



STADIUM AUTHORITY
STATE OF HAWAII

RELEASE DATE: **July 7, 2023**

INVITATION FOR BIDS
No. IFB-SA-24-01
SEALED OFFERS
FOR

FURNISHING MAINTENANCE AND REPAIR SERVICES OF SOUTH ELEVATOR
AT THE ALOHA STADIUM
FOR THE STADIUM AUTHORITY
DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT AND TOURISM

BIDS MUST BE SUBMITTED ONLINE AT THE STATE OF HAWAII
ELECTRONIC PROCUREMENT SYSTEM (HiePRO) AT <https://hiepro.ehawaii.gov>,

NO LATER THAN 2:00 P.M. (HST) ON FRIDAY, JULY 28, 2023

DIRECT QUESTIONS RELATING TO THIS SOLICITATION TO SHELLY SHOJI, TELEPHONE
(808) 483-2764 OR EMAIL AT SHELLY.M.SHOJI@HAWAII.GOV.

A PRE-BID WALK THROUGH IS SCHEDULED FOR **10:00 AM (HST), FRIDAY, JULY 14, 2023**, TO
BE HELD IN THE CONFERENCE ROOM OF ALOHA STADIUM, 99-500 SALT LAKE BOULEVARD,
HONOLULU, HAWAII 96701.

Ryan G. Andrews
Procurement Officer
Stadium Authority

IFB-SA-24-01

MAINTENANCE AND REPAIR SERVICES OF SOUTH ELEVATOR
AT THE ALOHA STADIUM FOR THE STADIUM AUTHORITY
DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT AND TOURISM
IFB-SA-24-01

Procurement Officer
Stadium Authority
State of Hawaii
P.O. Box 30666
Honolulu, Hawaii 96820

Dear Procurement Officer:

The procurement conducted for the specified goods and/or services is pursuant to Hawaii Revised Statutes (HRS) Chapter 103D and its Hawaii Administrative Rules (HAR). The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions, General Provisions, dated 11/2016, or as amended, and the AG General Conditions, Form AG-008, as amended, and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) Offeror is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) Offeror is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is:

- Sole Proprietor Partnership *Corporation Joint Venture
 Other _____

*State of incorporation: _____

Hawaii General Excise Tax License I.D. No. _____

Federal I.D. No. _____

Payment address (other than street address below): _____

City, State, Zip Code: _____

Business address (street address): _____

City, State, Zip Code: _____

Respectfully submitted:

Date: _____ (x) _____

Authorized (Original) Signature

Telephone No.: _____

Fax No.: _____ Name and Title (Please Type or Print)

E-mail Address: _____ ** _____

Exact Legal Name of Company (Offeror)

**If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

BID QUOTATION:

The following bid is hereby submitted for Maintenance and Repair Services of South Elevator at the Aloha Stadium as specified herein:

NOTE: To be considered for award, bidder must submit a bid including both Group A and Group B Services.

Group A – Monthly, Quarterly, Semi-Annual and Annual Maintenance Services

<u>Group A</u>	<u>Bid Price Per Month*</u>	<u>No. of Months</u>	<u>Total Bid Price</u>
Original Contract Period November 1, 2023 – October 31, 2024	\$	x 12 =	\$
1st Supplemental Year** November 1, 2024 – October 31, 2025	\$	x 12 =	\$
2nd Supplemental Year** November 1, 2025 – October 31, 2026	\$	x 12 =	\$
3rd Supplemental Year** November 1, 2026 – October 31, 2027	\$	x 12 =	\$
TOTAL BID PRICE – GROUP A (4-YEAR PERIOD) *			\$

Group B – Estimated Extra Work Other Than Regular Monthly, Quarterly, Semi-Annual and Annual Maintenance Services

<u>Group B</u>	<u>Standard Hourly Rate</u>	<u>Estimated Hours Per Yr.</u>	<u>Estimated Total Bid Price</u>
Estimated Extra Work/Standard Service Hours/Yr. Original Contract Period** November 1, 2023 – October 31, 2024	\$	x 48 =	\$
Estimated Extra Work/Standard Service Hours/Yr. 1 st Supplemental Year** November 1, 2024 – October 31, 2025	\$	x 48 =	\$
Estimated Extra Work/Standard Service Hours/Yr. 2 nd Supplemental Year** November 1, 2025 – October 31, 2026	\$	x 48 =	\$
Estimated Extra Work/Standard Service Hours/Yr. 3 rd Supplemental Year** November 1, 2026 – October 31, 2027	\$	x 48 =	\$
ESTIMATED TOTAL BID PRICE – GROUP B (4-YEAR PERIOD) *			\$

HlePRO BID:

TOTAL BID PRICE – GROUP A (4-YEAR PERIOD) *:	\$
ESTIMATED TOTAL BID PRICE – GROUP B (4-YEAR PERIOD) *:	\$
TOTAL HlePRO BID*:	\$

*Bid Price Per Month shall include all costs including Hawaii GET 4.712%, monthly, quarterly, semi-annual and annual maintenance charges per SPECIAL PROVISIONS page SP-5, Bid Quotation.

**The rates listed shall be used and applied to the appropriate contract period, if and when applicable.

OFFEROR: _____

(Company Name)

OFFEROR'S QUALIFICATION FORM

The Offeror and their personnel shall meet the Experience and Personnel Qualifications as indicated in the Special Provisions of this offer. Please complete this form as fully and explicitly as possible to facilitate our evaluation of your firm. Use additional sheets marked "IFB-SA-24-01 when necessary.

Exact Legal Name of Elevator Maintenance Contractor: _____

Elevator Maintenance Service Contractor's C-16 License Number*: _____

Email Address: _____

Oahu Facility Service Location: _____
Street Address

Telephone & Cell Number.: _____
City State Zip Code
Fax No: _____

Contact Person Name: _____

Phone number of emergency calls during regular working hours: _____

Phone number of emergency calls during after working hours: _____

Representative: _____ Telephone No. _____

Facsimile: _____ Email Address: _____

CONTRACTOR EXPERIENCE*: Contractor's number of consecutive years of experience (immediately prior to bid opening date) in the field of Elevator Maintenance and repair Service: _____

MECHANICS EXPERIENCE*: List at least one (1) elevator mechanic on Oahu, who will be assigned to this contract and who has a minimum of five (5) years (immediately prior to bid opening) and licensed in the field of elevator maintenance and repair service experience.

Oahu Mechanic Name*: _____
Number of Years of Experience*: _____
Number of Years with present Company*: _____
Years when IUEC mechanic status was attained*: _____

*Falsification of personnel qualifications shall constitute a major breach of this contract.

OFFEROR: _____
(Company Name)

REFERENCES:

Bidder shall list **at least three references** in the State of Hawaii, for whom offeror has or is performing similar Elevator Maintenance and Repair Services on a regular basis. The State reserves the right to reject an offer submitted by any bidder whose performance on other jobs for this type of service has been proven unsatisfactory.

	<u>Name of Firm</u>	<u>Address</u>	<u>Contact Person</u>	<u>Telephone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

INSURANCE COVERAGE:

	<u>Carrier</u>	<u>Policy No.</u>	<u>Agent/phone.</u>
Commercial General Liability:	_____	_____	_____
Automobile Liability:	_____	_____	_____
Worker's Compensation:	_____	_____	_____
Temporary Disability Insurance:	_____	_____	_____
Prepaid Health Care:	_____	_____	_____
Unemployment Insurance:	_____	_____	_____
State of Hawaii Labor No.:	_____	_____	_____

OFFEROR: _____
(Company Name)

**WAGE CERTIFICATE
FOR SERVICE CONTRACTS**
(See Special Provisions)

Subject: IFB No.: IFB-SA-24-01

Title of IFB: Furnish Maintenance and Repair Services of South Elevator at the Aloha Stadium for the Stadium Authority, Department of Business, Economic Development and Tourism

Pursuant to Section 103-55, Hawaii Revised Statutes (HRS), I hereby certify that if awarded the contract in excess of \$25,000, the services to be performed will be performed under the following conditions:

1. The 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, and
2. All applicable laws of the Federal and State governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that failure to comply with the above conditions during the period of the contract shall result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the procurement officer. Payment in the final settlement of the contract or the release of bonds, if applicable, or both shall not be made unless the procurement officer has determined that the noncompliance has been corrected; and

I further understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wage required by section 103-55, HRS.

Offeror (Company Name): _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

SPECIFICATIONS

I. SCOPE OF WORK

The Contractor shall furnish all maintenance service of labor, material, parts, tools, equipment, transportation, and supervision necessary for the maintenance, inspections and repairs to the existing one (1) elevator located at the Aloha Stadium as listed 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. Applicable contract forms (**Appendix A**) are included by reference and made a part hereof.

II. SCHEDULE

HlePRO Posting/Procurement Notice System	July 7, 2023
Pre-Bid Walk Through: Address: 99-500 Salt Lake Boulevard, Aiea, Hawaii 96701. To register: please contact Shelly Shoji at 483-2764	Friday, July 14, 2023 – 10:00 a.m. HST
Deadline to Submit Written Inquiries:	Monday, July 17, 2023 - 10:00 a.m. HST
Response to Written Inquiries:	Friday, July 21, 2023 – 10:00 a.m. HST
Deadline for Solicitation:	Friday, July 28, 2023 – 2:00 p.m. HST
Anticipated Contract Start Date:	November 1, 2023

III. DESCRIPTION OF WORK

It is the intention of this contract to provide the specified maintenance inspections, services preventive maintenance, and other repairs as required to maintain the elevator in a good, safe and operating condition as required and/or recommended by ANSI/ASME A17.1.2.3.

The work performed by the Contractor shall consist of furnishing all materials, labor, supervision, tools, parts and equipment necessary to provide full maintenance services, including but not limited to, cleaning, inspection, adjustments, tests, parts replacement, and repairs necessary to maintain the elevator specified in this contract in continuous use at their established capacity and efficiency for its intended purpose.

The elevator shall be maintained in the best operating condition that enables it to match its initial performance ability. All maintenance, adjustments, modifications, and other repairs must be performed as outlined, required and/or recommended by the American Practice for the Inspection of Elevators, Inspector's Manual, ANSI/ASME A17.2., Safety Code for Existing Elevators, ANSI/ASME A17.3 and in the latest addition of the American National Standard Code of Elevators and Escalators, ASME A 17.1, including all latest revisions and addenda, hereinafter referred to as ANSI/ASME A 17.1.2.3. The upgrading of equipment to meet changes in code requirements is not within the scope of this specification.

The elevator to be serviced and repaired under these specifications is as follows:

South Stand – Otis Electric (Traction) Freight Elevator,

State 1.0. #75-048 / Machine #374762 (4 service floors)

IV.MANNER AND TIME OF CONDUCTING WORK

All work shall be performed by skilled, competent, licensed elevator mechanic(s) possessing the personnel qualifications requirements per SPECIAL PROVISIONS page SP-03, OFFEROR QUALIFICATIONS and directly employed and supervised by the Contractor.

Elevator mechanic helpers and/or elevator mechanic apprentices may be used, provided that they are under the direct supervision of a licensed elevator mechanic at all times. All maintenance will be completed in a timely manner.

The Contract Administrator (CA) reserves the right to:

- Approve the elevator mechanic assigned to fulfill the contract requirements.
 - Request replacement of assigned elevator mechanic for cause.
 - Approve the replacement elevator mechanic.
- a. All scheduled maintenance work will be done during business hours of the State 7:45 a.m. –4:30 p.m. Monday through Friday excluding State Holiday, with the exception of stand-by services.
 - b. The Contractor shall provide regular and systematic examinations, preventive maintenance service and service calls as needed on the elevator.

- c. Preventive maintenance service for the elevator shall be performed monthly, quarterly, annually and at annual intervals for traction elevators in accordance with ANSI /ASME A17.3.
- Preventive Maintenance service will be performed on a date and time determined by mutual consent of the CA and Contractor.
 - The mechanic shall spend a minimum of one (1) hour on the site to fulfill the requirements of these specifications.
 - A checklist will be utilized for recording preventive maintenance services. (Contractor may add additional items and/or increase the frequency of maintenance inspections and services to ensure that the elevator is maintained in a proper and safe operating condition.) See APPENDIX A (Traction Elevator).
 - The elevator mechanic must document status of all inspection items, initialing "completed" and include a brief description of "Corrective Actions Taken."
 - The elevator mechanic must check in with the CA or designated representative upon arriving at the building. Upon completion elevator mechanic will sign and document date and time of the work order and checklist (Aloha Stadium or Contractor provided checklist), returning both to the CA or Alternate.
- d. Emergency: Stalled elevator with trapped passengers: The Contractor has the responsibility for removal of trapped passengers from stalled elevator. Contractor will acknowledge an emergency call from Aloha Stadium within fifteen (15) minutes and arrive on site as quickly as possible, but not later than one (1) hour after acknowledgement of the call. **The Contractor shall provide this service at no additional cost.**
- e. The Contractor will keep a record of all elevator adjustments, emergencies, preventive maintenance and other repairs. The file or duplicate of this file shall become the property of the Stadium Authority forty-five (45) days before completion or termination of each yearly contract period.
- f. All available Electrical Plans and other operational information, as provided by the elevator manufacturer to the Stadium Authority, will be made available to the Contractor. All drawings and other information shall be returned to the Stadium Authority upon cancellation or termination of this contract.
- g. The shutdown period of the elevator shall not exceed twenty-four (24) consecutive hours without the consent of Stadium Authority. When the elevator is shut down, a sign will be placed at the opening stating: **"OUT OF SERVICE. DO NOT USE. DOWN FOR MAINTENANCE (Name of Contractor)".**

- h. Preparation and Forwarding of Reports: All completed reports are to be forwarded to the CA. Incomplete reports will be returned to Contractor for corrections. Corrected reports will be required to be resubmitted to the CA within seven (7) business days.
- i. Maintenance or completed records; coordination of work; cleaning; lubrication; testing; adjustments; maintenance; repairing; furnishing and replacements of parts, including spare parts; furnishing of all instruments for testing shall all be performed as outlined, required and/or recommended by ANSI/ASME A17.1.2.3.
- j. Quality and timely performance is the essence of this contract. Monthly - the SA reserves the right to request and review check lists and service logs for assessment of elevator service.
- k. An estimated forty-eight (48) hours per year is allotted to cover extra work beyond the regular monthly services to include work beyond regular working hours. Rate is per OF-3 (Group B).

V. EXTENT OF WORK

The work required under this contract will be as described below:

- a. The Contractor will at all time maintain the elevator in the best operating condition that enables it to match its initial performance ability as originally specified by the equipment manufacturer or most recent upgrade specification including but not limited to: acceleration, retardation contract speed as specified per minute, with or without full load, floor to floor and door opening and closing time.
- b. The Contactor must also regularly and systematically examine, adjust, lubricate as required, and if conditions warrant, repair or replace with genuine manufacturer's or equivalent parts; machine worn gear, thrust bearings, drive sheave, drive sheave shaft bearings, brake puller, brake coil, brake contact, linings and component parts; motor and motor generator, motor windings, starting element commutator, brushes, brush holders and bearing; controller, selector and dispatching equipment; all relayed solid state components, resistors, condensers, transformers, contacts, leads, dash-pot, timing devices, car and machine room computer devices and components, steel selector tape and mechanical and electrical driving equipment; governor, governor sheave and shaft assembly, bearing contacts and governor jaws, defector or rails, top and bottom limit switches, governor tension and sheave assembly, compensating sheave assembly, counterweight and counterweight guide shoes, including rollers or gibs; hoist-way door interlocks, hoist-way door hangers, bottom door guides and auxiliary door-closing devices, automatic power-operated door operator, car door hanger, car door contact, door protective device, load weighing equipment, car frame and car safety mechanism in the elevator car, operating sensors, pumps and any other parts required for maintaining proper first-class and safe operation. Keep all computers/processors set and adjusted to the current Central Time Zone within ± 5 minutes of actual time.

Adjust elevator car guide shoes, gibs or rollers when necessary to insure smooth and quiet operation, and except where roller guides are used, and when applicable, keep the guide rails properly lubricated; examine periodically all safety devices and governors and conduct annual no load test and perform a full load, full speed test of safety mechanism, overhead speed governors car and counterweight buffers within (5) years of the previous test or sooner as required and/or recommended by ANSI/ASME A17.1.2.3. The car balance will be checked, and the governor set and if required the governor will be sealed for proper tripping speed. **Testing:** All annual no-load safety test, and 5-year full load – full speed safety test will be scheduled and completed during the month of August each year. All material and labor charges associated with these tests should be included in OF-2.

- c. As applicable, the Contractor shall be responsible for examining, equalizing tension of, and lubricating (as required) all hoisting ropes. The Contractor shall be responsible for shortening and/or renewing all hoisting ropes, safety drum and governor ropes, and other wire ropes whenever necessary to ensure maintenance of an adequate safety factor in accordance with ANSI/ASME A17.1.2.3; repair and replace conductor cables and hoist-way and machine room elevator wiring; check the group dispatching systems and make necessary tests to insure that all circuits and time settings are properly adjusted, and the system performs as designed and installed by the original manufacturer; maintain parts cabinets for the orderly storage of replacement parts in the machine room and preserve manufacturer's engineering wiring diagrams for the term of the contract.
- d. All lubricants used are to be compounded to original manufacturer's specifications and/or industry's accepted equal. The Contractor will keep all elevator equipment clean and painted including operating equipment and all accessory equipment furnished and installed. Head house room will be cleaned monthly. The Contractor must furnish a self-closing metal can for any rags or cotton waste kept in the control rooms and shall empty same weekly after completing any work in the space.
- e. The Contractor shall be responsible for making all required replacements and repairs; excluding those resulting from negligence or misuse of the equipment by persons other than the Contractor or Contractor's employees but including those necessitated by ordinary wear and tear.
- f. The following items are not covered by these specifications: The elevator Contractor assumes no responsibility for hoist way enclosure walls, telephone or intercommunication systems except that traveling cable wiring for these systems is included, main line power switches, breakers and feeds to controllers, buried piping and buried conduit, emergency power plants and associated contactors, the car enclosure (including removable panels, door panels, plenum chambers, hung ceilings, light tubes and bulbs, except that car emergency lighting is included, hand rails, mirrors, vinyl tiles and carpets), doors frames and sills, hydraulic cylinders, underground piping and disposal of or cleanup of waste oil or soil contamination caused by leaks in the hydraulic cylinder or underground piping.

- g. All invoices, worksheets and any other correspondence in reference to this contract must always show the contract number and, when applicable, the purchase order number.

VI. PARTS AND MATERIALS

The Contractor shall restore to serviceability all parts that are found to cost less to restore than to replace with a new part. Where parts are worn out and cannot be restored, the Contractor shall replace these parts with new parts. Only new, standard parts manufactured by the maker or parts of equal quality shall be used. Stadium Authority reserves the right to request the parts be shipped by air freight at the expense of the State.

VII. STATE'S RIGHTS OF INSPECTION AND TEST

The State reserves the right to make such inspections and tests as and when deemed advisable, to ascertain that the requirements of these specifications are being fulfilled. (The State may request such inspections and tests be performed by an elevator company or consulting firm-other than the Contractor). Should it be found that the standards herein specified are not being satisfactorily maintained, the State can immediately demand (confirmed in writing) that the Contractor place the elevators in conditions, to meet these requirements. If the Contractor fails to comply with such demands within thirty (30) calendar days of the date of written confirmation of such demand, the State may, by written notice to the Contractor, terminate the Contractor's right to process further with the work, take over the work and prosecute it to completion, by contract or otherwise, and the defaulting Contractor and his sureties shall be liable to the State for damages to include liquidated damages per SPECIAL PROVISIONS, page SP-11 and subject to the penalty specified in the Termination Section of the General Provisions.

VIII. INSURANCE RESPONSIBILITY & LIABILITY

The Contractor's interest in all property herein described, if any, or any personal liability that may arise from this agreement to whatever extent will be covered by Contractor's applicable insurance to the extent required.

Notwithstanding any language to the contrary, no interpretation shall be allowed to find the State of Hawaii or any of its agencies responsible for loss or damage to personal or other property; or to hold Contractor harmless from any such occurrences. Contractor shall possess Worker's Compensation Insurance in the amount required by law and in SPECIAL PROVISIONS page SP-8.

IX. ADDITIONAL WORK NOT COVERED IN THE SERVICE SPECIFICATIONS

Modifications of elevator equipment, which are not covered by the maintenance contract, may be authorized and accomplished by the Contractor only upon the issuance of a purchase order by the Stadium Authority. The Contractor shall provide CA with price quotation estimate of all labor, material and equipment charges for approval. No additional work will start without Stadium Authority's approval.

Labor charges shall be based on the appropriate standard hourly labor rate listed on Offer Forms Page OF-2 and OF-3.

No guarantee to require the exact number of hours listed on these appropriate Offer Form pages is intended or implied. The State reserves the right to require additional or lesser hours at the standard labor rates quoted in this solicitation. In the event the estimated requirements do not materialize in the exact number of labor hours listed herein, such failure shall not constitute grounds for equitable adjustment under this contract.

X. SERVICE AREA

The Contractor shall perform the service at Aloha Stadium where the elevator is located.

SPECIAL PROVISIONS

1. TERMS AND ACROYNMS USED HEREIN

Procurement Officer	=	The contracting officer for Stadium Authority
CA	=	Contract Administrator
SA	=	Stadium Authority
SPO	=	State Procurement Office of the State of Hawaii
Bidder or Offeror	=	Any individual, partnership, firm, corporation, joint venture, or other entity submitting directly or through a duly authorized representative or agent, a bid for the good, service, or construction contemplated.
ANSI	=	American National Standards Institute
ASME	=	American Society Mechanic Engineers
LRRO	=	Lowest Responsive Responsible Offeror
HRS	=	Hawaii Revised Statues
HAR	=	Hawaii Administrative Rules
IFB	=	Invitation for Bids
GET	=	General Excise Tax

2. AUTHORITY

This IFB is issued under the provisions of the State Procurement Code (HRS Chapter 103D) and the State Procurement Office's applicable Directives, Circulars and administrative rules. All prospective Offeror's are charged with the presumptive knowledge of all applicable legal authorities. Submission of a valid executed offer by any prospective Offeror shall constitute admission of such knowledge on the part of such prospective Offeror.

Any Agreement arising out of this offer is subject to the approval of the State Department of the Attorney General, as to form, and to all further approvals as required by statute, administrative rule, order, or other directive.

3. PROCUREMENT OFFICER

The Procurement Officer is responsible for administering and overseeing the Contract, including monitoring and assessing contractor performance. The Procurement Officer for the Contract is:

Ryan G. Andrews
Stadium Manager
99-500 Salt Lake Boulevard, Aiea, Hawaii 96701
P.O. Box 30666, Honolulu, HI 96820-0666
Telephone: (808) 483-2750
Facsimile: (808) 483-2823

4. ISSUING OFFICER

The individuals listed below are the **sole** point of contact from the date of release of this IFB until the selection of the Offeror to which a Contract will be awarded:

Primary Contact

Shelly Shoji, Building Manager
99-500 Salt Lake Boulevard, Aiea, Hawaii 96701
P.O. Box 30666, Honolulu, Hawaii 96820-0666
Telephone: (808) 483-2764
Facsimile: (808) 483-2823

Alternate Contact*

Ebru Yilmaz-Pedro, Administrative Services Officer
99-500 Salt Lake Boulevard, Aiea, Hawaii 96701
P.O. Box 30666, Honolulu, Hawaii 96820-0666
Telephone: (808) 483-2751
Facsimile: (808) 483-2823

*If the Primary Contact is unavailable or absent, contact the Alternate Contact.

5. CONTRACT ADMINISTRATOR

For the purpose of this contract, the Contract Administrator is the Building Manager, Shelly Shoji, telephone (808) 483-2764.

6. TERM OF CONTRACT

Contractor shall enter into a contract for furnishing maintenance and repair service of south elevator at the Aloha Stadium for a period of twelve (12) months commencing from the official commencement date on the Notice to Proceed but no earlier than November 1, 2023. Unless terminated, and subject to availability of funds, the contract may be extended by the State for not more than three (3) additional twelve (12) month periods, or parts thereof, without the necessity of re-bidding upon mutual agreement in writing prior to expiration. The appropriate Bid Price Per Month and Standard Hourly Rate entered on the Offer Form pages OF-2 and OF-3 shall be applied the appropriate extended period.

If the option to extend is mutually agreed upon, Contractor shall be required to execute a supplement to the contract.

The Contractor or the State may terminate the extended contract at any time upon ninety (90) days prior written notice.

7. OFFEROR QUALIFICATIONS

- a. Experience and Qualifications.** The Offeror shall have a minimum of five (5) years of experience (immediately prior to the bid opening date) and possess a valid license in the field of elevator equipment maintenance service as listed on the Offeror's Qualification Form page, OF-4.
- b. Service Facility.** The Offeror shall have a service facility on the Island of Oahu from where they conduct business and will be accessible to telephone calls, complaints or emergency service requests. Answering machines do not qualify and are in default of these requirements. Service facility is where the journeymen and apprentices are dispatched to perform the work specified in this contract. Service facility information shall be furnished on the appropriate Qualification Form page.
- c. License.** The Offeror shall possess at the time of bid submittal, a valid State of Hawaii contractor **C-16** license and the required business and tax licenses in order to conduct business in the State of Hawaii. Both the contractor's license and tax license must be kept in force during the duration of this contract and for any extensions that may be agreed upon. The Contractor shall list his license number on the appropriate Qualification Form page.
- d. References.** The Offeror shall list on Offer Form pages OF-5, all current and previous clients for the past five (5) years in the State of Hawaii, for whom the Offeror performed maintenance service of elevator equipment on a regular basis, that is similar in nature and volume to services specified herein, and who can attest to the reliability of the Offeror's service and personnel. The State reserves the right to contact the references provided and to reject any bid submitted by an Offeror whose performance on other service contracts similar to this one has been proved unsatisfactory.
- e. Personnel Qualifications.** The Offeror shall have at least one (1) Licensed mechanic assigned to this contract who is a regular employee of the offeror with a minimum of five (5) years of **elevator maintenance service experience** at the time of bid opening. Mechanic(s) shall meet the minimum requirements for elevator mechanics of the International Union of Elevator Constructors, Local 126. PROOF OF MEETING THIS REQUIREMENT SHALL BE FURNISHED TO THE STADIUM AUTHORITY (UPON REQUEST). Offeror shall have sufficient personnel and equipment necessary to perform and complete the work specified herein within the time period indicated.
- Mechanic information shall be furnished on appropriate Qualification Form page.**
- f. Insurance.** Offeror shall provide insurance information as requested on Offer Form, page OF-5.

- g. **Qualification Form.** Offeror must submit the Qualification Form, page OF-4 with their bid submittal. If requested by the State, the Offeror shall have five (5) business days to provide additional information/documentation. Failure to do so may result in disqualification of bidder.

8. PRE-BID WALK THROUGH

It is HIGHLY RECOMMENDED that all prospective bidders attend the pre-bid walk-through held at Aloha Stadium at 10:00 a.m. (HST) **Friday, July 14, 2023**, in the Main Conference Room of Aloha Stadium, 99-500 Salt Lake Boulevard, Aiea, Hawaii 96701. To register for pre-bid walk-through, please contact **Shelly Shoji at 483-2764**.

SA will provide prospective offerors with an opportunity to inspect the elevator at the Stadium to thoroughly familiarize themselves with the existing conditions and the amount and kind of work to be performed. Submission of bid shall be evidence that the offeror has familiarized himself with the elevator; shall comply with the specifications if awarded the contract.

All changes and/or clarifications to this solicitation shall be done in the form of written addendum. Offerors shall inspect the location thoroughly, familiarize themselves with existing conditions, rules and regulations, and the extent and nature of the work to be performed.

Submission of an offer shall be evidence that the Offeror understands the scope of the project and shall comply with specifications herein, if awarded the contract. No additional compensation, subsequent to bid opening, shall be allowed by reason of any misunderstanding or error regarding site conditions or work to be performed.

9. WRITTEN INQUIRIES

Interested Offerors should submit their questions regarding this solicitation in HlePRO prior to **July 17, 2023**, questions deadline. Likewise, responses to questions shall be addressed in an addendum estimated to be issued on or about the date noted in Schedule, SPECIFICATIONS page S-1.

10. BID PREPARATION

Offeror is requested to submit its offer using Offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate space on Offer Form, page OF-1. Failure to do so may delay proper execution of the contract.

The authorized signature on the first page of the Offer Form shall be an original signature in ink or electronic signature with audit trail. If unsigned or the affixed signature is a facsimile or a photocopy, the offer shall be automatically rejected unless accompanied by other material, containing an original signature, indicating the Offeror's intent to be bound.

13. BID QUOTATION

The total bid amount shall be the all-inclusive cost to the Stadium Authority, including all applicable taxes and fees, for providing the services specified. The Stadium Authority is not responsible for and shall not pay overtime pay resulting from the Contractor's scheduling of staff.

The bid shall include all administrative and personnel costs and any increase in costs for benefits required by law that are automatically increased as a result of increased wages, such as Federal old age benefits, workers' compensation, temporary disability insurance, unemployment insurance, and prepaid public health insurance.

- The Stadium Authority reserves the right:
 - To accept or reject any or all bids and to waive any minor or inadvertent discrepancy in the bid documents.
 - To withhold award of contract for a period of thirty (30) calendar days from the date of bid opening.

14. SUBMISSION OF OFFER

Bids shall be submitted and received electronically through HlePRO by 2:00 p.m. Hawaii Standard Time on **Friday, July 28, 2023**. The electronically submitted offer shall be considered the original. Any offers received outside of HlePRO, including faxed or e-mailed bids, shall not be accepted, or considered for award.

No withdrawal of bid is allowed after the bids are opened.

15. RESPONSIBILITY OF OFFERORS

Bidder is advised that in order to be awarded a contract under this solicitation, Bidder will be required, to be compliant with all laws governing entities doing business in the State including the following chapters and pursuant to HRS §103D310(c):

- Chapter 237, General Excise Tax Law;
- Chapter 383, Hawaii Employment Security Law;
- Chapter 386, Worker's Compensation Law;
- Chapter 392, Temporary Disability Insurance;
- Chapter 393, Prepaid Health Care Act; and
- §103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.

The State will verify compliance on Hawaii Compliance Express (HCE) throughout the term of the contract.

16. CERTIFICATION OF INDEPENDENT COST DETERMINATION

By submission of a bid in response to this IFB, bidder certifies as follows:

1. The costs in this IFB have been arrived at independently, without consultation, communication, or agreement with any other bidder, as to any matter relating to such costs for the purpose of restricting competition
2. Unless otherwise required by law, the cost which have been quoted in this IFB have not been knowingly disclosed by the bidder prior to award, directly or indirectly, to any other bidder or competitor prior to the award of the contract.
3. No other attempt has been made or will be made by the bidder to indicate any other person or firm to submit or not to submit for the purpose of restricting competition.

17. TAX LIABILITY

Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and vendors are advised that they are liable for the Hawaii General Excise Tax (GET) at the current rate of 4.712%. If, however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax-exempt status and cite the HRS chapter or section allowing the exemption.

18. TAX PREFERENCE

For evaluation purposes, pursuant to §103D-1008, HRS, the Bidder's tax-exempt price offer submitted in response to an IFB shall be increased by the applicable retail rate of general excise tax and the applicable use tax. Under no circumstances shall the dollar amount of the award include the aforementioned adjustment.

19. HAWAII GENERAL EXCISE TAX LICENSE

In accordance with Section 2.0 (c) of the General Conditions, Offeror shall submit its current Hawaii General Excise Tax I.D. number in the space provided on Offer Form, Page OF-1, thereby attesting that it is doing business in the State and that it will pay such taxes on all sales made to the State.

20. INSURANCE

Bidder shall provide insurance information as requested on the appropriate Offer Form page. Further, bidder shall provide insurance coverage for contents in accordance with the attached Specifications.

21. WAGE-CERTIFICATE

Offeror shall complete and submit the attached wage certificate by which offeror certifies that service required will be performed pursuant to §103-55, HRS.

Applicable offerors are advised that §103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Offeror is advised that although item 2 of the Wage Certificate is not applicable to this solicitation since there are no public sector employees performing work similar to the requirements herein, Item 1 of the certificate applies and therefore submission of the Wage Certificate is required.

22. CONFIDENTIAL INFORMATION

Offerors shall designate those portions of their offer that contain trade secrets or other proprietary data that are to remain confidential subject to §3-122-21 (a) (7) and §3-122-30(c) and (d), HAR. Material designated as confidential shall be readily separable from the offer in order to facilitate public inspection of the non-confidential portion of the offer. Prices, makes and models, or catalogue number of items offered, deliveries and terms of payment, shall be publicly available at the time of opening regardless of any designation to the contrary.

23. CAMPAIGN CONTRIBUTIONS

CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS PROHIBITED If awarded a contract in response to this solicitation, offeror agrees to comply with HRS §11-355, which states that campaign contributions are prohibited from a State and county government contractor during the term of the contract if the contractor is paid with funds appropriated by the legislative body between the execution of the contract through the completion of the contract.

24. AWARD OF CONTRACT

- a. **Method of Award.** Award, if made, shall be to the Lowest, Responsive, Responsible Offeror (LRRO) submitting the lowest offer.
- b. **Responsibility of Lowest Responsive Responsible Bidder.** Reference Chapter 103D-310(c), HRS and §3-122-112, HAR. If compliance documents have not been submitted to the Stadium Authority's Contract Administrator or his designee prior to award, the lowest responsive offeror shall produce documents to the procurement officer to demonstrate compliance with this section. It shall be noted here that no more than five (5) calendar days will be allowed to produce the required compliance documents.
- c. **Hawaii Compliance Express.** The HCE is an electronic system that allows vendors/contractors/service providers doing business with the State to quickly and easily demonstrate compliance with applicable laws. It is an online system that replaces the necessity of obtaining paper compliance certificates from the Department of Taxation, Federal Internal Revenue Service, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

Vendors/contractors/service providers should register with (HCE) prior to submitting an offer at <https://vendors.ehawaii.gov>. The annual registration fee is \$12.00, and the Certificate of Vendor Compliance is accepted for the execution of contract and final payment.

Timely Registration on HCE: The contractors are advised to register on HCE soon as possible. If a contractor is not compliant on HCE at the time of award, a Bidder will not receive the award.

25. LIABILITY INSURANCE

The following minimum insurance coverage(s) and limit(s) shall be provided by the Contractor:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability	\$1,000,000 combined singled limit per occurrence for bodily injury and property damage.
Workers' Compensation:	The CONTRACTOR shall maintain workers' compensation and employer's liability insurance that comply with statutory limits
Automobile Liability	\$2,000,000 general aggregate \$1,000,000 combined single limit per occurrence for bodily injury and property damage

Each insurance policy required shall contain the following clauses:

1. "This insurance shall not be cancelled, limited in scope of coverage or non-renewed until after 30 days' written notice has been given to the State of Hawaii, Department of Business, Economic Development and Tourism, Stadium Authority, P.O. Box 30666, Honolulu, Hawaii, 96820-0666"
2. "The State of Hawaii is added as an additional insured as respect to operations performed for the State of Hawaii"
3. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."
4. A Waiver of Subrogation

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire term of the contract, including supplemental agreements. Prior to the commencement of the work, the Bidder agrees to deposit with the State of Hawaii certificate(s) of insurance necessary to satisfy the State that the insurance provisions have been complied with. Failure of the Bidder to provide and keep in force such insurance shall be regarded as material default, entitling the State to exercise any or all of the remedies provided for the termination of services.

The procuring of such required insurance shall not be construed to limit Bidder's liability hereunder nor to fulfill the indemnification provisions and requirements. Notwithstanding said policy or policies of insurance, Bidder shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with the services.

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

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.

26. EXECUTION OF CONTRACT

The State shall forward a formal contract to the successful offeror for execution. The contract shall be signed [by the successful winning bidder] and returned within seven (7) days after receipt by the vendor. No performance and payment bonds are required.

If the option(s) to extend for the twelve-month period is mutually agreed upon, Contractor shall be required to execute a supplement to the contract.

The Contractor or the State may terminate the extended contract period at any time upon three (3) months prior written notice.

27. NOTICE TO PROCEED

Work will commence on the official commencement date specified on the Notice to Proceed.

No work is to be undertaken by the Contractor prior to the official commencement date on the Notice to Proceed. The State is not liable for any work, contract, costs, expenses, loss of profits, or any damage whatsoever incurred by the Contractor prior to the work start date.

28. WARRANTY

The Contractor shall submit a written warranty for replacement of any integral part of equipment such as elevator drive, machines motors, controllers and switches, etc., as guaranteed by the factory to the CA.

The warranty shall consist of the period covered from the date of installation, make, model number, serial number, and location of equipment (name of building, floor number, etc.) and shall be provided to the CA.

29. SUBCONTRACTORS

The Contractor shall not delegate any duties listed in this IFB to any subcontractor other than those listed on the appropriate Offer Form pages and approval is given by the SA The State reserves the right to approve or disapprove all subcontractors and shall require the primary contractor to replace any subcontractors found to be unacceptable. The primary contractor will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract, and shall be responsible for all services whether or not the primary contractor performs them.

30. INVOICING

Contractor shall submit original and three copies of the invoice to the following address:

Aloha Stadium
Fiscal Office
P.O. Box 30666
Honolulu, HI 96820-0666

Invoice shall reference both the contract number and the IFB number.

Payment shall be made to the Contractor at the monthly contracted price after certified and approved by the CA that the Contractor has satisfactorily performed the required services each month.

For extra work approved by the CA, a separate detailed invoice is required. Invoices shall contain a description of the work done, the amount, and the purchase order number authorizing the work.

32. PAYMENT

§103-10, HRS, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. For this reason, the State will reject any bid submitted with a condition requiring payment within a shorter period. Further, the State will reject any bid submitted with a condition requiring interest payments greater than that allowed by §103-10, HRS, as amended.

The State will not recognize any requirement established by the Contractor and communicated to the State after award of the contract, which requires payment within a shorter period or interest payment not in conformance with statute.

33. REMOVAL OF CONTRACTOR'S EMPLOYEES

Contractor agrees to remove any of its employees from services rendered and to be rendered to the State, upon request in writing by the CA.

34. LIQUIDATED DAMAGES

Refer to the General Conditions. Liquidated damages are fixed at the sum of TWO HUNDRED DOLLARS (\$200.00) per each and every calendar day per location per violation the Contractor fails to perform in whole or in part any of his obligations specified herein. Liquidated damages, if assessed, may be deducted from any payments due or to become due to the Contractor.

35. RIGHTS AND REMEDIES FOR DEFAULT

In the event the Contractor fails, refuses, or neglects to perform the services in accordance with the requirements of these Special Provisions, the Specifications, and General Conditions herein, in addition to any other recourse allowed by law, the State reserves the right to purchase in the open market, a corresponding quantity of the services specified herein and to deduct from any moneys due or that may thereafter become due the Contractor, the difference between the price named in the contract and the actual cost thereof to the State. In case any money due the Contractor is insufficient for said purpose, the Contractor shall pay the difference upon demand by the State. The State may also utilize all other remedies provided by law.

36. PROTEST

A protest shall be submitted in writing within five (5) working days after the posting of the award as listed below; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers.

The notice of award letter(s), if any, resulting from this solicitation shall be posted on the Procurement Reporting System, which is available on the SPO website:
<https://hands.ehawaii.gov/hands/awards>.

Any protest pursuant to §103D-701, HRS, and §3-126-3, HAR, shall be submitted in writing to the Procurement Officer, Stadium Authority, P. O. Box 30666, Honolulu, Hawaii, 96820-0666.

**ALOHA STADIUM
SOUTH STAND – TRACTION ELEVATOR MAINTENANCE CHECKLIST**

MONTHLY MAINTENANCE CHECKLIST
Page 1 of 2

Date Service Performed: _____ Date of Last Service: _____

Name of Elevator Mechanic: _____

<u>Car Operation</u>	<u>Comments</u>
Ride Car: check and correct the following	
Acceleration	
Deceleration	
Car Doors	
Hoistway Doors	
Leveling Accuracy	
<u>Car</u>	
Replace cracked or worn buttons	
Replace burnt out bulbs	
Repair/replace malfunctioning buttons and switches	
Clean car top	
Lubricate pivot points and bearings	
Tighten or replace door gives as necessary	
Lubricate moving parts	
Adjust safety edges and light ray	
<u>Car Door and Operator</u>	
Tighten loose screws and bolts	
Replace worn pins and bearings	
Lubricate moving parts	
Adjust safety edges and light ray	
Adjust light ray	
<u>Wire Ropes and Fastenings</u>	
Clean, examine, and lubricate	
Report any unsafe conditions to Contract Administrator	
Adjust hoist and compensation ropes for equal tension	

**ALOHA STADIUM
SOUTH STAND – TRACTION ELEVATOR MAINTENANCE CHECKLIST
MONTHLY MAINTENANCE CHECKLIST**

Page 2 of 2

Date Service Performed: _____ Date of Last Service: _____

Name of Elevator Mechanic: _____

<u>Bi-Parting Doors and Gates</u>	<u>Comments</u>
Clean, lubricate and ensure proper operation of checks, Chains, gears, motors, and linkages	
Clean, inspect, and adjust all gate and door contacts	
Examine retiring cam, tighten loose bolts, replace worn pins, adjust and lubricate	
Clean and lubricate gate and door guide rails	
<u>Motor and MG Set or Solid-State Motor Drive</u>	
Inspect machine, sheaves, worn and gear brakes, and other components	
Wipe off dust and clean up oil spills	
Replace worn or damaged brushes	
Check commutator for wear, follow manufacturer's guide for proper care and maintenance	
Check for unusual noises and/or vibrations, eliminate cause	
<u>Selector</u>	
Check for proper operations	
Clean, lubricate and adjust	
Make certain selector tape and sheaves properly lubricated	
Clean up excess oil from selector and drip pans	
<u>Pit and Pit Equipment</u>	
Clean and examine	
Lubricate pit equipment to specifications	
Check governor, tail sheave, and comp sheaves for proper clearances. Correct deficiencies	
<u>Miscellaneous</u>	
Clean machine room floor	
Check floor indicator panels, replace burnt out bulbs	
Examine hall button stations, replace cracked or worn buttons	
Check hall lanterns for proper operation, replace burnt out gang coils and lamps	
Check operation of inspection and access key switches for proper operation. Adjust and repair as necessary	

**ALOHA STADIUM
SOUTH STAND – TRACTION ELEVATOR MAINTENANCE CHECKLIST**

QUARTERLY MAINTENANCE CHECKLIST

Page 1 of 1

Quarterly maintenance checklist is to be completed in addition to monthly maintenance requirements.

Date Service Performed: _____ Date of Last Service: _____

Name of Elevator Mechanic: _____

<u>Car</u>	<u>Comments</u>
Check alarm bell and communication system	
Clean light fixture	
Clean, check, adjust, and lubricate care shoes and/or roller guide	
Ensure emergency switches operation properly	
<u>Counterweights</u>	
Clean, examine and adjust roller guides	
<u>Motors and Generators</u>	
Clean all commutators, polish all brush stems	
Renew or reseal brushes to specifications	
Clean armatures with blower or vacuum	
Examine motor and MG set connections. Tighten to specifications	
Check oil in bearings. Add or change oil to meet specifications	
Clean brush rigging and housing	

**ALOHA STADIUM
SOUTH STAND - TRACTION ELEVATOR MAINTENANCE CHECKLIST**

SEMI-ANNUAL MAINTENANCE CHECKLIST

Page 1 of 1

Semi-annual maintenance checklist is to be completed in addition to quarterly maintenance requirements.

Date Service Performed: _____ Date of Last Service: _____

Name of Elevator Mechanic: _____

<u>Door Operator</u>	<u>Comment</u> s
Check and adjust fastenings, checks, interlocks, etc.	
Check and adjust inertia of doors	
Change gear case oil as specified	
<u>Selector</u>	
Check and adjust selector for proper operation	
Check gears and chains for proper wear. Lubricate to specifications	
<u>Car</u>	
Check stile channels for bends or cracks, also car frame, cams and supports; correct deficiencies	
Check gate or door upthrust, still grooves, bottom guides, etc.	
Check selector tape hitches and broken tape switch	
<u>Controllers</u>	
Clean with blower	
Check and adjust switches, relays, timers, etc.	
Check all condensers, resistance tubes and grids	
Check oil in overhead relays	
Check settings and operation of overloads	
Clean and check fuses and holders	
Check all controller connections	
<u>Emergency Lights</u>	
Charge lights to manufacturer's specifications	
Record date batteries changed on emergency light fixture	
Clean bulb and glass	
Ensure light and bell operating properly	
<u>Miscellaneous</u>	
Clean car grill and stile channels	
Test and adjust dispatching, scheduling, and emergency service features in accordance with manufacturer's specifications. Demonstrate to Contract Administrator that the system is functioning properly	

**ALOHA STADIUM
SOUTH STAND - TRACTION ELEVATOR MAINTENANCE CHECKLIST**

ANNUAL MAINTENANCE CHECKLIST

Page 1 of 1

Annual maintenance checklist is to be completed in addition to semi-annual maintenance requirements.

Date Service Performed: _____ Date of Last Service: _____

Name of Elevator Mechanic: _____

<u>Load Weighting Switches</u>	<u>Comments</u>
Check and adjust to manufacturer's specifications	
<u>Hoistway</u>	
Check, clean, and adjust guide rails, cams, fastenings and counterweights	
Check and adjust limit, landing and slowdown switches	
Lubricate pins and rollers	
Clean sills	
<u>Guide Shoes and Roller Guides</u>	
Lubricate guide shoe stems and adjust if necessary	
Lubricate wheel bearing sparingly	
<u>Sheaves</u>	
Tighten sheaves on shaft to specifications	
Sound spokes and rim with hammer for cracks	
Ensure sheaves are properly lubricated	
<u>Hall</u>	
Clean and check hall button contacts, springs, wiring, etc.	
<u>Traveling Cable</u>	
Check wear, insulation, hanging and junction box connections	
<u>Hoistway Doors</u>	
Check and adjust to proper clearances	
Check bottom gibs, struts, sill headers and fastenings	
Clean and adjust door contacts	
Examine relating cable for wear. Replace if necessary	
Clean, adjust, and lubricate tracks, hangars, upthrusts, etc.	
<u>Miscellaneous</u>	
Clean exterior of the machinery	
Treat the motor windings and controller coils with factory recommended insulating compound	
Check and lubricate ball and roller bearings to manufacturer's recommendation	
All annual no-load safety tests, and 5-year full load-full speed safety tests	