on forms furnished by the Department, indicating the work to be subcontracted, the names of the subcontractors and the description of each portion of the work to be so subcontracted and showing that the subcontractors are particularly experienced and equipped to do the work subcontracted. The Contractor shall give assurance that the minimum wage rate schedule as stated in the contract shall apply to labor performed on the work so subcontracted. Consent of the Director to the subcontracting of work shall not be construed to relieve the Contractor of any responsibility for the fulfillment of the contract.

When any portion of the work which has been subcontracted by the Contractor is not prosecuted in a manner satisfactory to the Director, the Contractor, upon receipt of a notice thereof in writing from the Director, shall remove the subcontractor immediately from the project and the subcontractor shall not again be employed on the work.

8.3 ASSIGNMENT OF CONTRACT - The performance of the contract may be assigned only with the prior written consent of the Director and when applicable, the Contractor's surety. Consent to any assignment shall not relieve the Contractor or the Contractor's surety of any obligations of the contract.

8.4 INSUBORDINATION - If any subcontractor or person employed by the Contractor shall fail or refuse to carry out the directions of the Director or shall appear to the Director to be incompetent or to act in a disorderly or improper manner, the subcontractor or person shall be removed immediately upon request by the Director and shall not again be employed on the work, nor shall it be employed upon any other Department project currently under contract to the same Contractor or subcontractor.

8.5 TEMPORARY SUSPENSION OF WORK

A. Order to stop work. The Director, may, by written order to the contractor, at any time, and without notice to any surety, require the contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding sixty (60) days after the order is delivered to the contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this section. Upon receipt of such an order, the contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Director shall either:

1. Cancel the stop work order; or
2. Terminate the work covered by such order as provided in the "termination for default clause" or the "termination for convenience clause" of this contract.

B. Cancellation or expiration of the order. If a stop work order issued under this section is canceled or if the period of the order or any extension thereof expires, the contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or contract price, or both, and the contract shall be modified in writing accordingly; if:

1. The stop work order results in an increase in the time required for, or in the contractor's cost properly allocable to, the performance of any part of this contract; and
2. The contractor asserts a claim for such an adjustment within thirty (30) days after the end of the period of work stoppage; provided that, if the Director decides that the facts justify such

action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.

C. Termination of stopped work. If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowable by adjustment or otherwise.

D. Adjustment of price. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the price adjustment clause of this contract.

8.6 LIQUIDATED DAMAGES - It is mutually understood and agreed by and between the parties to the contract that the performance by the Contractor of its duties every calendar/working day is an essential part of the contract and in case of failure on the part of the Contractor to perform its duties for the time specified in the contract, the State will be damaged thereby and the amounts of said damages being difficult, if not impossible of definite ascertainment and proof, shall be estimated, agreed upon and fixed at the sum shown in the proposal for each and every calendar/working day that the Contractor fails to perform its duties during the period the contract is in effect; and the Contractor shall pay the liquidated damages as provided for in the proposal and, in case the same are not paid, the Department may deduct the amount thereof from any monies due or that may become due the Contractor under the contract.

8.7 DEFAULT AND TERMINATION OF CONTRACT

A. Termination by Default. If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Director may notify the contractor in writing of the delay or non-performance and if not cured in ten (10) days or any longer time specified in writing by the Director, such officer may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part the Director may procure similar goods or services in the manner and upon terms deemed appropriate by the Director. The contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring

similar goods or services.

1. Contractor's duties. Notwithstanding termination of the contract and subject to any directions from the Director, the contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of the contractor in which the State or county has an interest.

2. Compensation. Payment for completed goods delivered and accepted by the State shall be at the contract price. Payment for the protection and preservation of property shall be in an amount agreed upon by the contractor and Director; if the parties fail to agree, the Director shall set an amount subject to the contractor's rights under chapter 3-126, HAR. The State may withhold from amounts due the contractor such sums as the Director deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.

3. Excuse for nonperformance or delayed performance. Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms, including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance, if the contractor has notified the Director within fifteen (15) days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental body in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the goods or services to be furnished by the subcontractor were unreasonably obtained from other sources in sufficient time to permit the contractor to meet the contract requirements. Upon request of the contractor, the Director shall ascertain the facts and extent of such failure, and if such officer determines that any failure to perform was

occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled "Termination for Convenience". As used in this paragraph of this clause, the term "subcontractor" means subcontractor at any tier.

4. Erroneous termination for default. If, after notice of termination of the contractor's right to proceed under the provisions of this clause, it is determined for any reason that the contractor was not in default under the provisions of the clause, or that the delay was excusable under the provisions of paragraph 3 above, Excuse for nonperformance or delayed performance of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the notice of termination had been issued pursuant to such clause.

5. Additional rights and remedies. The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

B. Termination for convenience. The Director may, when the interests of the State so require, terminate this contract in whole or in part, for the convenience of the State. The Director shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.

1. Contractor's obligation. The contractor shall incur no further obligations in connection with the terminated work and on the dates set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Director may direct the contractor to assign the contractor's right, title, and interest under terminated orders or subcontracts to the State. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

2. Right to goods. The Director may require the contractor to transfer title and deliver to the State in the manner and to the extent directed by the Director:

- a. Any completed goods; and
- b. The partially completed goods and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights hereinafter called "manufacturing material," as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract.

The Contractor shall, upon direction of the Director, protect and preserve property in the possession of the contractor in which the State has an interest. If the Director does not exercise this right, the contractor shall use the Contractor's best efforts to sell such goods and manufacturing materials. Use of this section in no way implies that the State has breached the contract by exercise of the termination for convenience clause.

3. Compensation:

- a. The Contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data to the extent required by subchapter 15, chapter 3-122, HAR, bearing on such claim. If the Contractor fails to file a termination claim within one (1) year from the effective date of termination, the Director may pay the Contractor, if at all, an amount set in accordance with subparagraph c. below.
- b. The Director and the Contractor may agree to settlement provided the Contractor has filed a termination claim supported by cost or pricing data to the extent required by subchapter 15, chapter 3-122, HAR, and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the State, the proceeds of any sales of goods and manufacturing materials under paragraph (2) of this clause, and the contract price of the work not terminated.

c. Absent complete agreement under subparagraph b above, the Director shall pay the Contractor the following amounts, provided payments agreed to under subparagraph b shall not duplicate payments under this subparagraph for the following:

(i) Contract prices for goods or services accepted under the contract;

(ii) Costs incurred in preparing to perform and performing the terminated portion of the work plus a fair and reasonable profit on such portion of the work, such profit shall not include anticipatory profit or consequential damages, less amounts paid or to be paid for accepted goods or services; provided that if it appears that the Contractor would have sustained a loss if the entire contract would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss;

(iii) Costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to paragraph 1 of this clause. These costs must not include costs paid in accordance with subparagraph (ii) above.

(iv) The reasonable settlement costs of the Contractor including accounting, legal, clerical, and other expenses reasonably necessary for the preparation of settlement claims and supporting data with respect to the terminated portion of the contract and for the termination of subcontracts thereunder, together with reasonable storage, transportation, and other costs incurred in connection with the protection or disposition of property allocable to the terminated portion of this contract. The total sum to be paid the Contractor under this subparagraph shall not exceed the total contract price plus the reasonable settlement cost of the Contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under subparagraph b of this paragraph, and the contract price of work not terminated.

d. Cost claimed, agreed to, or established under subparagraphs b and c shall be in accordance with chapter 3-123, HAR. bearing on such claim.

8.8 FINAL INSPECTION - Upon notice from the Contractor of the completion of the work or contract, the Director shall make an inspection. If the contract is found completed to the Director's satisfaction, such inspection shall constitute the final inspection and acceptance of the work.

If the work is unsatisfactory in whole or in part, the Director shall notify the Contractor of the work necessary for final completion and acceptance and the Contractor shall forthwith perform the work required by the Director. Upon performance of such required work by the Contractor, another inspection shall be made which shall constitute the final inspection if the work is completed satisfactorily.

Within ten (10) days after final inspection and acceptance of the work, or as soon thereafter as is practicable, the Contractor shall be notified by the Director in writing of such acceptance.

8.9 TERMINATION OF CONTRACTOR'S RESPONSIBILITY - The contract will be considered complete when all work has been completed, the final inspection made, the work accepted by the Director, and the final estimate paid. The Contractor will then be released from further obligation except as set forth in the contract and bond, when applicable.

## SECTION 9 - PAYMENT

9.1 SCOPE OF PAYMENT - The Contractor's bid price shall be inclusive of all costs, direct or indirect, including all taxes, required for the fulfillment of the contract.

Contract payments to the Contractor by the State shall be full payment for the furnishing of all labor, tools, equipment, and other incidentals, including all taxes, necessary for performing all work and services contemplated and embraced under the contract.

9.2 RETAINAGE/DEDUCTION FROM PAYMENT - The Director may at any time retain or deduct out of any sums due the Contractor to cover claims of the State against the Contractor, or such sums sufficient to cover any unpaid claims of others supported by sworn statements filed in the office of the Director, without any liability for damages, interest or otherwise to the Contractor for such retention or deduction.

Provided the work of the Contractor is progressing satisfactorily in the judgment of the Director and in accordance with the provisions of this contract, monthly payments, less five percent (5%), will be made to the Contractor. The amount of such monthly payments shall be determined by the Director based on the Director's estimate of the items of work performed and materials incorporated in the work and the value therefor at the unit prices or lump sum prices set forth in the contract. All monthly payments are shall be subject to correction at any time prior to or in the final payment.

At any time after fifty per cent (50%) of the work has been completed, if the State determines that the work contracted to be performed is progressing satisfactorily, the State may make any of the remaining monthly payments in full.

If the Director finds that unsatisfactory progress is being made, the State may, from the beginning of such unsatisfactory progress, withhold any amount up to five per cent (5%) of any subsequent monthly payment.

9.3 ASSIGNMENT OF PAYMENTS - All monies payable under the contract, or any part thereof, shall be paid to the Contractor in accordance with the provisions of this Section and no assignment or order executed by the Contractor directing payment of any portion or all of such funds to any other person or persons shall be recognized by the State unless such assignment or order specifies the amounts to be so paid and the purposes for which the assignment or order is given. Such assignment or order shall have attached thereto, by endorsement or otherwise, the consent of the surety, when

applicable. No such assignment or order shall be binding on the State.

Any assignment of money shall, however, be subject to all proper set-offs in favor of the State, to all deductions provided for in the contract and to all liens and rights conferred by law on the State. All money withheld, whether assigned or not, shall be subject to being used by the State for the completion of the work in the event of the Contractor's default.

9.4 PROGRESS PAYMENTS - Payments under this contract shall be made only upon submission by the Contractor of an original invoice and 2 copies. The invoice shall specify the amount due less retainage and shall also certify that services requested under the contract have been performed by the Contractor according to the contract.

9.5 FINAL PAYMENT - Final payment will only be made after the Contractor receives final acceptance by the Director as provided in Section 8.8, and until the Contractor has filed with the Department the following:

A. Consent of the surety, when applicable, to payment of the final estimate;

B. Satisfactory evidence by affidavit that all debts resulting from the contract have been fully paid or satisfactorily secured;

C. A current "Certificate of Vendor Compliance" issued by the Hawaii Compliance Express (HCE). The Certificate of Vendor Compliance is used to certify the Contractor's compliance with (a) Section 103D-328, HRS (for all contracts \$25,000 or more) which requires a current tax clearance certificate issued by the Hawaii State Department of Taxation and the Internal Revenue Service; (b) Chapters 383, 386, 392, and 393, HRS; and (c) Subsection 103D-310(c), HRS. The State reserves the right to verify that compliance is current prior to the issuance of final payment. Contractors are advised that non-compliance status will result in final payment being withheld until compliance is attained.

The filing of willfully false affidavits will disqualify the Contractor from bidding on future work of the Department.

## **SECTION 10 – MAINTENANCE, TEST AND INSPECTION OF ELEVATORS**

### **10.1 DESCRIPTION**

The Contractor shall, upon request by the State or his representative(s), furnish labor, materials and equipment to maintain, test and inspect elevators at the Harano Tunnel Facility, Interstate Route H-3 Freeway, per the specifications outlined herein.

### **10.2 QUALIFICATIONS OF BIDDERS**

Contractors may be asked to provide documentation of licenses, certificates and other required documents listed in the subsections below. The applicable requested documents in Section 10.2(G) shall be received by the Project Manager no later than seven (7) working days from the date of receipt of the written request from the State. Failure to submit requested documents may result in the rejection of bid or termination of contract by the Department of Transportation.

Attention is directed to the provisions of Chapter 444, Contractors, of the Hawaii Revised Statutes, regarding the licensing of contractors in the State.

#### **(A) Contractor Qualification**

1. **License.** At the date of bidding, possess a valid State of Hawaii Specialty Contractor's C-16, Elevator Contractor License.
  - a. **Statement of Capabilities.** In the spaces provided in the Statement of Capabilities, the Contractor shall provide the following information and document.
    - i. Copy of the specified license, and
2. **Work Experience.** At the date of bidding, the Contractor shall have a minimum of five (5) consecutive years of Hawaii Specialty Contractor's C-16, Elevator Contractor License experience in the field of elevator maintenance, testing and inspection services performing on similar jobs required of this project.
  - a. **Statement of Capabilities.** In the spaces provided in the Statement of Capabilities, the Contractor shall provide the following information:
    - i. Number of years of experience, as applicable, and
3. **Documentation of Work Experience.** Produce a list of similar projects to substantiate the Contractor's experience. List shall contain a minimum of three (3) different elevator maintenance, test and inspection projects to include name of company that you worked with or you are currently working with, point of contact, phone number, description of elevator maintenance, test and inspection

work performed and cost of project. The minimum of three (3) different elevator maintenance, testing and inspection projects experience shall be positive on performance evaluation by the respective agency.

4. The Contractor shall possess the required business and tax license to conduct business in the State of Hawaii.
5. At the date of bidding, have all required equipment (e.g., handheld tools, **specialized test equipment**, maintenance support vehicles, etc.) necessary to perform all the maintenance procedures specified in this document. Non possession of these specialized pieces of test equipment shall be considered "prima facie" evidence that the prospective bidder does not have the recent experience required.
  - a. Required equipment may be owned or leased. To show availability of equipment, the bidder shall complete the State of Capabilities form or submit a separate list of owned and/or leased equipment.
  - b. Bidders who are currently renting equipment shall submit a copy of rental agreements during the pre-start meeting.
  - c. The following are required on all equipment/vehicles, as applicable:
    - i. Contractor's vehicles shall have Contractor's company name and/or logo displayed on doors or side panels and shall be in letters large enough to be easily legible from a distance of one hundred (100) feet. Magnetic signs bearing the contractor's company name/logo are acceptable. Cost for the logo/contractor's company name shall be considered as incidental cost of maintaining, testing and inspecting elevators.
    - ii. All vehicles shall be kept in good condition and appearance.
    - iii. Shall meet all State and County licensing and registration and safety requirements and shall be equipped properly in accordance with City, State, Federal and OSHA requirements.
    - iv. The Contractor shall obtain insurance coverages as specified by Section 7.9 Insurance.
    - v. Operation of all equipment shall be in accordance with all applicable OSHA, other Federal, State, and local regulations and laws and the equipment operator's manual.

**(B) Contractor's Personnel Qualification.**

The Contractor shall determine the number of trained/certified staff/licensed/registered personnel that he/she is going to employ to satisfactorily perform all tasks and fulfill all the safety requirements of the contract documents but shall employ the minimum number of personnel as specified below. For continuity purposes, the Contractor shall assign and maintain the same mechanic to this contract throughout the term of the contract.

The Contractor shall be a licensed Elevator Mechanic or shall employ a licensed Elevator Mechanic with the following requirements:

1. **Elevator Mechanic.**
  - a. **License.** At the date of bidding, possess a valid State of Hawaii Elevator Mechanic License; and
  - b. **Work Experience.** At the date of bidding, a minimum of:
    - i. Five ( 5) continuous years of State of Hawaii Elevator Mechanic License **experience** in the field of elevator maintenance, test and inspection services on similar type of equipment **and** performing on similar jobs required of this project. This mechanic shall have a previous experience with solid-state logic equipment.
  - c. In the space provided in the Statement of Capabilities form, the Contractor shall provide the following information:
    - i. Name of Elevator Mechanic,
    - ii. State of Hawaii Elevator Mechanic License number,
    - iii. Description of work experience like the scope of this contract,
    - iv. Copy of Elevator Mechanic license,
    - v. Years of experience as of bid opening date.
  - d. Should employment of the subject Elevator Mechanic cease during the contract, the Contractor shall have ten (10) interim workdays to find an equally qualified replacement and the timely presentation of proof of qualification to the Highways Division, Oahu District - Engineer. Failure to cooperate forthwith could result in contract cancellation.
2. **Elevator Mechanic Apprentice or helper mechanic(s).** The Elevator Mechanic Apprentice shall have the following requirements:
  - a. **Registration.** At the date of bidding, possesses a valid registration as an Elevator Mechanic Apprentice by the Elevator Mechanic Licensing Board, Professional and Vocational Licensing Board, Department of Commerce and Consume Affairs, State of Hawaii or an equivalent Licensing Board.

- b. **Work Experience.** At the date of bidding, a minimum of one (1) continuous years' **experience** in the field of elevator maintenance, testing and inspection services to equipment like what are listed in the appendices.

**Elevator Mechanic Apprentice or helper mechanic(s)** shall be used only and work under the direct supervision of a licensed **Elevator Mechanic** as specified.

- c. If the Contractor intends to use Elevator Mechanic Apprentice or helper mechanic(s), in the spaces provided in the Statement of Capabilities, the Contractor shall provide the following information:
- i. **Elevator Mechanic Apprentice or helper mechanic(s),**
  - ii. Description of work experience like the scope of this contract,
  - iii. Years of experience as of bid opening date.

(C) Supplementary Contractor Personnel Requirements

1. Uniforms. Contractor employees on the job site shall be easily identified as Contractor's employees by wearing a shirt, T-shirt or coverall with the company name or logo. Contractor's employees shall present a neat and clean appearance always. One color and style of uniform shirt shall be selected which shall be worn by all Contractor personnel. Cost of employee's uniform (shirt, T-shirt or coverall) shall be incidental to the unit price of maintaining, testing and inspecting elevators.
2. Locker Facilities and Appearance. No locker or dressing areas will be provided. The Contractor's personnel shall proceed to work properly dressed and presentable.
3. Conduct of personnel. The Contractor shall prohibit his personnel from disturbing papers on desks, opening desk drawers or cabinets, or using telephones or office equipment provided for State-government use. The Contractor and his employees are prohibited from smoking in any State-government building. Smoking shall be permitted only in designated outside smoking areas.
4. Two-way radios or cell phones. The Contractor's operations on, over, and/or immediately adjacent to the Interstate Route H-3 shall require the use of two-way radios or cell phones.

(D) Availability

1. The Contractor shall furnish the State with telephone numbers of the place of business on the Island of Oahu where the Engineer or a designate can call an Elevator Mechanic, either by voice or text, every calendar day of the year to perform work under this contract.
  2. Personnel assigned to this job shall be available to respond to service calls within the parameters of these specifications.
- (E) Ability to Communicate. Contractor personnel shall be able to speak and understand the English language and be able to communicate sufficiently to perform their assigned work. Contractor personnel shall be able to read, understand written materials such as manuals regulations, instructions, and others that personnel will be required to use in the performance of their assigned work.
- (F) Falsification of personnel qualifications, inability to successfully perform the work, or excessively high turnover of personnel assigned to this work, shall constitute a major breach of this contract.
- (G) The bidder shall submit the following documents, as applicable, at the specified Schedule of Submitting Required Documents below:
1. Statement of Capabilities.
    - a. The Statement of Capabilities is a questionnaire regarding the bidder's qualifications.
    - b. The Statement of Capabilities form is not physically included in these bid specifications but will be provided by mail to the bidders, **starting with the lowest bidder**, along with the written request.
    - c. The bidder shall “complete” and sign this document. “Complete” shall mean providing all the requested information, except items marked optional. **Do not leave anything blank.**
  2. Copy of the valid State of Hawaii Specialty Contractor's C-16, Elevator Contractor License.
  3. Copy of the valid State of Hawaii Elevator Mechanic License.
  4. Copy of the valid State of Hawaii Elevator Mechanic Apprentice registration.
- (H) Schedule of Submitting Required Documents.
1. **Submit prior to award.** The completed Statement of Capabilities and requested documents as specified above, as applicable, shall be received by the Project

Manager no later than seven (7) working days from the date of receipt of the written request from the State. The Statement of Capabilities shall be mailed or emailed, starting with the lowest bidder.

- (I) **Failure to submit required or requested documentation may result in bid rejection of bid or termination of contract by the Department.**

**10.3 INSPECTION OF DETAILED PLANS & EQUIPMENT DATA**

Construction plans for elevator equipment installed at the Harano Tunnel Facility will be available for inspection at the Traffic Operations Center located on the second floor, Harano Tunnel, Interstate Route H-3 Freeway. They may be inspected from the first day of advertising for bids up to and including the day of bid opening. Limited manufacturer's catalog cuts and maintenance manuals are available for review by the Contractor. Bidders are advised to make an appointment by calling the phone number of the Point of Contact.

**10.4 SCOPE OF WORK**

- (A) **Routine/Preventive Maintenance and Inspection Services.**

1. The Contractor, as a minimum, perform the maintenance tasks at the specified frequency as listed in Appendix A Routine/Preventative Maintenance and Inspection Tasks, Frequency, Checklist and Report, to all the elevator equipment as listed in Appendix B Equipment List, and in accordance with Appendix C Technical Requirements.

**Each elevator listed in Appendix B Equipment List, shall be inspected at a minimum of one (1) hour each month.**

2. If any procedure in these specifications is found to contradict any manufacturers' recommendation contained in the "Operations and Maintenance Manual", the Contractor shall immediately bring such contradiction to the State who shall determine which of the procedures shall be followed.
3. All routine/preventive maintenance and inspection work shall be completed within seven (7) working days of the scheduled maintenance date and shall be performed during regular working hours.
4. Routine/Preventive maintenance and inspection work shall be accomplished at the following schedule:

Required maintenance tasks	Required completion month
Quarterly	During the months of January, April, July and October
Semiannual	During the months of January and

	July
Annual	During the month of April

5. Any shut down of any elevator necessary for servicing shall be coordinated with the State.
6. All work performed by the Contractor shall be subject to random periodic inspection and approval by representatives of the Highways Division, State of Hawaii.

Inspections may include a third-party representative that is selected and/or approved by the State. The inspection shall be negotiated and paid by **Bid Item No. 13 Miscellaneous Work**. All deficiencies shall be corrected promptly at no additional cost to the State, **except** for safety deficiencies or damage to the elevators caused by the safety test under Mandated Performance Tests.

7. The State may add more equipment during the term of this contract. Cost and payment for maintaining additional equipment shall be paid by **Bid Item No. 13 Miscellaneous Work**.
8. Report any evidence of corrosion and provide recommendation for abatement. Refer to Appendix A Routine/Preventive Maintenance and Inspection Tasks, Frequency, Checklist and Report, for this required task.
9. **Technical requirements.** Refer to Appendix C Technical Requirements.
10. Payments to the Contractor for Routine/Preventive Maintenance and Inspection service shall be paid by **Bid Item Nos. 1 through 8**.
11. **Liquidated Damages.** Refer to Section 10.4(A) Routine/Preventive Maintenance and Inspection Services for the liquidated damages that the State shall be assessing the Contractor for failure to provide satisfactory and timely Routine/preventive Maintenance and Inspection service.

**(B) Trouble Calls**

In case of failure or malfunction of any of the elevators covered by this contract for any cause, the Contractor is subject to be called by the State.

The Contractor shall have adequate personnel, supervisors and equipment necessary to **perform normal** and off hours trouble calls.

1. **Trouble Calls due to wear and tear.** Trouble call work due to wear and tear as defined in this contract shall mean trouble call work as a result of wear and tear on the equipment through normal use for which the equipment has been designed.

- a. Trouble Calls due to wear and tear during Regular Working Hours.
1. The Contractor shall respond within one (1) hour to the job site. The Contractor shall be charged liquidated damages as specified in Section 8.6.b Trouble Calls, if the Contractor fails to respond within the specified time.
  2. Labor costs for normal trouble calls incurred during regular working hours shall be in accordance with Appendix C Technical Requirements, Section 3. Hours of Work, and paid by **Bid Item No. 9 and/or 9a.**

**No additional payment will be made by the State.**

- b. Trouble Calls due to wear and tear during Off-Hours. The term “off-hours” as used in these specifications shall mean 12:01 A.M. to 6:45 A.M. and 3:15 P.M. to midnight, Monday through Friday, all hours on Saturdays, Sundays, and State holidays.
1. The Contractor shall respond within four (4) hours to the job site. The Contractor shall be charged liquidated damages as specified in Section 8.6.b Trouble Calls, if the Contractor fails to respond within the specified time.
  2. Labor costs incurred during Off-Hours shall be paid in accordance with Appendix C Technical Requirements, Section 3. Hours of Work, and paid by **Bid Item No. 10 Trouble Calls During Off-Hours.**

2. **Trouble Calls which the State determines to have been caused by vandalism, acts of nature, power outage or miscellaneous work.** The number of personnel used to perform work on trouble calls by the Contractor shall be fully justified and approved by the State before starting the work.

- a. Trouble Calls which the State determines to have been caused by vandalism, acts of nature, power outage or miscellaneous work during Regular Working Hours.
1. The Contractor shall respond within one (1) hour to the job site. The Contractor shall be charged liquidated damages as specified in Section 8.6.b Trouble Calls, if the Contractor fails to respond within the specified time.

2. Trouble calls which the State determines to have been caused by vandalism, acts of nature natural disaster, power outage or miscellaneous work during regular working hours shall be paid for based on the hourly unit bid price in accordance with Section 10.19(A)3 and/or 10.19(A)4.
  3. Time spent at the job site to complete the work during regular working hours shall be taken to the closest one-quarter (1/4) of an hour and any fraction of a one-quarter (1/4) of an hour shall be considered a full one-quarter (1/4) of an hour.
  4. In order for the Contractor to receive payment, all Trouble Call Report during regular working hours shall be certified and signed by the State.
- b. Trouble Calls which the State determines to have been caused by vandalism, acts of nature, power outage or miscellaneous work during Off-Hours. The term “off-hours” as used in these specifications shall mean 12:01 A.M. to 6:45 A.M. and 3:15 P.M. to midnight, Monday through Friday, all hours on Saturdays, Sundays, and State holidays.
1. The Contractor shall respond within one (1) hour to the job site. The Contractor shall be charged liquidated damages as specified in Section 8.6.b Trouble Calls, if the Contractor fails to respond within the specified time.
  2. The off-hours hourly rate of pay shall be based on the hourly bid rate of the Contractor’s proposal for regular working hours plus fifty percent (50%) of the Contractor’s hourly bid rate. Work performed during off hours and shall be paid by **Bid Item No. 9 Trouble Calls caused by vandalism, acts of nature, power outage or miscellaneous work only**, regular working hours per man-hour, Elevator Mechanic, and/or **Bid Item No. 9a Trouble Calls caused by vandalism, acts of nature, power outage or miscellaneous work only**, regular working hours per man-hour, Elevator Mechanic Apprentice or helper.
  3. Time spent at the job site to complete the work during off-hours shall be taken to the closest one-quarter (1/4) of an hour and any fraction of a one-quarter (1/4) of an hour shall be considered a full one-quarter (1/4) of an hour. In any event, the Contractor shall receive a minimum of one (1) hour of pay even if the work is completed in less than one (1) hour.

4. Labor costs initiated during working off-hours and finished during working hours shall be paid accordingly. That is, off-hours hourly rate shall only apply to work performed during off-hours, and regular working hours hourly rate shall apply to work performed during regular working hour.
  5. In order for the Contractor to receive payment, all off-hour Trouble Call Report shall be certified and signed by the State or his authorized representative.
  6. Off-hours hourly rate of pay shall be full compensation for furnishing technical expertise, labor, etc. as specified in Section 10.19 Basis of Payment, necessary to complete the work.
3. Trouble Calls for “trapped” elevator riders. Trouble Calls for “trapped” elevator riders shall be performed during Regular Working Hours and Off-Hours.
- a. The Contractor shall respond within one (1) hour to the job site. The Contractor shall be charged liquidated damages as specified in Section 8.6.b Trouble Calls, if the Contractor fails to respond within the specified time.
  - b. Labor costs incurred during Regular Working Hours and Off-Hours for “trapped” elevator riders shall be in accordance Sections 10.4(B)1.a.2 and 10.4(B)1.b.2, respectively of this section.

**(C) Maintenance Log and Reports.**

1. **Maintenance Log.**
  - a. The Contractor shall provide a maintenance record log to be approved by the State.
  - b. The Maintenance Log Book shall be in each elevator machine room no later than three (3) days after the issuance of the contract's Notice to Proceed letter.
  - c. The Maintenance Log Book shall at least include the following:
    - i. the date, hours and time,
    - ii. repair status for these items,
    - iii. name of elevator mechanic,
    - iv. description of maintenance tasks completed by them and/or,
    - v. description of examinations, tests, adjustments, and replacement and/or,

- vi. description of trouble calls,
- vii. malfunctions and corrective actions taken on the equipment,
- viii. existing deficiencies, which are the responsibility of the Contractor and,
- ix. name of Contractor performing the maintenance, examination, test, adjustments, or parts replacement.

d. The Maintenance Log shall be cumulative and ongoing throughout the term of the contract. All Log entries shall be made immediately after performance of each Routine/preventive Maintenance and Inspection Tasks and/or Trouble call.

2. **Work Schedule and Parts Requirements.**

- a. The Contractor shall prepare a schedule to satisfy the prescribed schedule in the Operations and Maintenance Manual of each elevator covered in this contract and submits to the State as specified under in Item No.5, Section 10.14 Submittal/Reports Summary.
- b. The Schedule shall be submitted within seven (7) calendar days after the issuance of the Notice to Proceed.

3. **Routine/preventive Maintenance and Inspection Tasks, Frequency, Checklist and Report.** Refer to Appendix A Routine/Preventive Maintenance and Inspection Tasks, Frequency, Checklist and Report. Other formats shall be presented to the State for approval.

- a. The Contractor shall present this Report to the Engineer or an authorized representative (e.g., Tunnel Operations Center operators or Office Assistant, etc.) on a weekly basis.

4. **Trouble Call Report.** This report shall include elevator number, elevator location, elevator type (traction, etc.), response date, time of arrival, name of person submitting the trouble call, time duration needed to complete corrective action, detailed description of problem, detailed corrective action and materials/parts and/or equipment required to repair elevator. Refer to Appendix D, Sample – Trouble Call Report. Other formats shall be presented to the State for approval.

- a. The Contractor shall present this Report to the Engineer or an authorized representative (e.g., Tunnel Operations Center operators or Office Assistant, etc.) at the end of each day or each job whichever comes first.

5. **Elevator Shutdown Report.** This report shall include elevator number, elevator location, elevator type (traction, etc.), detailed description of the problem(s), parts

order and delivery status, estimated date of completion, actual date of completion. Refer to Appendix D1, Sample – Equipment Shutdown Report.

- a. The Contractor shall present this Report to the Engineer or an authorized representative (e.g., Tunnel Operations Center operators or Office Assistant, etc.) immediately.

#### 6. **Parts Status Report**

- a. The Contractor shall present this Report to the Engineer or an authorized representative (e.g., Tunnel Operations Center operators or Office Assistant, etc.) on a weekly basis when a part or parts are awaiting to be received for installation.
- b. Parts Status Report maybe a printout that are generated from the parts website. Information may include part item number, part description, quantity, tracking number order number, order date, order status, shipping address, and other.

#### **(D) Mandated Performance Tests**

1. Refer to Appendix C Technical Requirements, Section 10 Mandated Performance Tests.
2. Payments to the Contractor for performing Mandated Performance Tests services shall be in accordance with Section 10.19(A)2 of these specifications.

#### **(E) Replacement Parts**

1. **Maintenance/Replacement Parts which are worn through normal wear and tear.**
  - a. “Minor Maintenance/Replacement Parts” shall mean the cost of the job is equal to or less than \$2,000.00.
  - b. Minor maintenance requiring replacement of minor parts and does not pose a threat to public safety will require written approval from the State prior to commencing with the work.
  - c. When approved by the State, the Contractor shall be reimbursed for the cost of labor and the new part(s) excluding taxes but including shipping charges, plus 20% for overhead, profit, taxes and other incidental expense. Labor cost shall be paid by **Bid Item No.9, 9a and/or 10.**

Cost for parts shall be paid by **Bid item No. 12 Replacement Parts.**

d. No additional payment will be made by the State.

2. **Major Maintenance/Replacement Parts**

a. “Major Maintenance/Replacement Parts” shall mean the cost of the job exceeds \$2,000.00.

b. The Contractor is not authorized to commence on any job exceeding \$2,000.00 without written authorization from the State. The Contract shall immediately notify the State when a job is required or planned. The Contractor shall submit a written cost estimate for labor, materials and/or equipment to the State as expeditiously as possible for approval. The State reserves the right to solicit competitive bids and have work done by the lowest bidder.

c. See Section 10.4(E)1.c and d.

3. **Parts that were damaged and rendered useless by vandalism or acts of nature, power outage or miscellaneous work.**

a. Replace parts that were damaged and rendered useless by vandalism or acts of nature, power outage or miscellaneous work.

b. Replacements shall be determined and approved by the State.

c. See Section 10.4(E)1.c and d.

4. Original manufacturer's parts or equivalent will be used for all replacement parts.

5. Only parts that are new, correctly designed and meet the requirements of the manufacturer's specification shall be used by the Contractor.

a. The Contractor shall maintain an inventory of parts so that no work or breakdown will require more than forty-eight (48) hours to be corrected.

b. If any elevator is shut down for work that requires more than forty-eight (48) hours due to lack of any part, the Contractor shall be charged liquidated damages as specified in Section 8.6 Liquidated Damages. An explanation report with substantiating evidence shall be filed by the State.

c. Work requiring parts that need to be special ordered shall **be completed within three (3) weeks** of the initial shutdown unless an exception has been issued by the State. Any exception to the specific repair schedule shall be secured from the State **prior** to the initial shutdown period ends.

If the shutdown exceeds three (3) weeks from the initial shutdown or the specific time as specified by the exception, the Contractor shall be charged liquidated damages as specified in Section 8.6.c Shutdowns. An explanation report with substantiating evidence shall be filed by the State.

6. Due care will be exercised to prevent physical damage to the elevator.
7. The Contractor shall submit a list of parts ordered but not received within thirty (30) days and explain in writing what parts are not received on the first day of each month. Refer to Section 10.4(C)6 Parts Status Report for the required report.

**(F) Spare Parts**

1. Original manufacturer's parts or equivalent will be used for all replacement parts.
2. The State may request the Contractor to stock and maintain spare parts as requested by the State for a dollar value not to exceed the allowance amount in **Bid Item No. 12 Replacement Parts**. The spare parts shall be in stock and made available within thirty (30) calendar days after receipt of the written request from the State or approval from the Engineer due to circumstances beyond the control of the Contractor (e.g., shipping delay, availability from the manufacturer, etc.).
3. The State will purchase the remaining spare parts from the Contractor at the completion of this project and shall be paid by **Bid Item No. 12 Replacement Parts**.

**(G) Technical Support Services**

1. In order for the Contractor to properly comply with the requirements of this contract, the Contractor shall have the option to secure the Technical Hardware and/or manufacturer's representative service(s) upon approval from the State. The State may also request the contractor to obtain these services.
2. Technical Support Services shall include but not limited to manufacturer or dealer services in the test or repair of elevators, software, communication devices, and other components.

The request shall include the existing condition of the elevator and the Contractor's recommendation as to the necessity for technical support services.

3. Any Manufacturer's representative technical support service, if elected to be used by the Contractor, shall be secured for the term of this maintenance contract and all renewals.

4. Technical support services shall be paid by **Bid Item No. 11 Technical Support Services**. Manufacturer's technical support services within the warranty period of elevator shall not be paid for separately but is considered incidental to the purchase of the said elevator or equipment.

**(H) Miscellaneous Work.** The State may request the Contractor to provide discretionary services that include the following:

1. The State may add elevator equipment for maintenance to this contract in the future.
2. Upgrades. Upgrade work requires authorization by the State.
3. Corrosion abatement.
4. Third Party Inspections/Technical Expert, selected and/or approved by the State and acting as the State's representative during random periodic inspections at the direction of the State.
5. If approved by the State, cost and payment for miscellaneous work shall be in accordance with Section 10.19(B) Miscellaneous Work, of these specifications.
6. In order for the Contractor to commence performance of all miscellaneous work, a Notice to Proceed letter shall be issued by the State. Refer to Appendix D3 Sample – Notice to Proceed Letter for Miscellaneous Work.

#### **10.5 RESPONSIBILITY OF THE STATE (DOT – HIGHWAYS DIVISION – OT)**

The State shall be responsible for repairing/replacing car enclosures (including but not limited to wall panels, door panels, car gates, plenum chambers, hung ceiling, handrails, mirrors, subflooring and floor covering, non-emergency lighting relative to light diffusers, light tubes and bulbs); rail alignment (when affected by building compression or shifting), hoistway enclosures, hoistway gates, hoistway inserts and brackets, main line disconnect switches, door, door frames, sills, swing door hinges and closing devices, hydraulic cylinders, plungers, underground jacks, sump pumps and buried piping.

Also, the State shall be responsible for all computer and microcomputer devices, such as terminal keyboards and display units that are not exclusively dedicated to the elevator system, telephones, intercoms, heat or smoke sensors or communications or safety signaling equipment not installed by the manufacturer.

Furthermore, the State shall be responsible for replacements, renewals or repairs necessitated by reason of any cause other than ordinary wear and tear, including but not limited to fire, explosion, theft, floods, water, weather, earthquake, misuse, abuse, malicious mischief or repairs by other.

## **10.6 INSPECTION AND CORRECTION OF DEFECTS**

All materials furnished and services performed by the Contractor under this contract shall be subject to inspection and test by the State to the extent practicable at all times (including the period of performance) and places, and in any event prior to the acceptance. All inspections and tests required by the State shall be performed in such a manner that will not unduly delay or interrupt the Contractor's work. At any time during the performance of this contract, but no later than six months after acceptance of the services or materials incorporated in accordance with the requirements of this contract, the State may require the Contractor to remedy by correction or replacement, any services or materials which have failed to comply with the requirements of this contract.

## **10.7 WARRANTIES**

### **(A) Commercial Warranties**

1. The Contractor shall be responsible for exercising all manufacturers' commercial warranties on State elevator and/or equipment parts and systems under this contract. The Contractor shall report to the State any difficulty in exercising manufacturer warranties and request assistance when necessary. The State will provide existing copies of warranties, as applicable; to the Contractor prior to the contract notice to proceed date.
2. The Contractor shall maintain a file of the original warranties on new elevator and/or equipment installed and maintains a list of manufacturer's telephone numbers and points of contact for all warranted elevator and/or equipment. A copy of this list shall be provided to the State thirty (30) days after the notice to proceed date and whenever new elevator and/or equipment is added or old warranties expire. This file shall be turned over to the State upon completion or termination of this contract. These warranties shall list the "State of Hawaii, Department of Transportation" as the elevator and/or equipment owner.
3. State-government elevator and/or equipment installed by the Contractor that fails within a warranty period due to Contractor's poor workmanship, or by not following the manufacturer's installation, operation and/or maintenance instructions shall be replaced or repaired at the Contractor's expense.
4. Labor warranty shall be a full thirty (30) calendar days on all items of elevator and/or equipment provided by the Contractor which period shall commence upon completion and acceptance by the State.

### **(B) Warranted Equipment**

1. Warranted elevator and/or equipment and component parts shall not be repaired, removed or replaced by the Contractor while under warranty by the manufacturer or by the installer.
2. All defects in workmanship or material, defective parts or improper installation found by the Contractor shall be reported in writing to the State. The Contractor shall have the knowledge of the elevator and/or equipment and component that are covered by the original warranty and the duration of the warranty.
3. The Contractor shall perform all routine/preventive maintenance and inspection as prescribed by the manufacturer.

### **10.8 ADVISORY SERVICES AND SUBCONTRACTORS**

All advisory services by a foreman or any other Contractor's personnel to the elevator mechanic in performing their work shall be considered as incidental cost to the Contractor's hourly bid rate for regular working hour's trouble calls. No separate payment shall be made, therefore.

All specifications and hourly bid rates under this contract shall be applicable to subcontractor(s) should their services be required.

### **10.9 MISCELLANEOUS REQUIREMENTS**

- (A) The Contractor shall clean respective areas after maintenance, repair, inspection and/or testing operations. Materials and equipment brought in by the Contractor for servicing shall be removed by contractor when work is completed. Elevator and/or equipment that were serviced shall be wiped down and free of oil, grease, dirt and handprints upon completion of service.
- (B) Close doors and turn off lights upon work completion in rooms where services were performed, as applicable.
- (C) Immediately report hazardous conditions, fires and items that requires repair to the State.
- (D) The Contractor shall be held accountable for any damage caused to building surfaces, fixtures, pavements or other features resulting from work for this project. Property damaged by action of the Contractor or his employees shall be replaced or repaired to the satisfaction of the State at the Contractor's expense.

### **10.10 MATERIALS, SUPPLIES, EQUIPMENT, FACILITIES AND UTILITIES**

- (A) Contractor-Furnished Supplies, Material and Equipment.
  1. The Contractor shall furnish all necessary supplies, materials, tools and equipment (i.e., specialized test equipment, etc.)

2. Materials furnished by the Contractor shall be of quality to conform to these specifications.
3. Two-way radios or cell phones. The Contractor's operations on, over, and/or immediately adjacent to the Interstate Route H-3 shall require the use of two-way radios or cell phones.

(B) State-Furnished Supplies, Material and Equipment, Facilities and Utilities.

1. The State will provide elevator power at existing outlets for the Contractor to operate such equipment as necessary in the performance of his/her work.
2. Water, limited to the normal water supply provided in the building, is also available for the Contractor' use. Storage area may be available for use at the Harano Tunnel Facility based on space availability.
3. Keys will not be issued to the Contractor. The State will be responsible for providing access to the contractor to perform contract work. The Contractor shall obtain access through the State.

**10.11 COORDINATION OF WORK**

- (A) All work under this contract shall be coordinated with the State. Contact information is as follows:

Engineer Mr. Mike Medeiros District Engineer (DE) – Oahu District Phone: 808-831-6700 x128 Fax: 808-831-6725 Email: mike.medeiros@hawaii.gov	Authorized Representative of the DE Mr. Gerald Pang Tunnel Section Head – Oahu District Phone: 808-485-6208 Fax: 808-485-6270 Email: gerald.pang@hawaii.gov
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- (B) Whenever any work is performed at the Harano Tunnel Facility, the Contractor or his employees shall sign in and sign out at the facilities security office.

**10.12 HOURS OF OPERATION**

- (A) Regular Working Hours. All routine, preventive, maintenance and inspection work shall be performed during “regular working hours” The term “regular working hours” as used in this specification shall mean 6:45 A.M. to 3: 15 P.M, Hawaii Standard Time (HST), during working days.
- (B) Inclement Weather Schedule. The Contractor shall provide services in all weather conditions unless there is a warning during hurricane, tsunami, or flash flood one (1)

condition. Maintenance operations shall resume to normal within twenty-four (24) hours after the threat has terminated and roads have been cleared.

- (C) Hurricane Condition/Tsunami/Flash Flood Warning. Hurricane season occurs during the period of June 1st through November 30th of each year. Should the State Civil Defense issues Hurricane, Tsunami or Flash Flood Warning, the State shall immediately notify the Contractor.

### **10.13 SAFETY**

(A) Safety Concerns

1. The Contractor shall observe safety concerns in Section 7.10 Public Convenience and Safety, to the fullest during performance of work. Most of the maintenance work is in and around, to include but not limited to, energized elevators, chemicals and vehicular hazards.
2. The Contractor and his/her employees shall exercise due care in performing any work. The Contractor and his/her employees maybe subject, to include but not limited to slip, trip, fall, vehicular hazards, chemical hazards, noise hazards, elevator hazards and other workplace hazards. The Contractor shall maintain an aggressive safety program. Refer to Section 10.14 Submittals/Reports Summary and Section 10.13(C) Safety Plan for the required Safety Plan.
3. If applicable, the Contractor shall provide, erect and maintain all applicable and necessary barricades, danger signals, flags, ropes, stanchions or other safety warning and control devices to identify work areas and ensure the safety of bystanders or passerby.
4. All Contractor's methods and practices shall be in accordance with the manufacturers' Operations and Maintenance Manual, National ELEVATOR Code (NEC), U.S. Department of Labor (DOL), Occupational Safety and Health Standards (OSHA), the Environmental Protection Agency (EPA), health standards and health programs required by the Hawaii Administrative Rules § 12-110 and Hawaii Revised Statutes § 396, and other agencies as specified by Section 7.10 Public Convenience and Safety, and safety regulations promulgated by other governmental and local agencies.
5. The contractor is responsible for the work site and the work practices of all employees on the project site and is the controlling, exposing, correcting as well as the creating employer for purposes of this scope of work. The State of Hawaii Department of Transportation monitoring of the work in progress is not representative as the controlling employer for purposes of workplace and work practice safety and health compliance.

6. While working at the jobsite, all employees shall wear OSHA approved safety equipment, including but not limited to head protection, safety hardhat, hearing protection, vest, safety belts, lanyards, fall arrest system, goggles, gloves, chemical gloves, safety shoes, clothing and footwear **appropriate to the known hazard** and other equipment as required and as applicable. As a minimum, vest used on the highway right of way shall be the appropriate safety apparel that meets current ANSI/ISEA 107 and the U.S. Department of Transportation's MUTCD Section 6D.03.

Cost of employee's personal protective equipment (PPE) shall be incidental to the cost of elevator maintenance, test and inspection services.

(B) Hazardous Materials/Environmental Protection.

1. The Contractor shall comply with all Federal, State and local environmental laws and regulations when handling hazardous materials.
2. All work shall be performed in strict compliance with the manufacturer's label and/or Safety Data Sheet (SDS), as applicable, and in accordance with State, Federal and local regulations and laws. A copy of the SDS shall be submitted to the State **two days prior to scheduled use for approval. Immediately notify the State by phone or fax for verbal approval in emergency situations that occur during off hours.** Refer to Section 10.14 Submittals/Reports Summary, for other miscellaneous submittals. The Contractor at the jobsite shall maintain a copy during handling chemicals. The Contractor is responsible in notifying personnel around the jobsite and building occupants about the existence of hazardous chemicals, as applicable.
3. The Contractor shall immediately contain and clean up the release or spill of hazardous material and shall report the incident to the State.
4. Work shall not cause air or storm water pollution. The Contractor shall be responsible for all hauling and lawful disposal of debris. Any unauthorized or illegal disposal is grounds for termination of the contract.

(C) Safety Plan

1. As a minimum and as applicable, the Safety Plan shall contain the following information: project number, project title, contract number, activity description, hazard, action required to remove or mitigate the hazard, special training requirements, engineering controls (i.e., guardrails, barricades, etc.), administrative controls (Standard Operating Procedures, signs, etc.), emergency information, safety equipment Checklist & Report and personal protective equipment, required as specified by Section 10.13(A)6 of this section.

2. The safety plan shall be prepared/developed by a person who is knowledgeable (i.e., trained and certified) about the fundamental principles of occupational safety and health and work activities to be performed.

During the Pre-Start Meeting, the Contractor shall submit a copy of the certificate of training of the person who prepared the Safety Plan.

The following certificates from the following training sources are acceptable:

- a. Construction Health and Safety Technician from the Board of Safety Professionals or equivalent certificates.
- b. Specialist in Safety and Health from the OSHA Training Institute or equivalent certificates.

Lawson and Associates, Inc., RTS Consulting, Inc. and other safety consultants can provide services in the preparation, development and certification of a Safety Plan.

3. This plan shall be submitted as specified in Section 10.14 Submittals/Reports Summary, within three (3) working days prior to the Notice to Proceed date or during the Pre-start Meeting as specified in Section 10.15 Pre-start meeting, or when there are revisions.
4. Cost involved in the development of the Safety Plan shall be incidental to the Contractor's bid price for furnishing routine/preventive maintenance, test and inspection of elevators.

**10.14 SUBMITTALS/REPORTS SUMMARY**

The Contractor shall submit the following submittals/reports in the format, content, and schedule as outlined below in MS Word or MS Excel electronic media and hard copy. One copy for each electronic and hard copy of each required submittal shall be submitted to the Project Manager as specified in the Notice to Bidders.

Item	Submittal/Reports	Reference	Required	Frequency	Submit to
1	Equipment List/Lease Agreement, as applicable.	Section 10.2.(A).5.b and Section 10.11 Coordination of Work.	Three (3) working days prior to the Notice to Proceed.	As revised.	Engineer – Oahu District’s representative (Point of Contact).

SUBMITTALS/REPORTS SUMMARY (continuation)

Item	Submittal/Reports	Reference	Required	Frequency	Submit to
2	Statement of Capabilities <b>including all required attachments.</b>	Section 10.2 Qualification of Bidders.	Prior to award.	As revised.	Project Manager, Construction and Maintenance Branch, Highways Division
3	Names, Telephone Number(s) and Addressee(s) of Contact for Contractual issues.	Section 10.2 Qualification of Bidders, Statement of Capabilities, 10.11 Coordination of Work and Section 10.15 Pre-start Meeting.	Prior to award and three (3) working days prior to the Notice to Proceed.	As revised.	Project Manager, Construction and Maintenance Branch, Highways Division and the Engineer – Oahu District’s representative (Point of Contact).
4	Routine/Preventative Maintenance and Inspection Tasks, Frequency, Checklist and Report.	Section 10.4(A)3.	End of each week.	As revised.	Project Manager, Construction and Maintenance Branch, Highways Division and the Engineer – Oahu District’s representative (Point of Contact).
5	Work Schedule and Parts requirements.	Section 10.4(C).	Seven (7) calendar days after the issuance of the Notice to Proceed.	As revised.	Engineer – Oahu District’s representative (Point of Contact).
6	Trouble Call Report.	Section 10.4(B).	End of each day or each job, whichever is earlier.	As revised.	Engineer – Oahu District’s representative (Point of Contact).

SUBMITTALS/REPORTS SUMMARY (continuation)

Item	Submittal/Reports	Reference	Required	Frequency	Submit to
7	Equipment Shutdown Report.	Section 10.4(C)5.	Immediately.	As revised.	Engineer – Oahu District’s representative (Point of Contact).
8	Parts Status Report.	Section 10.4(C)6.	Weekly, as applicable.	As revised.	Engineer – Oahu District’s representative (Point of Contact).
9	Equipment Warranties.	Section 10.7(A)2.	Thirty (30) days after the Notice to Proceed date and when new equipment is added or old warranties expire.	As needed.	Engineer – Oahu District’s representative (Point of Contact).
10	Safety Plan.	Section 10.11 Coordination of Work, Section 10.13(C) and Section 10.15 Pre-start Meeting.	Three (3) working days prior to the Notice to Proceed.	As revised.	Project Manager, Construction and Maintenance Branch, Highways Division and the Engineer – Oahu District’s representative (Point of Contact).
11	SDS for chemicals (as applicable)	Section 10.13(B)2.	Two working days prior to use or immediately for emergency situations.	As needed.	Engineer – Oahu District’s representative (Point of Contact).

SUBMITTALS/REPORTS SUMMARY (continuation)

Item	Submittal/Reports	Reference	Required	Frequency	Submit to
12	Certified Payroll Report.	Section 7.8 Labor and Compensation Requirements.	Within seven (7) days after the end of each month. Submitted with the monthly invoice.	Monthly.	Engineer – Oahu District’s representative (Point of Contact).

**10.15 PRE-START MEETING**

Three (3) working days prior to the Notice to Proceed date or earlier, the Contractor shall schedule a pre-start meeting by contacting the State at the phone number or email address as specified in Section 10.11 Coordination of Work. This meeting will include the Engineer, his authorized representative and other personnel as deemed necessary by the Engineer. The Contractor shall include and introduce the main contact person or Crew Supervisor for this project. Pursuant to Section 10.14 Submittals/Reports Summary, **the Contractor shall be prepared to discuss and submit the specified documents that are listed in the table of this section** prior to the Notice to Proceed including, but not limited to the following:

- (A) Verification of the quantities of equipment and location.
- (B) Coordination of access to the working areas as applicable.
- (C) List of available State-furnished materials, supplies.
- (D) Verification of quantities in the Proposal Schedule and boundaries of working areas.

**10.16 TERM OF CONTRACT**

The term of this contract shall be for twelve (12) months from the date indicated in the Notice to Proceed from the Department than succeeding contract extension amendments.

**10.17 OPTION TO EXTEND TERM**

This contract may be extended to four (4) additional twelve (12) month periods or parts thereof without the necessity for re-bidding upon mutual agreement between the State and the Contractor in writing provided the contract price for the extended period shall remain equal to or less than the initial bid price. The entire term of contract, including extensions, shall not exceed sixty (60) months.

## **10.18 ESCALATION CLAUSE**

At the beginning of each twelve (12) month period, the cost of applicable Bid Items in the Proposal Schedule will be automatically increased by the percent change of the annual U.S. City Average, Consumer Price Index for all Urban Consumers (CPI-U) from the previous calendar year (percent change from the previous December). Increase will be capped at 5% per twelve (12) month period. Price adjustments shall be made only at the time of extension of the contract.

## **10.19 BASIS FOR PAYMENT**

The Contractor's bid price shall be full compensation for furnishing technical expertise as applicable, labor, technical knowledge and skills, material, tools, equipment, lubricants, chemicals, vehicles, communication costs, taxes, insurance, overhead, travel, and incidental costs necessary to maintain, repair, test and inspect elevators as specified in this contract.

Incidental costs include, but are not limited to the following:

<b>Item</b>	<b>Reference</b>	<b>Item</b>	<b>Reference</b>
Vehicle logo	Section 10.2.A.5.c.i.	Personnel Protective Equipment (PPE).	Section 10.13(A)6.
Employee uniform (shirt, T-shirt, coverall, etc.)	Section 10.2.C.1.	Development and certification of a safety plan.	Section 10.13(C)4.
Communication equipment (i.e., 2-way radios, cell phones, etc.)	Section 10.10(A)3.		

### (A) Monthly Earnings

1. Routine/Preventive Maintenance and Inspection Services, **Bid Item Nos. 1 through 8**. Earnings will be made based on actual number of services performed and the applicable bid item and unit bid price.
2. Perform mandated 5-year safety test for traction elevators and 3-year safety test for hydraulic elevators, **Bid Item Nos. 4a and 8a**, respectively. Earnings will be made based on actual number of services performed and the applicable bid item and unit bid price.
3. Trouble calls/repair work which the State determines to have been caused by vandalism, acts of nature, power outage or miscellaneous work only, regular working hours-per man-hour, **Elevator Mechanic, Bid Item No. 9**. Monthly payments to the Contractor will be made based on the actual number of services performed and the applicable unit bid prices.

4. Trouble call/repair work which the State determines to have been caused by vandalism, acts of nature, power outage or miscellaneous work only, regular working hours – per man-hour, **Elevator Mechanic Apprentice or helper, Bid Item No. 9a**. Monthly payments to the Contractor will be made based on the actual number of services performed and the applicable unit bid prices.
  5. Trouble calls/repair work during Off-hours Work only, **Bid Item No. 10**. Monthly payments to the Contractor will be made based on the actual number of services performed and the applicable unit bid prices.
  6. Technical Support Services **Bid Item No. 11**.
  7. Replacement Parts **Bid Item No. 12**.
- (B) Miscellaneous Work, **Bid Item No. 13**, will be used only at the discretion of the State for additional miscellaneous work within the scope of work and within the project area. The amount shall be negotiated in a manner similar to Section 4.5 - PRICE ADJUSTMENT.
- (C) Deductions (as applicable):
1. Retainage – computed as specified in Section 9.2 Retainage. Refer to Section 9.2 Retainage /Deduction from Payment, for retainage invoicing procedures.
  2. Liquidated Damages – This amount, if any, shall be retained by the State and shall not be paid to the Contractor.
- (D) Monthly Payments – Total monthly payments payable to the Contractor will be the applicable monthly payments in Section 10.19(A) 1 through 7 above plus the applicable miscellaneous work in Section 10.19(B) Miscellaneous Work above minus the applicable Deductions in Section 10.19(C) Deductions of this section.

To expedite the processing of payments to invoices, refer to Section 9.4 Progress Payments, for additional information on required information on monthly invoices.

STATE OF HAWAII  
DEPARTEMENT OF TRANSPORTATION  
**HIGHWAYS DIVISION**  
HONOLULU, HAWAII

APPENDICES

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**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
TRACTION ELEVATOR MONTHLY MAINTENANCE SCHEDULE**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

<b>TRACTION ELEVATOR MONTHLY TASKS</b>		<b>MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)</b>											
		J	F	M	A	M	J	J	A	S	O	N	D
<b>A. CAR OPERATION</b>													
	RIDE ALL CARS TO DETECT AND REPAIR ANY IMPROPER OPERATION OF THE CAR DOORS, HOISTWAY DOORS, ACCELERATION, AND DECELERATION AND LEVELING ACCURACY. INVESTIGATE ANY MALFUNCTIONS WHICH MAY HAVE OCCURRED IN CONNECTION WITH THE OPERATION OF THE ELEVATOR SINCE THE LAST MAINTENANCE VISIT AND TAKE CORRECTIVE ACTION.												
<b>B. CAR</b>													
	EXAMINE THE CAR STATION FOR WORN, CRACKED, LOOSE OR MALFUNCTIONING BUTTONS AND SWITCHES. REPLACE CRACKED OR WORN BUTTONS. REPAIR MALFUNCTIONING BUTTONS AND SWITCHES. REPLACE BURNT OUT BULBS IN THE POSITION INDICATORS OR IN THE CAR STATION PANEL. CLEAN THE CAR TOP AND LUBRICATE PIVOT POINTS AND BEARINGS WHERE NECESSARY.												
<b>C. CAR DOOR AND OPERATOR</b>													
	EXAMINE AND CLEAN. TIGHTEN ANY LOOSE SCREWS OR BOLTS AND REPLACE WORN PINS AND BEARINGS. CHECK DOOR GIBS AND TIGHTEN OR REPLACE IF NECESSARY. LUBRICATE MOVING PARTS AS REQUIRED. CHECK SAFETY EDGES AND LIGHT RAY FOR PROPER OPERATION. ADJUST IF NECESSARY.												

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
TRACTION ELEVATOR MONTHLY MAINTENANCE SCHEDULE (continuation)**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

TRACTION ELEVATOR MONTHLY TASKS (continuation)		MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)											
		J	F	M	A	M	J	J	A	S	O	N	D
<b>D. WIRE ROPES AND FASTENINGS</b>													
EXAMINE ALL WIRE ROPES AND FASTENINGS. LUBRICATE AND CLEAN AS REQUIRED. REPORT ANY UNSAFE CONDITIONS TO THE ENGINEER IMMEDIATELY. CHECK AND ADJUST THE HOIST AND COMPENSATION ROPES FOR EQUAL TENSION.													
<b>E. BI-PARTING DOORS AND GATES</b>													
CLEAN, LUBRICATE AND INSURE PROPER OPERATION OF CHECKS, CHAINS, GEARS, MOTORS, LINKAGES. CLEAN AND INSPECT ALL GATE AND DOOR CONTRACTS; ADJUST IF NECESSARY. EXAMINE THE RETIRING CAM FOR WORN PINS AND LOOSE BOLTS. ADJUST AND LUBRICATE AS REQUIRED. CLEAN AND LUBRICATE GATE AND DOOR GUIDE RAILS.													
<b>F. MOTOR AND MG SET</b>													
GENERAL INSPECTION OF MACHINE, SHEAVES, WORN AND GEAR, BRAKES, ETC. CLEAN OFF DUST AND WIPE UP OIL SPILLS. REPLACE BRUSHES AS NECESSARY. CHECK COMMUTATOR FOR WEAR. FOLLOW MANUFACTURER'S RECOMMENDATIONS FOR PROPER CARE OF COMMUTATOR. CHECK FOR UNUSUAL NOISE OR VIBRATION AND TAKE CORRECTIVE ACTION.													
<b>G. SELECTOR</b>													
CHECK FOR PROPER OPERATION. CLEAN, LUBRICATE AND ADJUST AS REQUIRED. ENSURE PROPER LUBRICATION OF SELECTOR TAPE AND SHEAVES. WIPE EXCESS OIL FROM SELECTOR AND FROM DRIP PANS.													

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
TRACTION ELEVATOR MONTHLY MAINTENANCE SCHEDULE (continuation)**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

<b>TRACTION ELEVATOR MONTHLY TASKS (continuation)</b>		<b>MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)</b>											
		J	F	M	A	M	J	J	A	S	O	N	D
	<b>H. CONTROLLER</b>												
	OBSERVE THE CONTROLLER FOR PROPER OPERATION OF RELAYS, CONTRACTS, SEQUENCE OF OPERATIONS, TIMING, ETC. CLEAN PITTED OR OXIDIZED CONTACTS; REPLACE IF NECESSARY. REPLACE COILS OR SHUNTS WITH BRITTLE INSULATION. CHECK FUSES FOR OVERHEATING AND TAKE NECESSARY ACTION.												
	<b>I. PIT AND EQUIPMENT</b>												
	CLEAN AND EXAMINE. LUBRICATE PIT EQUIPMENT AS REQUIRED. CHECK GOVERNOR TAIL SHEAVE FOR PROPER CLEARANCES AND TAKE NECESSARY ACTION.												
	<b>J. MISCELLANEOUS</b>												
1)	CLEAN MACHINE ROOM FLOOR.												
2)	CHECK FLOOR INDICATOR PANELS IN LOBBY AND REPLACE BURNT OUT LAMPS.												
3)	EXAMINE HALL BUTTON STATIONS AND REPLACE CRACKED OR WORN BUTTONS.												
4)	CHCK HALL LANTERNS FOR PROPER OPERATION. REPLACE BURNT OUT GONG COILS AND LAMPS.												
5)	CHECK OPERATION OF INSPECTION AND ACCESS KEY SWITCHES FOR PROPER OPERATION. ADJUST OR REPAIR AS NECESSARY.												
	<b>K. MISCELLANEOUS</b>												
1)	REPORT ANY EVIDENCE OF CORROSION AND PROVIDE RECOMMENDATION FOR ABATEMENT.												
2)	<i>CERTIFY PERFORMANCE OF MONTHLY SEVICES AND REPORT ALL DISCREPANCIES. SUBMIT CERTIFICATION AND THIS COMPLETED CHECKLIST WITH MONTHLY INVOICES.</i>												

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
TRACTION ELEVATOR MONTHLY MAINTENANCE SCHEDULE (continuation)**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS  
RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

Contractor (name of company): \_\_\_\_\_

Printed Name of Mechanic: \_\_\_\_\_ Mechanic's signature: \_\_\_\_\_

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
TRACTION ELEVATOR QUARTERLY MAINTENANCE SCHEDULE**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

<b>TRACTION ELEVATOR QUARTERLY TASKS</b>		<b>MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)</b>			
		<b>MONTH AND YEAR</b>	<b>MONTH AND YEAR</b>	<b>MONTH AND YEAR</b>	<b>MONTH AND YEAR</b>
	<b>A. CAR</b>				
1)	CHECK ALARM BELL AND COMMUNICATION SYSTEMS.				
2)	CLEAN LIGHT FIXTURE.				
3)	CHECK ADJUSTMENT OR CAR SHOES AND/OR ROLLER GUIDES. CLEAN AND LUBRICATE AS REQUIRED.				
4)	CHECK EMERGENCY SWITCHES.				
	<b>B. COUNTERWEIGHT</b>				
1)	CHECK ADJUSTMENT OF ROLLER GUIDES. CLEAN AND LUBRICATE AS REQUIRED.				
	<b>C. MOTOR AND GENERATORS</b>				
1)	CLEAN MACHINE ROOM FLOOR.				
2)	RENEW OR RESEAT BRUSHES AS NECESSARY.				
3)	CLEAN ARMATURES AND MOTORS WITH BLOWER OR VACUUM.				
4)	CHECK ARMATURE AND ROTOR CLEARANCE.				
5)	CHECK MOTOR AND MG SET CONNECTIONS. TIGHTEN IF NECESSARY.				
6)	CHECK OIL IN BEARINGS. ADD OIL OR CHANGE IF NECESSARY.				
7)	CLEAN BRUSH RIGGING AND HOUSIN.				
	<b>D. MISCELLANEOUS</b>				
1)	REPORT ANY EVIDENCE OF CORROSION AND PROVIDE RECOMMENDATION FOR ABATEMENT.				
2)	<i>CERTIFY PERFORMANCE OF QUARTERLY SEVICES AND REPORT ALL DISCREPANCIES. SUBMIT CERTIFICATION AND THIS COMPLETED CHECKLIST WITH MONTHLY INVOICES.</i>				

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
TRACTION ELEVATOR MONTHLY MAINTENANCE SCHEDULE (continuation)**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS  
RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

Contractor (name of company): \_\_\_\_\_

Printed Name of Mechanic: \_\_\_\_\_ Mechanic's signature: \_\_\_\_\_

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
TRACTION ELEVATOR SEMI-ANNUAL MAINTENANCE SCHEDULE**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

<b>TRACTION ELEVATOR SEMI-ANNUAL TASKS</b>		<b>MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)</b>	
		<b>MONTH AND YEAR</b>	<b>MONTH AND YEAR</b>
	<b>A. DOOR OPERATOR</b>		
1)	CHECK FASTENERS, OPERATION OF CHECK, INTERLOCKS, ETC. ADJUST AS REQUIRED.		
2)	CHECK THE INERTIA OF DOORS. MAKE ADJUSTMENTS AS REQUIRED.		
3)	CHECK OIL IN GEAR CASE. CHANGE IF NECESSARY.		
	<b>B. SELECTOR</b>		
1)	CHECK AND ADJUST SELECTOR FOR PROPER OPERATION. CHECK GEARS AND CHAINS FOR WEAR AND PROPER LUBRICATION.		
2)	CHECK STILE CHANNELS FOR BENDS OR CRACKS, ALSO CAR FRAME, CAMS AND SUPPORTS.		
3)	CHECK GATE OR DOOR UPTHrust, STILL GROOVES, BOTTOM GUIDES, ETC.		
4)	CHECK SELECTOR TAPE HITCHES AND BROKEN TAPE SWITCH.		
	<b>C. CONTROLLERS</b>		
1)	CLEAN WITH BLOWER.		
2)	CHECK ALIGNMENT OF SWITCHES, RELAYS, TIMERS, ETC. CLEAN AND MAKE ADJUSTMENTS AS NECESSARY.		
3)	CHECK ALL CONDENSORS, RESISTANCE TUBES AND GRIDS.		
4)	CHECK OIL IN OVERLOAD RELAYS.		
5)	CHECK SETTINGS AND OPERATION OF OVERLOADS.		
6)	CLEAN AND CHECK FUSES AND HOLDERS.		
7)	CHECK ALL CONTROLLER CONNECTIONS.		

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
TRACTION ELEVATOR SEMI-ANNUAL MAINTENANCE SCHEDULE (continuation)**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

<b>TRACTION ELEVATOR SEMI-ANNUAL TASKS (continuation)</b>		<b>MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)</b>	
		<b>MONTH AND YEAR</b>	<b>MONTH AND YEAR</b>
	<b>D. PIT</b>		
1)	CHECK GOVERNORS AND TAPE TENSION SHEAVE FASTENINGS.		
2)	CHECK OIL LEVEL IN BUFFERS.		
3)	LUBRICATE COMPENSATING SHEAVE AND INSPECT HITCHES.		
4)	EMPTY AND CLEAN DRIP PANS.		
5)	CHECK SUMP PUMPS AND REPORT PROBLEMS TO THE STATE.		
	<b>E. EMERGENCY LIGHTS</b>		
1)	CHANGE BATTERIES AS PER MANUFACTURER'S RECOMMENDATION.		
2)	RECORD ON EMERGENCY LIGHT FIXTURE THE DATE BATTERIES WERE CHANGES.		

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
TRACTION ELEVATOR SEMI-ANNUAL MAINTENANCE SCHEDULE (continuation)**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

<b>TRACTION ELEVATOR SEMI-ANNUAL TASKS (continuation)</b>		<b>MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)</b>	
		<b>MONTH AND YEAR</b>	<b>MONTH AND YEAR</b>
	<b>F. MISCELLANEOUS</b>		
1)	CLEAN CAR GRILL AND STILE CHANNELS.		
2)	GROUP SUPERVISORY CONTROL SYSTEMS WHERE INSTALLED SHALL BE CHECKED OUT A MINIMUM OF ONCE EVERY SIX (6) MONTHS. THE SYSTEM'S DISPATCHING, SCHEDULING AND EMERGENCY SERVICE FEATURES SHALL BE TESTED AND ADJUSTED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS. THE CONTRACTOR SHALL PROVE TO THE SATISFACTION OF THE ENGINEER OR REPRESENTATIVE THAT THE SYSTEM FUNCTIONS PROPERLY. ALL WORK SHALL BE PERFORMED DURING "OFF-HOURS" WITH NO INCONVENIENCE TO BUILDING OCCUPANTS. REFER TO SECTION 10.4(B)1.B OF THE SPECIFICATIONS, FOR THE DEFINITION OF "OFF-HOURS". A FULL REPORT COVERING ADJUSTMENT TIME INTERVALS, DISPATCH TIMES ON VARIOUS PROGRAMS, DOOR STANDINGS AND DOOR OPENING AND CLOSING SPEED SHALL BE FURNISHE AS DIRECTED.		
3)	<i>CERTIFY PERFORMANCE OF SEMI-ANNUAL SEVICES AND REPORT ALL DISCREPANCIES. SUBMIT CERTIFICATION AND THIS COMPLETED CHECKLIST WITH MONTHLY INVOICES.</i>		

Contractor (name of company): \_\_\_\_\_

Printed Name of Mechanic: \_\_\_\_\_ Mechanic's signature: \_\_\_\_\_

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
TRACTION ELEVATOR ANNUAL MAINTENANCE SCHEDULE**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

<b>TRACTION ELEVATOR ANNUAL TASKS</b>		<b>MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)</b>
		<b>MONTH AND YEAR</b>
	<b>A. LOAD WEIGHING SWITCHES</b>	
1)	CHECK AND ADJUST WITH WEIGHTS IF NECESSARY.	
	<b>B. HOSPITALS</b>	
1)	CHECK, CLEAN AND ADJUST GUIDE RAILS, CAMS AND FASTENINGS AND COUNTERWEIGHTS.	
2)	CHECK LIMIT, LANDING AND SLOWDOWN SWITCHES.	
3)	LUBRICATE PINS AND ROLLERS.	
4)	CLEAN SILLS.	
	<b>C. GUIDE SHOES AND ROLLER GUIDES</b>	
1)	LUBRICATE GUIDE SHOE STEMS AND ADJUST IF NECESSARY.	
2)	LUBRICATE WHEEL BEARING SPARINGLY.	
	<b>D. SHEAVES</b>	
1)	OBSERVE IF SHEAVES ARE TIGHT ON SHAFT.	
2)	SOUND SPOKES AND RIM WITH HAMMER FOR CRACKS.	
3)	CHECK SHEAVES FOR PROPER LUBRICATION. ADD GREASE ONLY IF NECESSARY.	
	<b>E. HALL</b>	
1)	CHECK HALL BUTTON CONTACTS, SPRINGS, WIRING, ETC.	
2)	CLEAN IF NECESSARY.	
	<b>F. TRAVELING CABLE</b>	
1)	CHECK WEAR, INSULATION, HANGING AND JUNCTION BOX CONNECTIONS.	

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
TRACTION ELEVATOR ANNUAL MAINTENANCE SCHEDULE (continuation)**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

<b>TRACTION ELEVATOR ANNUAL TASKS (continuation)</b>		<b>MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)</b>
		MONTH AND YEAR
<b>G. HOISTWAY DOORS</b>		
1)	CHECK FOR PROPER CLEARANCES. ADJUST IF NECESSARY.	
2)	CHECK BOTTOM GIBS, STRUTS, SILL, HEADERS AND FASTENINGS.	
3)	CLEAN AND ADJUST DOOR CONTACTS, IF NECESSARY.	
4)	CHECK RELATING CABLE FOR WEAR, REPLACE IF NECESSARY. ADJUST IF NECESSARY.	
5)	CLEAN AND LUBRICATE TRACKS, HANGARS, UPTHRESTS, ETC.	
<b>H. MISCELLANEOUS</b>		
1)	KEEP THE EXTERIOR OF THE MACHINERY CLEAN. KEEP IT PROPERLY PAINTED AND PRESENTABLE AT ALL TIMES.	
2)	TREAT THE MOTOR WINDINGS AND CONTROLLER COILS WITH PROPER INSULATION COMPOUND.	
3)	CHECK ALL BALL AND ROLLER BEARINGS FOR PROPER LUBRICATION ONLY IF NECESSARY.	
<b>I. MISCELLANEOUS</b>		
1)	REPORT ANY EVIDENCE OF CORROSION AND PROVIDE RECOMMENDATION FOR ABATEMENT.	
2)	<i>CERTIFY PERFORMANCE OF ANNUAL SEVICES AND REPORT ALL DISCREPANCIES. <u>SUBMIT CERTIFICATION AND THIS COMPLETED CHECKLIST WITH MONTHLY INVOICES.</u></i>	

Contractor (name of company): \_\_\_\_\_

Printed Name of Mechanic: \_\_\_\_\_ Mechanic's signature: \_\_\_\_\_

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
HYDRAULIC ELEVATOR MONTHLY MAINTENANCE SCHEDULE**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

<b>HYDRAULIC ELEVATOR MONTHLY TASKS</b>		<b>MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)</b>											
		J	F	M	A	M	J	J	A	S	O	N	D
	<b>A. CAR OPERATION</b>												
1)	RIDE ALL CARS TO DETECT AND REPAIR ANY IMPROPER OPERATION OF THE CAR DOORS, HOISTWAY DOORS, ACCELERATION, AND DECELERATION AND LEVELING ACCURACY. INVESTIGATE ANY MALFUNCTIONS WHICH MAY HAVE OCCURRED IN CONNECTION WITH THE OPERATION OF THE ELEVATOR SINCE THE LAST MAINTENANCE VISIT AND TAKE CORRECTIVE ACTION. CHECK FOR CREEPING; IF EXCESSIVE, DETERMINE CAUSE AND CORRECT												
	<b>B. CAR</b>												
1)	EXAMINE THE CAR STATION FOR WORN, CRACKED, LOOSE OR MALFUNCTIONING BUTTONS AND SWITCHES. REPLACE CRACKED OR WORN BUTTONS. REPAIR MALFUNCTIONING BUTTONS AND SWITCHES. REPLACE BURNT OUT BULBS IN THE POSITION INDICATORS OR IN THE CAR STATION PANEL. CLEAN THE CAR TOP AND LUBRICATE PIVOT POINTS AND BEARINGS WHERE NECESSARY.												
	<b>C. CAR DOOR AND OPERATOR</b>												
1)	EXAMINE AND CLEAN. TIGHTEN ANY LOOSE SCREWS OR BOLTS AND REPLACE WORN PINS AND BEARINGS. CHECK DOOR GIBS AND TIGHTEN OR REPLACE IF NECESSARY. LUBRICATE MOVING PARTS AS REQUIRED. CHECK SAFETY EDGES AND LIGHT RAY FOR PROPER OPERATION. ADJUST IF NECESSARY.												

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
HYDRAULIC ELEVATOR MONTHLY MAINTENANCE SCHEDULE (continuation)**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

HYDRAULIC ELEVATOR MONTHLY TASKS (continuation)		MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)											
		J	F	M	A	M	J	J	A	S	O	N	D
	<b>D. MOTOR AND PUMP UNIT</b>												
1)	INSPECT MOTOR, PUMP, OIL LINES, TANK, CONTROLS, PLUNGER AND PACKING, ETC. CORRECT ANY LEAKS AND KEEP EQUIPMENT IN CLEAN AND PRESENTABLE CONDITION.												
	<b>E. CONTROLLER</b>												
1)	OBSERVE THE CONTROLLER FOR PROPER OPERATION OF RELAYS, CONTACTS, SEQUENCE OR OPERATIONS, TIMING, ETC. CLEAN PITTED OR OXIDIZED CONTACTS; REPLACE IF NECESSARY. REPLACE COILS OR SHUNTS WITH BRITTLE INSULATION. CHECK FUSES FOR OVERHEATING AND TAKE NECESSARY ACTION.												
	<b>F. MISCELLANEOUS</b>												
1)	CLEAN PIT AND MACHINE ROOM I FLOOR.												
2)	CHECK HALL SIGNAL SYSTEM FOR PROPER OPERATION. REPLACE BULBS AS NECESSARY.												
3)	REPORT ANY EVIDENCE OF CORROSION AND PROVIDE RECOMMENDATION FOR ABATEMENT.												
4)	<i>CERTIFY PERFORMANCE OF MONTHLY SERVICES AND REPORT ALL DISCREPANCIES. SUBMIT CERTIFICATION AND THIS COMPLETED CHECKLIST WITH MONTHLY INVOICES.</i>												

Contractor (name of company): \_\_\_\_\_

Printed Name of Mechanic: \_\_\_\_\_ Mechanic's signature: \_\_\_\_\_

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
HYDRAULIC ELEVATOR QUARTERLY MAINTENANCE SCHEDULE**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

<b>HYDRAULIC ELEVATOR QUARTERLY TASKS</b>		<b>MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)</b>			
		<b>MONTH AND YEAR</b>	<b>MONTH AND YEAR</b>	<b>MONTH AND YEAR</b>	<b>MONTH AND YEAR</b>
	<b>A. CHECK ALARM BELL AND COMMUNICATION SYSTEM.</b>				
	<b>B. CHECK EMERGENCY SWITCHES.</b>				
	<b>C. MISCELLANEOUS</b>				
1)	REPORT ANY EVIDENCE OF CORROSION AND PROVIDE RECOMMENDATION FOR ABATEMENT.				
2)	<i><u>CERTIFY PERFORMANCE OF QUARTERLY SERVICES AND REPORT ALL DISCREPANCIES. SUBMIT CERTIFICATION AND THIS COMPLETED CHECKLIST WITH MONTHLY INVOICES.</u></i>				

Contractor (name of company): \_\_\_\_\_

Printed Name of Mechanic: \_\_\_\_\_ Mechanic's signature: \_\_\_\_\_

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
HYDRAULIC ELEVATOR SEMI-ANNUAL MAINTENANCE SCHEDULE**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

<b>TRACTION ELEVATOR SEMI-ANNUAL TASKS</b>		<b>MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)</b>	
		<b>MONTH AND YEAR</b>	<b>MONTH AND YEAR</b>
	<b>A. DOOR OPERATOR</b>		
1)	CHECK FASTENERS, OPERATION OF CHECK, INTERLOCKS, ETC. ADJUST AS REQUIRED.		
2)	CHECK THE INERTIA OF DOORS. MAKE ADJUSTMENTS AS REQUIRED.		
3)	CHECK OIL IN GEAR CASE. CHANGE IF NECESSARY.		
	<b>B. CAR</b>		
1)	CHECK STILE CHANNELS FOR BENDS OR CRACKS, ALSO CAR FRAME, CAMS AND SUPPORTS.		
2)	CHECK GATE OR DOOR UPTHrust, SILL, GROOVES, BOTTOM GUIDES, ETC.		
	<b>C. CONTROLLERS</b>		
1)	CLEAN WITH BLOWER.		
2)	CHECK ALIGNMENT OF SWITCHES, RELAYS, TIMERS, ETC. CLEAN AND MAKE ADJUSTMENTS AS NECESSARY.		
3)	CHECK ALL CONDENSORS, RESISTANCE TUBES AND GRIDS.		
4)	CHECK OIL IN OVERLOAD RELAYS.		
5)	CHECK SETTINGS AND OPERATION OF OVERLOADS.		
6)	CLEAN AND CHECK FUSES AND HOLDERS.		
7)	CHECK ALL CONTROLLER CONNECTIONS.		

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
HYDRAULIC ELEVATOR SEMI-ANNUAL MAINTENANCE SCHEDULE  
**(continuation)****

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

<b>TRACTION ELEVATOR SEMI-ANNUAL TASKS (continuation)</b>		<b>MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)</b>	
		<b>MONTH AND YEAR</b>	<b>MONTH AND YEAR</b>
	<b>D. EMERGENCY LIGHTS</b>		
1)	CHANGE BATTERY AS PER MANUFACTURER'S RECOMMENDATIONS.		
2)	RECORD ON EMERGENCY LIGHT FIXTURE THE DATE BATTERY WAS CHANGED.		
3)	CHECK LIGHT AND BELL FOR PROPER OPERATION.		
	<b>E. MISCELLANEOUS</b>		
1)	REPORT ANY EVIDENCE OF CORROSION AND PROVIDE RECOMMENDATION FOR ABATEMENT.		
2)	<i>CERTIFY PERFORMANCE OF SEMI-ANNUAL SERVICES AND REPORT ALL DISCREPANCIES. SUBMIT CERTIFICATION AND THIS COMPLETED CHECKLIST WITH MONTHLY INVOICES.</i>		

Contractor (name of company): \_\_\_\_\_

Printed Name of Mechanic: \_\_\_\_\_ Mechanic's signature: \_\_\_\_\_

**APPENDIX A**

**ROUTINE/PREVENTATIVE MAINTENANCE AND INSPECTION TASKS, FREQUENCY,  
CHECKLIST AND REPORT  
HYDRAULIC ELEVATOR ANNUAL MAINTENANCE SCHEDULE**

ALL ROUTINE/PREVENTIVE MAINTENANCE TASKS SHALL BE IN ACCORDANCE WITH WHAT IS RECOMMENDED IN THE MANUFACTURER'S MAINTENANCE MANUAL.

ELEVATOR NO.: \_\_\_\_\_

ELEVATOR LOCATION: \_\_\_\_\_

<b>HYDRAULIC ELEVATOR ANNUAL TASKS</b>		<b>MONTHLY AND YEAR (MECHANIC SHALL INITIAL EACH MONTHLY BOX CONFIRMING INSPECTION HAS BEEN COMPLETED)</b>
		MONTH AND YEAR
	<b>A. HOISTWAYS</b>	
1)	CHECK LIMIT, LANDING AND SLOWDOWN SWITCHES.	
2)	CLEAN SILLS.	
	<b>B. HALL</b>	
1)	CHECK HALL BUTTON CONTACTS, SPRINGS, WIRING, ETC.	
2)	CLEAN IF NECESSARY.	
	<b>C. TRAVELING CABLE</b>	
1)	CHECK WEAR, INSULATION, HANGING AND JUNCTION BOX CONNECTIONS.	
	<b>D. HOISTWAY DOORS</b>	
1)	CHECK FOR PROPER CLEARANCES. ADJUST IF NECESSARY.	
2)	CHECK BOTTOM BIGS, STRUTS, SILL, HEADERS AND FASTENERS.	
3)	CLEAN AND ADJUST DOOR CONTACTS, IF NECESSARY.	
4)	CHECK RELATING CABLE FOR WEAR. REPLACE IF NECESSARY.	
5)	CLEAN AND LUBRICATE TRACKS, HANGARS, UPTHURSTS, ETC. ADJUST IF NECESSARY.	
	<b>E. MISCELLANEOUS</b>	
1)	REPORT ANY EVIDENCE OF CORROSION AND PROVIDE RECOMMENDATION FOR ABATEMENT.	
2)	<i>CERTIFY PERFORMANCE OF ANNUAL SERVICES AND REPORT ALL DISCREPANCIES. <u>SUBMIT CERTIFICATION AND THIS COMPLETED CHECKLIST WITH MONTHLY INVOICES.</u></i>	

Contractor (name of company): \_\_\_\_\_

Printed Name of Mechanic: \_\_\_\_\_ Mechanic's signature: \_\_\_\_\_

**APPENDIX B**

**EQUIPMENT LIST  
Harano Tunnel**

<b>Elevator No.</b>	<b>Location</b>	<b>Manufacturer</b>	<b>Type</b>	<b>Total Count by type (each)</b>
ELEV-01	Haiku Portal Bldg. – IB	Dover Elevators	Traction	<b>6</b>
ELEV-02	Haiku Portal Bldg. – IB	Dover Elevators	Traction	
ELEV-03	Haiku Portal Bldg. – OB	Dover Elevators	Traction	
ELEV-04	Haiku Portal Bldg. – OB	Dover Elevators	Traction	
ELEV-05	Halawa Portal Bldg. - IB	Dover Elevators	Traction	
ELEV-06	Halawa Portal Bldg. - OB	Dover Elevators	Traction	
ELEV-07	Control Bldg.	Dover Elevators	Hydraulic	<b>7</b>
ELEV-08	Control Bldg.	Dover Elevators	Hydraulic	
ELEV-09	Cross Passage – 01	Dover Elevators	Hydraulic	
ELEV-10	Cross Passage – 03	Dover Elevators	Hydraulic	
ELEV-11	Cross Passage – 05	Dover Elevators	Hydraulic	
ELEV-12	Cross Passage – 07	Dover Elevators	Hydraulic	
ELEV-13	Cross Passage – 09	Dover Elevators	Hydraulic	

## APPENDIX C

### TECHNICAL REQUIREMENTS

#### 1. SCOPE OF WORK

The Contractor shall furnish labor, materials and equipment to maintain elevators, appurtenances and accessories at the Harano Tunnel Facility, Interstate Route H-3 Freeway, per the specifications outlined herein. This service shall be accomplished using skilled and trained personnel, who shall regularly and systematically examine, clean, lubricate, adjust and, when conditions warrant, conduct necessary repairs. All work shall be performed in accordance with the work described herein and in Appendix A Routine/preventive Maintenance and Inspection Tasks, Frequency, Checklist and Report.

#### 2. DUTIES OF CONTRACTOR

- A. The elevators covered by this contract as noted in Appendix B, Equipment List, of the Appendices, shall be maintained in a satisfactory and safe operating condition in accordance with the requirements of these specifications or the manufacturer's original specifications, whichever is more stringent. This mandates that the elevator(s) under contract shall be capable of always meeting their original speed and performance criteria under any load condition. The State reserves the right to make such tests as and when deemed advisable to ascertain that the requirements of these conditions are being fulfilled.
- B. The Contractor shall maintain elevators, equipment, appurtenances and accessories to comply with the requirements of the latest edition of the American Society of Mechanical Engineers (ASME) A17.1 and all other applicable laws, regulations, rules ordinances, codes, etc. The ASME elevator inspection manual A17.2 shall be used as a guide to establish that equipment is operating safely.
- C. The Contractor shall formalize actions necessary to obtain operational permits for the elevators covered by this contract. This may include and is not limited to administering tests to be witnessed by a licensed State Elevator Inspector such as the Mandated performance Tests as described in paragraph 10 of this Appendix.

#### 3. HOURS OF WORK

The Contractor shall perform all normal work under this agreement including unlimited call-back service during regular hours or regular working days of the elevator trade.

Emergency adjustment and replacement of minor parts and call-back service shall be available during 7:00 A.M. to 5:00 P.M., HST, Monday-Friday, excluding holidays.

For all emergency call-back or repair work during regular working hours, the Contractor shall absorb the straight time labor charges plus straight time fringe benefits.

## APPENDIX C

### TECHNICAL REQUIREMENTS

For after normal working hour emergencies, the Contractor shall be entitled for bonus hours at his regular hourly billing rates based upon the time and one-half or double-time pay schedule in the latest IUEC standard agreement. Services shall be paid by **Bid Item No. 9, 9a and/or 10.**

For emergencies which involve "trapped" elevator riders, a response by factory certified technician(s) shall be on-site within one (1) hour after receipt of call by the Contractor.

The State may request that emergency call-back service or repair work covered under this agreement shall be performed on an overtime basis.

#### 4. CHECK-IN REQUIREMENT

When performing emergency, minor or scheduled maintenance, the Contractor shall report to the business office however, when requested by the State, removal of elevators from service shall be coordinated with and approved by the Engineer or a designated representative.

#### 5. RIGHT TO INSPECT AND REQUIRE WORK

The State reserves the right to make such inspections and test whenever necessary to ascertain that the requirements of this contract are being fulfilled. Deficiencies noted shall be promptly corrected by the Contractor.

#### 6. COMPLIANCE WITH LAWS

In the performance of this contract, the Contractor agrees to 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 specifically, including, but not limited to, annual no-load, low speed test of car and counterweight safeties and governors and buffers; and every fifth year, perform full-load, rated speed test of hydraulic buffers, and safeties on cable-type elevators, and annual pressure tests on hydraulic type elevators as required by ASMEA17.1.

The Contractor shall make periodic tests and maintenance inspections of all elevator equipment as required by current applicable safety codes for elevators. **Written reports shall be to the Engineer and the Engineer will transmit the reports to the proper agency (e.g., DAGS-Central Services Division), if applicable.**

The Contractor shall not be required under this contract to install new attachments as may be recommended or directed by insurance companies, federal, state, municipal or governmental authorities, subsequent to the commencement date of this contract, unless the contract is modified in writing.

## APPENDIX C

### TECHNICAL REQUIREMENTS

#### 7. EMPLOYEES OF CONTRACTOR

The Contractor agrees that all work shall be performed by and under the supervision of skilled, experienced, certified elevator service and repair personnel directly employed and supervised by the Contractor.

#### 8. EXTENT OF WORK

Machine: Including worn, gear, thrust bearings, drive sheave, sheave shaft bearings, brake coil, brake linings, and components.

Pump Unit: Including pump, V-belts, strainers, silencers, springs and gaskets.

Motor Generator: Including windings, bearings, rotating element, commutators, brushes and brush holders. Jack Unit: Including guide bearing, packing and packing gland.

Controller: Including relays, resistors, contacts, coils, leads, transformers, fuses, timing devices and solid-state components.

Valves: Including relief valve, pilot, lowering, leveling and checking valves; or any of the parts thereof.

Dispatching Equipment: Including relays, resistors, contacts, coils, leads, fuses, transformers and solid-state components.

Selector: Including electrical or mechanical drive components, cam contacts, relays, resistors, leads, transformers and solid-state components.

Governor: Including sheave, bearings, shafts, contacts and governor jaws.

Car: Including power door operator, door protective devices, car door hangers, car door contact, load weighting equipment, car safety devices and car guide shoes.

Hoistway: Including deflector sheave, secondary sheave, buffers, governor tension assemblies, guide rails, limit switches, compensating sheave assemblies, compensating chain or cable, traveling cables, hoistway and machine room wiring, hoistway door interlocks, hoistway door hangers and gibs and auxiliary closer.

Counterweight: Including roller guides and sheaves.

Fixtures: Car and hall button stations, master indicator control panel, all signal fixtures including contacts, buttons, key switches and locks, lamps and sockets.

## APPENDIX C

### TECHNICAL REQUIREMENTS

Wire Ropes: Will be renewed as often as necessary to maintain an adequate factor of safety.

#### 9. PERFORMANCE REQUIREMENTS

The Contractor agrees to maintain the more stringent of the following: either the minimum performance requirements outlined below or those requirements contained in the original specifications for the elevators as designated in Appendix A.

- A. 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 three-fourth (3/4) open.
- B. Door opening times are measured from the start of the car door open until doors are in the fully open position.
- C. Door closing times are measured from the start of door close until hoistway doors are fully closed. Contract times will be those shown or minimum permitted by code, wherever is greater.
- D. Stopping accuracy shall be measured under all load conditions.
- E. Variance from rated speed, regardless of load, shall not exceed plus five percent (+5%).
- F. Door closing pressure shall not exceed thirty (30) pounds.

In accomplishing the above requirements, the 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.

#### 10. MANDATED PERFORMANCE TESTS

The following services will be performed at intervals specified in the American Society of Mechanical Engineers Code for Elevators and Escalators manual. The tests will be witnessed by a licensed State Elevator Inspector. (To include, but not limited to these tests). The Contractor shall coordinate with the licensed State Elevator Inspector.

- 1. 5-year Safety test for traction elevators.
- 2. 3-year Safety test for hydraulic elevators.

All safety deficiencies or damage to the elevators caused by the safety test will be corrected immediately by the Contractor at the State's expense.

## APPENDIX C

### TECHNICAL REQUIREMENTS

The cost for the mandated performance tests services shall be paid by **Bid Item No. 4a** Perform 5-year Safety Test and **Bid Item No. 8a** Perform 3-year Safety Test, of the Proposal Schedule.

The cost for repairs to correct deficiencies or damages incurred during the mandated tests shall be paid by the corresponding labor rate, **Bid Item Nos. 9 and/or 9a or 12** for replacement parts, as applicable.

**APPENDIX C1**

STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
HIGHWAYS DIVISION-OAHU DISTRICT

**Sample – Routine/Preventative Maintenance and Inspection Report/Work Tag**

Date: \_\_\_\_\_ Time arrived: \_\_\_\_\_ Time departed: \_\_\_\_\_

Elevator Number	Location (i.e., Halawa, TOC, etc. – refer to location in Appendix B of these appendices.	Work Performed (i.e., quarterly pm, Trouble call, etc.)	Malfunction/Deficiencies	Corrective Action

Contractor (name of company): \_\_\_\_\_

Elevator Mechanic’s signature: \_\_\_\_\_

Printed Name of Elevator Mechanic: \_\_\_\_\_

**APPENDIX D**

STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
HIGHWAYS DIVISION-OAHU DISTRICT

**Sample – Trouble Call Report**

Project No.: HWY-OT-2023-10 Contract No: \_\_\_\_\_

Project Title: Maintenance, Testing and Inspection of Elevators at Harano Tunnel, Interstate Route H-3 Freeway, Island of Oahu

Date (mm/dd/yy): \_\_\_\_\_

Time in at jobsite: \_\_\_\_\_

Weather: \_\_\_\_\_

Time out at jobsite: \_\_\_\_\_

Name of Person submitting the Trouble Call: \_\_\_\_\_

Elevator No.: \_\_\_\_\_

Reported Problem: \_\_\_\_\_

\_\_\_\_\_

Work Required to Repair Equipment (explain): \_\_\_\_\_

\_\_\_\_\_

Materials/parts or equipment required to repair elevators: \_\_\_\_\_

\_\_\_\_\_

Illustration (or photo) showing repair location:

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor (name of company): \_\_\_\_\_

Elevator Mechanic's signature: \_\_\_\_\_

Printed Name of Elevator Mechanic: \_\_\_\_\_

**APPENDIX D1**

STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
HIGHWAYS DIVISION-OAHU DISTRICT

**Sample – Equipment Shutdown Report**

Project No.: HWY-OT-2023-10 Contract No: \_\_\_\_\_ Date: \_\_\_\_\_

Project Title: Maintenance, Testing and Inspection of Elevators at Harano Tunnel, Interstate Route H-3 Freeway, Island of Oahu

Elevator No.: \_\_\_\_\_

Time in at jobsite: \_\_\_\_\_

Location: \_\_\_\_\_

Time out at jobsite: \_\_\_\_\_

Name of Person submitting the Trouble Call: \_\_\_\_\_

Detailed description of Problem: \_\_\_\_\_

Reported Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Materials/parts or equipment required to repair elevators: \_\_\_\_\_

\_\_\_\_\_

Estimated delivery date of parts (explain): \_\_\_\_\_

Date of equipment shutdown: \_\_\_\_\_

Actual repair completion date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor (name of company): \_\_\_\_\_

Elevator Mechanic's signature: \_\_\_\_\_

Printed Name of Elevator Mechanic: \_\_\_\_\_

**APPENDIX D2**

STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
HIGHWAYS DIVISION-OAHU DISTRICT

**Sample – Elevator Maintenance Contractor Performance Rating**

Project No.: HWY-OT-2023-10

Contract No: \_\_\_\_\_

Project Title: Maintenance, Testing and Inspection of Elevators at Harano Tunnel, Interstate Route H-3 Freeway, Island of Oahu

Contractor: \_\_\_\_\_

Elevator No.:		Month:	Year:		
Elevator Type:					
Item	Operations	Section Reference	Pass	Fail	Comments
1	Monthly/Quarterly/Semi-annual and annual preventative maintenance, as applicable, were completed.	10.4(A)4			
	<b>Response Time</b>				
2	One (1) hour response time during regular working hours for trouble calls due to wear and tear.	10.4(B)1.a.1			
3	Four (4) hours response time during off-hours for trouble calls due to wear and tear.	10.4(B)1.b.1			
4	One (1) hour response time during regular working hours for trouble calls due to vandalism, acts of nature, power outage or miscellaneous work.	10.4(B)2.a.1			
5	One (1) hour response time during off-hours for trouble calls due to vandalism, acts of nature, power outage or miscellaneous work.	10.4(B)2.b.1			
6	One (1) hour response time for trouble calls due to “trapped elevator riders.”	10.4(B)2.c.1			
7	The Contractor immediately informs the Engineer of any elevator shutdowns.	Item 7, 10.14			
8	During trouble calls and repairs, the Contractor informs the Engineer of the status of the elevator before departure.	Item 6, 10.14			

**APPENDIX D2**

STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
HIGHWAYS DIVISION-OAHU DISTRICT

**Sample – Elevator Maintenance Contractor Performance Rating**

9	The Contractor posts signage during maintenance and repairs.	10.13(C)1			
10	The Contractor signs in and signs out of the Tunnel Control Center Office upon arrival and departure.	10.11(B)			
	<b>Logs and Reports</b>				
11	Maintenance Log Book is updated on a regular basis and maintained in each machine room.	10.4(C).1.d			
12	Work schedule and parts requirements were submitted and updated as necessary.	Item 5, 10.14			
13	Trouble call report are submitted at the end of each day or each job whichever comes first.	Item 6, 10.14			
14	Elevator shutdown report are submitted immediately, as applicable.	Item 7, 10.14			
15	Parts status report are submitted on a weekly basis, as applicable.	Item 7, 10.14			

Rated by: \_\_\_\_\_  
Engineer or representative

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

Accepted by: \_\_\_\_\_  
Contractor or representative

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

**APPENDIX D3**

**Sample – Notice to Proceed Letter for Miscellaneous Work**

**STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HIGHWAYS DIVISION  
OAHU DISTRICT  
727 KAKAI STREET  
HONOLULU, HAWAII 96819**

Elevator Maintenance Services  
1234 Any Street  
Honolulu, Hawaii 12345

Dear Colleagues:

Subject: Maintenance, Testing and Inspection of Elevators at Harano Tunnel, Interstate Route H-3 Freeway, Island of Oahu, Project No. HWY-OT-2023-10, Contract No. \_\_\_\_\_

In accordance with the contract, you are hereby given notice to proceed with miscellaneous work at the agreed upon price of \$3,000.00, including State tax, to perform corrosion abatement on ELEV-01.

The funds will be paid from the “Allowance” for Miscellaneous Work.

Sincerely,

Mike Medeiros  
Oahu District Engineer

Enclosure (attach price quotation, etc.)

**Appendix E**

**Sample – Monthly Invoice**

**Elevator Maintenance Services**

1234 Any Street, Honolulu, Hawaii 12345 Phone (808) 123-1234 Fax (808)-123-1234 Email: name@email.com

Bill To: District Engineer – Oahu District  
Highways Division  
Department of Transportation  
727 Kakoi Street  
Honolulu, Hawaii 96819

Date: \_\_\_\_\_  
Invoice No.: \_\_\_\_\_  
Contract No.: \_\_\_\_\_  
Purchase Order No.: \_\_\_\_\_  
Project No.: **HWY-OT-2023-10**

Project Title: Maintenance, Testing and Inspection of Elevators Harano Tunnel, Interstate Route H-3 Freeway, Island of Oahu

Periods Covered: **January 17, 2023 to February 16, 2023** (full pay period, head-to-tail format, first pay period from the NTP date to following month similar to this sample)

<b>Bid Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
1	Monthly Routine/Preventative Maintenance and Inspection Services - Traction	6	Each	\$ _____	\$ _____
12	Replacement Parts	Allowance	Allowance	Allowance	\$ _____
13	Miscellaneous Work	Allowance	Allowance	Allowance	\$ _____
Subtotal					\$ _____
Less Deductions					\$ _____
Subtotal					\$ _____
Less 5% retainage from payment per Section 9.4 Progress Payments, of the Specifications.					\$ _____
<b>Total Amount Due</b>					\$ _____

I certify that services requested under the contract have been performed by Elevator Maintenance Services in accordance to the contract.

\_\_\_\_\_  
Signature  
First J. Name  
President  
Elevator Maintenance Services

# Appendix F

## Sample – Certified Payroll Report

STATE OF HAWAII		<b>CERTIFIED PAYROLL REPORT</b>															DAGS.ECP v1.0_06/10						
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES																	REPORT SUBMISSION DATE: <b>26-Aug-05</b>						
Public Works Division																							
Name is of: Contractor: <input type="checkbox"/> Subcontractor: <input type="checkbox"/>																	THIS IS AN AMENDED FORM PAYMENTS MADE ON SAME DAY TO ALL EMPLOYEES						
NAME: <input style="width: 100%;" type="text"/>																							
PAYROLL NO.		FOR WEEK ENDING			PROJECT AND LOCATION							PROJECT NO.		VENDOR CODE									
<b>34</b>		<b>June 29, 2005</b>			<b>CHERRY COURTHOUSE, FIX ROTTEN TREES</b>							<b>99-99-9999</b>		<b>000003-98</b>									
<b>NAME, NO ADDRESS, AND LAST 4 DIGITS OF SOCIAL SECURITY NUMBER OF EMPLOYEE</b>		<small>NO. OF WITHHOLDING DEDUCTIONS</small>	<small>WORK CLASSIFICATION</small>	<small>OT OR ST.</small>	<small>DAY AND DATE</small>							<small>TOTAL HOURS</small>	<small>RATE OF PAY</small>	<small>GROSS AMOUNT EARNED</small>	<small>TOTAL DEDUCTIONS</small>					<small>NET WAGES PAID FOR WEEK</small>	<small>DATE PAID TO EMPLOYEE</small>		
					<small>S</small>	<small>M</small>	<small>T</small>	<small>W</small>	<small>TH</small>	<small>F</small>	<small>S</small>				<small>FICA</small>	<small>FED. WITH- HOLDING TAX</small>	<small>STATE WITH- HOLDING TAX</small>	<small>MEDICARE</small>	<small>OTHER DEDUC.</small>			<small>TOTAL DEDUCT</small>	
					<small>HOURS WORKED EACH DAY</small>										<small>S</small>	<small>M</small>	<small>T</small>	<small>W</small>	<small>TH</small>			<small>F</small>	<small>S</small>
Jack Sprat XXX-XX-9999			Runner	S	7.00	7.00	7.00	7.00	8.00	8.00	8.00	9.00	53.00	\$30.00	\$1,590.000	\$3.00	\$2.00	\$2.00	\$1.00	\$2.00	\$10.00	\$4,100.000	17-Jun-05
			O	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	56.00	\$45.00	\$2,520.000								
			T	15.00	15.00	15.00	15.00	16.00	16.00	16.00	17.00	109.00			\$4,110.000								
Leap Frog xxx-xx-5678			Jumper	S	2.00			6.00			4.00	12	\$20.00	\$240.000	\$4.00	\$5.00	\$6.00	\$6.00	\$3.00	\$24.00	\$216.000		
			O									0	\$30.00	\$0.000									
			T	2.00	0.00	0.00	6.00	0.00	0.00	4.00	12.00			\$240.000									
			S									0		\$0.000									
			O									0	\$0.00	\$0.000									
			T	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$0.000								
			S									0		\$0.000									
			O									0	\$0.00	\$0.000									
			T	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$0.000								
			S									0		\$0.000									
			O									0	\$0.00	\$0.000									
			T	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$0.000								
			S									0		\$0.000									
			O									0	\$0.00	\$0.000									
			T	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$0.000								

**Appendix G**

**Sample – Satisfactory Evidence by Affidavit for Final Payment**

**Elevator Maintenance Services**

1234 Any Street, Honolulu, Hawaii 12345

Phone: (808) 123-1235

Email: name@email.com

Date:

State of Hawaii  
Department of Transportation  
869 Punchbowl Street  
Honolulu, Hawaii 96813-5097

Dear Colleagues:

Pursuant to Section 9.5 Final Payment, of the Specifications, I hereby certify that all debts resulting from Contract No. \_\_\_\_\_, Project No. HWY-OT-2023-10, Project Title: MAINTENANCE, TESTING AND INSPECTION OF ELEVATORS AT HARANO TUNNEL, INTERSTATE ROUTE H-3 FREEWAY, ISLAND OF OAHU, have been fully paid or satisfactorily secured.

Cordially,

\_\_\_\_\_  
First J. Name  
President  
Elevator Maintenance Services

Subscribed and sworn to me  
This \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public, First Judicial Circuit,  
State of Hawaii

My Commission Expires: \_\_\_\_\_



*The bidder shall refer to Sections 10.2(H)1 Schedule of Submitting Required Document **and be familiar with the requirements** prior to submitting their bid. The bidder, starting with the lowest bidder, is required to submit specific documents.*

***Failure by the bidder to submit:** The bidder may be considered non-compliant with the requirements of the Specifications if the bidder fails to submit the specified documents no later than seven (7) working days from the date of receipt of the written request from the State. This failure may result in bid rejection.*

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HIGHWAYS DIVISION  
HONOLULU, HAWAII

PROPOSAL

PROPOSAL TO THE STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HIGHWAYS DIVISION

PROJECT: MAINTENANCE, TESTING AND INSPECTION OF  
ELEVATORS AT HARANO TUNNEL, INTERSTATE  
ROUTE H-3 FREEWAY, ISLAND OF OAHU

PROJECT NO.: HWY-OT-2023-10

CONTRACT TIME: Twelve (12) months from date indicated in the Notice to  
Proceed from the Department with options to extend as  
provided for in Section 10.17.

LIQUIDATED DAMAGES: Refer to Section 8.6 Liquidated Damage.

ELECTRONIC SUBMITTAL: The Proposal and supporting documents shall be submitted  
through the State of Hawaii eProcurement System  
(HIePRO). See the Notice to Bidder for additional  
information.

NOTE: **PERFORMANCE BOND IS REQUIRED FOR THE  
FIRST YEAR OF THIS PROJECT.**

BID AND PAYMENT BONDS ARE NOT REQUIRED  
FOR THIS PROJECT.

Director of Transportation  
AliiAIMoku Hale  
869 Punchbowl Street  
Honolulu, Hawaii 96813

Dear Sir:

The undersigned bidder declares the following:

1. It has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.
2. It has not been assisted or represented on this matter by any individual who has, in a State capacity, been involved in the subject matter of this contract within the past two years.
3. It has not and will not, either directly or indirectly offered or given a gratuity (i.e. an entertainment or gift) to any State or County employee to obtain a contract or favorable treatment under a contract.

The undersigned bidder further agrees to the following:

1. If this proposal is accepted, it shall execute a contract with the Department to provide all necessary labor, machinery, tools, equipment, apparatus and any other means of construction, to do all the work and to furnish all the materials specified in the contract in the manner and within the time therein prescribed in the contract, and that it shall accept in full payment therefore the sum of the unit and/or lump sum prices as set forth in the attached proposal schedule for the actual quantities of work performed and materials furnished and furnish satisfactory security in accordance with Section 103D-324, Hawaii Revised Statutes, within 10 days after the award of the contract or within such time as the Director of Transportation may allow after the undersigned has received the contract documents for execution, and is fully aware that non-compliance with the aforementioned terms will result in the forfeiture of the full amount of the bid guarantee required under Section 103D-323, Hawaii Revised Statutes.

Matls. & Serv.  
r12/2020

2. That the quantities given in the attached proposal schedule are approximate only and are intended principally to serve as a guide in determining and comparing the bids.
3. That the Department does not either expressly or by implication, agree that the actual amount of work will correspond therewith, but reserves the right to increase or decrease the amount of any class or portion of the work, or to omit portions of the work, as may be deemed necessary or advisable by the Director of Transportation, and that all increased or decreased quantities of work shall be performed at the unit prices set forth in the attached proposal schedule except as provided for in the specifications.
4. In case of a discrepancy between unit prices and the totals in said Proposal Schedule, the unit prices shall prevail.
5. Agrees to begin work within 10 working days after the date of notification to commence with the work, which date is in the notice to proceed, and shall finish the entire project within the time prescribed.
6. The Director of Transportation reserves the right to reject any or all bids and to waive any defects when in the Director's opinion such rejections or waiver will be for the best interest of the public.

Receipt is hereby acknowledged and complete examination is hereby expressly guaranteed of the following listed items: the specifications, the notice to bidders, the special provisions, if any, the proposal, the plans, if any, and the contract form.

The undersigned acknowledges receipt of any addendum, issued by recording in the space below the date of receipt.

Addendum No. 1 \_\_\_\_\_ Addendum No. 3 \_\_\_\_\_

Addendum No. 2 \_\_\_\_\_ Addendum No. 4 \_\_\_\_\_

The undersigned hereby certifies that the bid prices contained in the attached proposal schedule have been carefully checked and are submitted as correct, final and are net prices.

\_\_\_\_\_  
Bidder (Company Name)

By \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Business Telephone      Email

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Person (If different from above)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Hawaii General Excise Tax License No. \_\_\_\_\_

NOTE:

If bidder is a CORPORATION, the legal name of the corporation shall be set forth above, the corporate seal affixed, together with the signature(s) of the officer(s) authorized to sign contracts on behalf of the corporation. Please attach to this page current (not more than six months old) evidence of the authority of the officer(s) to sign on behalf of the corporation.

If bidder is a PARTNERSHIP, the true name of the partnership shall be set forth above with the signature(s) of the general partner(s) authorized to sign contracts on behalf of the partnership. Please attach to this page current (not more than six months old) evidence of the authority of the partner(s) to sign on behalf of the partnership.

If bidder is an INDIVIDUAL, the bidder's signature shall be placed in the space provided therefore on page PF-4.

If signature is by an agent, other than an officer of a corporation or a partner of a partnership, a POWER OF ATTORNEY must be on file with the Department prior to the opening of bids or submitted with the bid; otherwise, the bid may be rejected as irregular and unauthorized.

\*Bidder will be considered an out-of-state vendor if Hawaii General Excise Tax License No. is not indicated. See Section 2.8 Out-of-State Bidders of the Specifications.

PROPOSAL SCHEDULE  
FOR  
MAINTENANCE, TESTING AND INSPECTION OF ELEVATORS AT HARANO TUNNEL,  
INTERSTATE ROUTE H-3 FREEWAY,  
ISLAND OF OAHU  
PROJECT NO. HWY-OT-2023-10

	Bid Item No.	Description	Quantity (a)	Unit	Unit Price (b)	Amount (a) x (b)
Traction Elevators (6 each)	1	Monthly Routine/Preventative Maintenance and Inspection Service <i>(refer to Appendix A &amp; B and Section 10.4(A))</i>	72	Each	\$ _____	\$ _____
	2	Quarterly Routine/Preventative Maintenance and Inspection Service <i>(refer to Appendix A &amp; B and Section 10.4(A))</i>	24	Each	\$ _____	\$ _____
	3	Semi-annual Routine/Preventative Maintenance and Inspection Service <i>(refer to Appendix A &amp; B and Section 10.4(A))</i>	12	Each	\$ _____	\$ _____
	4	Annual Routine/Preventative Maintenance and Inspection Service <i>(refer to Appendix A &amp; B and Section 10.4(A))</i>	6	Each	\$ _____	\$ _____
	4a	Perform 5-Year Safety Test for Traction Elevators <i>(refer to Appendix B and Appendix C, Section 10)</i>	6	Each	\$ _____	\$ _____
Hydraulic Elevators (7 each)	5	Monthly Routine/Preventative Maintenance and Inspection Service <i>(refer to Appendix A &amp; B and Section 10.4(A))</i>	84	Each	\$ _____	\$ _____
	6	Quarterly Routine/Preventative Maintenance and Inspection Service <i>(refer to Appendix A &amp; B of the and Section 10.4(A))</i>	28	Each	\$ _____	\$ _____

PROPOSAL SCHEDULE  
FOR  
MAINTENANCE, TESTING AND INSPECTION OF ELEVATORS AT HARANO TUNNEL,  
INTERSTATE ROUTE H-3 FREEWAY,  
ISLAND OF OAHU  
PROJECT NO. HWY-OT-2023-10

(Continuation)

	Bid Item No.	Description	Quantity (a)	Unit	Unit Price (b)	Amount (a) x (b)
Hydraulic Elevators (7 each)	7	Semi-annual Routine/Preventative Maintenance and Inspection Service (refer to Appendix A & B and Section 10.4(A))	14	Each	\$ _____	\$ _____
	8	Annual Routine/Preventative Maintenance and Inspection Service (refer to Appendix A & B and Section 10.4(A))	7	Each	\$ _____	\$ _____
	8a	Perform 3-Year Safety Test for Hydraulic Elevators (refer to Appendix B and Appendix C, Section 10)	7	Each	\$ _____	\$ _____
	9	Trouble Calls <u>caused by vandalism, acts of nature, power outage or miscellaneous work only, regular working hours per man-hour, Elevator Mechanic</u> (refer to Section 10.4(B)2.a.2)	30	Man-Hour	\$ _____	\$ _____
	9a	Trouble Calls <u>caused by vandalism, acts of nature, power outage or miscellaneous work only, regular working hours per man-hour, Elevator Mechanic Apprentice or helper</u> (refer to Section 10.4(B)2.a.2)	20	Man-Hour	\$ _____	\$ _____
	10	Trouble Calls During Off-Hours Work (refer to Section 10.4(B)2.b.2)	Allowance	Allowance	Allowance	\$ <u>5,000.00</u>
	11	Technical Support Services (refer to Section 10.4(G))	Allowance	Allowance	Allowance	\$ <u>10,000.00</u>

PROPOSAL SCHEDULE  
FOR  
MAINTENANCE, TESTING AND INSPECTION OF ELEVATORS AT HARANO TUNNEL,  
INTERSTATE ROUTE H-3 FREEWAY,  
ISLAND OF OAHU  
PROJECT NO. HWY-OT-2023-10

(Continuation)

Bid Item No.	Description	Quantity (a)	Unit	Unit Price (b)	Amount (a) x (b)
12	Replacement Parts ( <i>refer to Section 10.4(E)1.c, 10.4(E)2.c and 10.4(E)3.c</i> )	Allowance	Allowance	Allowance	\$ <u>100,000.00</u>
13	Miscellaneous Work ( <i>refer to Section 10.4(H)</i> )	Allowance	Allowance	Allowance	\$ <u>100,000.00</u>
<b>TOTAL AMOUNT FOR COMPARISON OF BIDS</b> (For comparison of bids, sum Bid Item No. 1 through 13)					\$ _____

**Notes:**

1. Bids shall include all Federal, State, County and other applicable taxes and fees.
2. The TOTAL AMOUNT FOR COMPARISON OF BIDS will be used to determine the lowest responsible bidder.
3. Bidder shall complete all unit price and amounts. Failure to do so shall be grounds for rejection of bid.
4. In case of a discrepancy occurs between unit bid price and the bid price, the unit bid price shall govern.
5. The Bidder shall make no changes to the items. Bid submitted with changes to the item(s) are considered rejectable bids.
6. Performance bond is required for the first year of this project.
7. The number of hours for Bid Item Nos. 9 and 9a Trouble call/repair work, as applicable, are estimates and used for bidding purposes only. Payments to the Contractor will be made based on the actual number of performances and the unit bid price. Refer to Section 10.19 Basis of Payment, of the Specifications.
8. The project requires a Safety Plan in accordance with Section 10.13(C) Safety Plan, of the Specifications.

PROPOSAL SCHEDULE  
FOR  
MAINTENANCE, TESTING AND INSPECTION OF ELEVATORS AT HARANO TUNNEL,  
INTERSTATE ROUTE H-3 FREEWAY,  
ISLAND OF OAHU  
PROJECT NO. HWY-OT-2023-10

**Notes (continuation):**

9. **Prior to commencing with the work, the successful Bidder is required to submit a Certificate of Insurance.**
10. **By submitting a proposal, the bidder acknowledges he has read and understands all the provisions of the Special Provisions, Specifications and is fully aware of all the conditions to be encountered in performing the work.**
11. Completed Proposal file shall be upload into HiePRO prior to bid opening date and time. All other required confidential or proprietary document shall be uploaded separately.

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HONOLULU, HAWAII

FORMS

Contents:

Sample Contract

Performance Bond (Surety)

Performance Bond

Certificate of Performance Services

SAMPLE

C O N T R A C T

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, by and between the STATE OF HAWAII, by its Director of Transportation, hereinafter referred to as “STATE”, and << CONTRACTOR >>, <<STATE OF INCORPORATION>> whose business/post office address is <<ADDRESS>>, hereinafter referred to as “CONTRACTOR”;

WITNESSETH: That for and in consideration of the payments hereinafter mentioned, the CONTRACTOR hereby covenants and agrees with the STATE to furnish, perform and/or deliver and pay for all labor, supplies, materials, equipment and services called for in “<<PROJECT NAME AND NO>>”, or such a part thereof as shall be required by the STATE, the total amount of which labor, supplies, materials, equipment and services shall be computed at the unit and/or lump sum prices set forth in the attached proposal schedule and shall be the sum of <<BASIC>>----- DOLLARS (\$<<BASIC\_NUMERIC>>) as follows:

TOTAL FOR COMPARISON OF BIDS.....\$<<BASIC\_NUMERIC>>

which sum shall be provided from State funds, all in accordance with the specifications, the special provisions, if any, the notice to bidders, the instructions to bidders, the proposal and plans, if any, for << PROJECT NO ONLY >> on file in the office of the Director of Transportation. These documents, together with all alterations, amendments, and additions thereto and deductions therefrom, are attached hereto or incorporated herein by reference and made a part of this contract.

The CONTRACTOR hereby covenants and agrees to furnish, perform and/or deliver all labor, supplies, materials, equipment and services as provided herein for a period of <<WORKING DAYS>> from the date indicated in the Notice to Proceed from the State, with an option to extend for FOUR (4) additional ONE (1) YEAR periods subject to the terms specified in Section <<SECTION REFERENCING OPTION YEAR>> of the Specifications. The total term of this contract shall not exceed FIVE (5) YEARS.

For and in consideration of the covenants, undertakings and agreements of the CONTRACTOR herein set forth and upon the full and faithful performance thereof by the CONTRACTOR, the STATE hereby agrees to pay the CONTRACTOR the sum of <<BASIC>>----- DOLLARS (\$<<BASIC NUMERIC>>) in lawful money, such payment to be made, subject to such additions hereto or deductions therefrom heretofore or hereafter made, in the manner and at the time prescribed in the specifications and this contract.

An additional sum of <<EXTRAS>>----- DOLLARS (\$<<EXTRA NUMERIC>>) is hereby provided for extra work and shall be provided from State funds.

The CONTRACTOR further agrees to execute the attached Certification of Compliance for Final Payment form prior to payment of the final payment by the STATE.

All words used herein in the singular shall extend to and include the plural. All words used in the plural shall extend to and include the singular. The use of any gender shall extend to and include all genders.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed the day and year first above written.

STATE OF HAWAII

\_\_\_\_\_  
Director of Transportation

CONTRACTOR

(Seal)

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Title

\*Signature must be acknowledged by a notary public.

**PERFORMANCE BOND (SURETY)**  
(6/21/07)

**KNOW TO ALL BY THESE PRESENTS:**

That \_\_\_\_\_,  
*(Full Legal Name and Street Address of Contractor)*

as Contractor, hereinafter called Principal, and \_\_\_\_\_  
\_\_\_\_\_  
*(Name and Street Address of Bonding Company)*

as Surety, hereinafter called Surety, a corporation(s) authorized to transact business as a  
surety in the State of Hawaii, are held and firmly bound unto the \_\_\_\_\_,  
*(State/County Entity)*

its successors and assigns, hereinafter called Obligee, in the amount of \_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_), to which payment Principal and Surety bind themselves,  
their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by  
these presents.

**WHEREAS**, the above-bound Principal has signed a Contract with Obligee on  
\_\_\_\_\_, for the following project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

hereinafter called Contract, which Contract is incorporated herein by reference and made a part  
hereof.

**NOW THEREFORE**, the condition of this obligation is such that:

If the Principal shall promptly and faithfully perform, and fully complete the Contract in  
strict accordance with the terms of the Contract as said Contract may be modified or amended  
from time to time; then this obligation shall be void; otherwise to remain in full force and effect.

Surety to this Bond hereby stipulates and agrees that no changes, extensions of time, alterations, or additions to the terms of the Contract, including the work to be performed thereunder, and the specifications or drawings accompanying same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any such changes, extensions of time, alterations, or additions, and agrees that they shall become part of the Contract.

In the event of Default by the Principal, of the obligations under the Contract, then after written Notice of Default from the Oblige to the Surety and the Principal and subject to the limitation of the penal sum of this bond, Surety shall remedy the Default, or take over the work to be performed under the Contract and complete such work, or pay moneys to the Oblige in satisfaction of the surety's performance obligation on this bond.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Name of Principal (Contractor)

\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

(Seal)

\_\_\_\_\_  
Name of Surety

\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**\*ALL SIGNATURES MUST BE ACKNOWLEDGED  
BY A NOTARY PUBLIC**

# PERFORMANCE BOND

**KNOW TO ALL BY THESE PRESENTS:**

That we, \_\_\_\_\_  
*(full legal name and street address of Contractor)*

as Contractor, hereinafter called Contractor, is held and firmly bound unto the

\_\_\_\_\_ *(State/County entity)*

its successors and assigns, as Obligee, hereinafter called Obligee, in the amount

\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_),  
*(Dollar amount of Contract)*

lawful money of the United States of America, for the payment of which to the said Obligee, well and truly to be made, Contractor binds itself, its heir, executors, administrators, successors and assigns, firmly by these presents. Said amount is evidenced by:

- Legal Tender;**
- Share Certificate** unconditionally assigned to or made payable at sight to  
Description: \_\_\_\_\_;
- Certificate of Deposit**, No. \_\_\_\_\_, dated \_\_\_\_\_ issued  
by \_\_\_\_\_ drawn on  
\_\_\_\_\_ a bank, savings  
institution or credit union insured by the Federal Deposit Insurance Corporation or the  
National Credit Union Administration, payable at sight or unconditionally assigned to  
\_\_\_\_\_;
- Cashier's Check** No. \_\_\_\_\_, dated \_\_\_\_\_  
drawn on \_\_\_\_\_ a  
bank, savings institution or credit union insured by the Federal Deposit Insurance  
Corporation or the National Credit Union Administration, payable at sight or  
unconditionally assigned to \_\_\_\_\_;
- Teller's Check** No. \_\_\_\_\_, dated \_\_\_\_\_  
drawn on \_\_\_\_\_ a  
bank, savings institution or credit union insured by the Federal Deposit Insurance  
Corporation or the National Credit Union Administration, payable at sight or  
unconditionally assigned to \_\_\_\_\_;
- Treasurer's Check** No. \_\_\_\_\_, dated \_\_\_\_\_  
drawn on \_\_\_\_\_ a  
bank, savings institution or credit union insured by the Federal Deposit Insurance  
Corporation or the National Credit Union Administration, payable at sight or  
unconditionally assigned to \_\_\_\_\_;
- Official Check** No. \_\_\_\_\_, dated \_\_\_\_\_  
drawn on \_\_\_\_\_ a  
bank, savings institution or credit union insured by the Federal Deposit Insurance  
Corporation or the National Credit Union Administration, payable at sight or  
unconditionally assigned to \_\_\_\_\_;
- Certified Check** No. \_\_\_\_\_, dated \_\_\_\_\_  
accepted by a bank, savings institution or credit union insured by the Federal Deposit  
Insurance Corporation or the National Credit Union Administration, payable at sight or  
unconditionally assigned to \_\_\_\_\_;

**WHEREAS:**

The Contractor has by written agreement dated \_\_\_\_\_ entered into a contract with Obligeo for the following Project: \_\_\_\_\_

hereinafter called Contract, which Contract is incorporated herein by reference and made a part hereof.

**NOW THEREFORE,**

The Condition of this obligation is such that, if Contractor shall promptly and faithfully perform the Contract in accordance with, in all respects, the stipulations, agreements, covenants and conditions of the Contract as it now exists or may be modified according to its terms, and shall deliver the Project to the Obligeo, or to its successors or assigns, fully completed as in the Contract specified and free from all liens and claims and without further cost, expense or charge to the Obligeo, its officers, agents, successors or assigns, free and harmless from all suits or actions of every nature and kind which may be brought for or on account of any injury or damage, direct or indirect, arising or growing out of the doing of said work or the repair or maintenance thereof or the manner of doing the same or the neglect of the Contractor or its agents or servants or the improper performance of the Contract by the Contractor or its agents or servants or from any other cause, then this obligation shall be void; otherwise it shall be and remain in full force and effect.

**AND IT IS HEREBY STIPULATED AND AGREED** that suit on this bond may be brought before a court of competent jurisdiction without a jury, and that the sum or sums specified in the said Contract as liquidated damages, if any, shall be forfeited to the Obligeo, its successors or assigns, in the event of a breach of any, or all, or any part of, covenants, agreements, conditions, or stipulations contained in the Contract or in this bond in accordance with the terms thereof.

The amount of this bond may be reduced by and to the extent of any payment or payments made in good faith hereunder.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(Seal) \_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Title

\*ALL SIGNATURES MUST BE ACKNOWLEDGED  
BY A NOTARY PUBLIC