

**Mississippi State University  
Request for Proposals (RFP) 22-92  
Elevator Maintenance**

ISSUE DATE: May 25, 2022

ISSUING AGENCY: Office of Procurement and Contracts

Mississippi State University  
610 McArthur Hall  
245 Barr Avenue  
Mississippi State, MS 39762

Sealed Proposals, subject to the conditions made a part hereof, will be received **June 21, 2022 at 2:00 PM in the MSU Office of Procurement and Contracts, same address above**, for furnishing services and potentially, optional services as described herein.

**IMPORTANT NOTE:** Indicate firm name, and RFP number on the front of each sealed proposal envelope or package.

All inquiries concerning this RFP should be directed to:

Jennifer Mayfield  
Office of Procurement and Contracts, (Same address above)  
[jmayfield@procurement.msstate.edu](mailto:jmayfield@procurement.msstate.edu)  
662-325-2550

Any addendum associated with this RFP will be posted at <http://www.procurement.msstate.edu/procurement/bids/index.php> located under RFP 22-92. It is the respondent's responsibility to assure that all addenda have been reviewed and if applicable, signed and returned.

## **1. UNIVERSITY OVERVIEW**

Mississippi State University (MSU) is a comprehensive land grant university of 21,500+ students and approximately 5,000 faculty and staff. The main campus is located adjacent to the community of Starkville in northeast Mississippi, with a remote campus located in Meridian with an enrollment of around 700 students. Additionally, the university operates several remote agricultural experiment stations and has an Extension office located in each of the eighty-two Mississippi counties.

Additional information about MSU can be found at our website [www.msstate.edu](http://www.msstate.edu).

## **2. INVITATION TO SUBMIT PROPOSAL ON RFP**

MSU invites qualified respondents to submit proposals for providing Elevator Maintenance at the MSU campus in Starkville, MS and the College of Architecture in Jackson, MS.

## **3. SCOPE OF SERVICES REQUIRED**

### **3.1. OVERVIEW**

- 3.1.1. The purpose of this agreement is to state and define the terms and conditions under which the Contractor shall provide full comprehensive preventive maintenance and repair services for the vertical transportation systems identified herein, and the terms and conditions under which the Purchaser shall compensate the Contractor for such services rendered.
- 3.1.2. Contractor expressly acknowledges that Purchaser is relying on Contractor's professional expertise in performance of Services to achieve and maintain Agreement intent.
- 3.1.3. For clarification, elevators, escalators, moving walks, etc. may be referred to as "units" or "equipment" in this Agreement.

### **3.2. DEFINITION OF TERMS**

- 3.2.1. The term "Purchaser" shall refer to the person, organization, corporation or other entity representing building ownership and ("Mississippi State University" or "MSU") the relative responsibilities under this agreement.
- 3.2.2. The term "Authority", "Governing Authority", "Authority Having Jurisdiction", or references of similar import, shall mean the applicable government agency responsible for enforcement of vertical transportation safety Codes and applicable laws or their designated representative, private inspection agency, consultant or other licensed designee.

- 3.2.3. The term “Contractor” shall refer to any persons, partners, firm, corporation or officer(s) of such companies having an agreement with the “Purchaser” to furnish qualified labor and materials for the execution of the services described herein.

### **3.3. CONTRACTOR SERVICES**

- 3.3.1. Services shall include, all labor, transportation, supplies, materials, parts, tools, scaffolding, machinery, hoists, employee safety equipment, equipment, lubricants, supervision, applicable taxes, and all other work, equipment and materials expressly required under an agreement with MSU and the Contractor or services reasonably inferred from such an agreement.
- 3.3.2. Coordinate and follow the directives of Purchaser with respect to scheduling Services and any deliveries or at time or times further specified in the agreement between MSU and Contractor.
- 3.3.3. Services shall be performed as follows:
- 3.3.3.1. In conformance with all provisions of this Agreement.
  - 3.3.3.2. In conformance with all legal statutes and Code requirements.
  - 3.3.3.3. In conformance with all applicable original equipment manufacturer’s specifications.
  - 3.3.3.4. In conformance with Purchaser’s rules, policies, regulations, and requirements for work at the Property, as modified and supplemented during term of this Agreement.
  - 3.3.3.5. In conformance with Purchaser’s requirements for cleanup using containers supplied by Contractor.
  - 3.3.3.6. To Purchaser’s satisfaction.
  - 3.3.3.7. By qualified, careful and efficient employee(s) in conformity with best industry practices.
  - 3.3.3.8. Diligently and in a first class, complete and workmanlike manner, free of defect or deficiency.
- 3.3.4. In such manner as to minimize any annoyance, interference, or disruption to occupants of Property and their invitees.
- 3.3.5. Materials: The term “materials” shall include all tangible property, whether designated as materials, goods, parts, or otherwise. All such materials shall be:
- 3.3.5.1. New.
  - 3.3.5.2. Best quality and suitable for their intended uses.
  - 3.3.5.3. Obtained from or recommended by original manufacturer(s) of equipment for replacement or repair, including parts redesigned by and recommended as replacement parts by the original equipment manufacturer(s). Equivalent parts may be used if approved by Purchaser in writing.
  - 3.3.5.4. Parts requiring repair shall be rebuilt to “like new” condition.

- 3.3.5.5. All lubricants shall be suitable for purpose intended and shall meet or exceed minimum requirements specified by original equipment manufacturer of equipment to which the lubricant is applied.
  - 3.3.5.6. All materials delivered and stored at the Property which are intended to become part of the completed Services shall pass to Purchaser upon installation.
  - 3.3.5.7. Provide metal cabinets of suitable size in machine rooms for storage of materials in as required. No open storage of materials shall be permitted. Contractor shall stock cabinets with adequate renewal parts and lubricants to maximize beneficial usage of equipment covered by this Agreement.
  - 3.3.5.8. Lubricants, cleaning fluids and all combustible liquids shall be stored in a metal cabinet in machine room and shall be disposed of in accordance with Federal or local jurisdiction guidelines. A metal can with lid shall be provided in each machine room for temporary storage of oily rags.
  - 3.3.5.9. Consideration shall be given in regard to obsolescence of systems, materials or parts only when both the original equipment manufacturer(s) and after-market elevator industry suppliers no longer manufacture or rebuild required parts or assemblies. Rebuilt parts and/or assemblies are acceptable when documentation is provided indicating parts and/or assembly meets all design requirements of the original part and/or assembly.
- 3.3.6. No parts or equipment required by Services may be removed from the Property without written approval of Purchaser. This does not include renewal parts stocked on site by Contractor, which shall remain Contractor's sole property until installed on the equipment. Expeditiously replenish parts/materials as utilized.
- 3.3.7. Initiate, maintain, and supervise all safety precautions and programs in connection with Services and comply with all applicable safety laws. Take all reasonable precautions for safety of Purchaser, Purchaser's tenants, Purchaser's employees, Contractor's employees, and other persons on or about Property.
- 3.3.8. Repair, to satisfaction of Purchaser, any damage to the Property and adjacent areas caused by performance of Services.
- 3.3.9. Additional services covered by this agreement, but at an additional price per occurrence:
- 3.3.9.1. Performance of routine preventive maintenance procedures and scheduled repairs of any unit designated by the Purchaser during other than the normal operating hours of the property.
  - 3.3.9.2. Standby time requested for athletic events.
  - 3.3.9.3. All work resulting in additional billing must be reviewed and approved by Purchaser prior to commencing work.

#### **3.4. CONTRACTOR'S EMPLOYEES**

- 3.4.1. This Agreement is not one of agency, partnership, master-servant, or joint employer, but one with Contractor engaged in the business of providing Services

hereunder as an independent Contractor. Contractor shall have sole responsibility for means, methods, techniques, procedures, and safety precautions in connection with performance of Services.

- 3.4.2. Contractor shall assign one (1) full time (forty (40) hour/week) technician and one twenty (20) hour/week technician (no apprentice) to this agreement. The service technician assigned to this agreement by the Contractor shall be able to respond within the time specified herein.
- 3.4.3. Contractor shall be responsible for the supervision and execution of Services by its employees. A partial onsite condition review shall be conducted by a designated Supervisor of Contractor on a quarterly basis to ensure that all Services hereunder are properly performed. Contractor shall inform Purchaser of the name of its Supervisor responsible for execution of Services and Supervisor shall have the authority to act as Contractor's agent. Supervisor shall notify Purchaser of site inspection and provide Purchaser with written summary of findings within ten (10) working days after completion of site review.
- 3.4.4. Contractor shall employ a sufficient number of trained and capable employees to properly, adequately, safely, and promptly provide Services. All matters pertaining to employment, training, supervision, compensation, promotion and discharge of Contractor's employees are the responsibility of the Contractor, who is in all respects the employer and Purchaser shall have no liability with respect thereto.
- 3.4.5. All service personnel assigned to perform work on campus shall wear uniforms provided by the Contractor, which shall be identified with company colors and logos. All uniforms shall be kept neat and clean at all times.
- 3.4.6. Contractor agrees each of its employees is properly qualified (possessing a mechanics card or CET certification) and will use reasonable care in the performance of Services. If Purchaser, in Purchaser's sole opinion, determines, for any reason, that the qualifications, actions or conduct of any particular Contractor employee has violated this Agreement by performing unsatisfactory Services, interfering with operation of Property, bothering or annoying any occupants, other Contractors or subcontractors then at Property, or that such actions or conduct is otherwise detrimental to Purchaser, then upon receipt of Purchaser's written notice, Contractor shall immediately provide qualified replacement person(s).
- 3.4.7. Contractor shall not engage any subcontractors or other parties to perform Services unless first approved in writing by Purchaser. Purchaser's acceptance of subcontractors or other parties shall not relieve, release or affect in any manner any of Contractor's duties, liabilities or obligations hereunder, and Contractor shall at all times be and remain fully liable hereunder.

### **3.5. CONTRACTORS HOURS AND MANNER OF WORK**

- 3.5.1. Services, except as otherwise noted under this Agreement, including unlimited emergency callback service, shall be performed between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Provide one (1) full time (forty (40) hour/week) dedicated technician and one twenty (20) hour/week technician (no apprentice) technician who shall be on site to perform maintenance, repair and callbacks for forty (40) hours per week. The dedicated technician assigned to this agreement shall not be used for maintenance, repairs or callbacks on equipment not covered under this agreement during these hours. Should it be found that the dedicated technician is being used for work on equipment outside of this agreement during these hours; the monthly invoice amount shall be reduced by the number of hours multiplied by the labor rates proposed by the Contractor. Continuing occurrence of this practice shall be grounds for termination of this agreement.
- 3.5.1.1. Contractor shall provide the necessary manpower for any preventive maintenance task, repair, or test covered under this Agreement that requires more than one (1) technician, at no additional cost to the Purchaser.
- 3.5.1.2. Contractor weekly shall submit the previous weeks paper time tickets signed by MSU representative to MSU Facilities Management for all performed work on campus.
- 3.5.2. Provide overtime callback service at no additional cost under the following conditions:
- 3.5.2.1. Passenger entrapments.
- 3.5.2.2. Elevator group control system malfunctions.
- 3.5.2.3. Two (2) or more elevators out of service in any elevator group.
- 3.5.3. Response time for callback service:
- 3.5.3.1. During the hours identified in Item 3.5.1., Contractor shall arrive at Property within thirty (30) minutes from time of notification of equipment problem or failure by Purchaser.
- 3.5.3.2. During the hours identified in Item 3.5.1., Contractor shall arrive at Property in response to passenger entrapment calls within fifteen (15) minutes from time of notification by Purchaser.
- 3.5.3.3. After hours, Contractor shall respond to callback service within sixty (60) minutes from the time of notification by Purchaser.
- 3.5.3.4. Purchaser, at its sole discretion, may reduce monthly Agreement amount by \$300/occurrence for Contractor's repeated failure to meet callback response time.
- 3.5.4. Callback is defined as any request for service or assistance by Purchaser or Purchaser's representative when any unit is not available for beneficial usage due to equipment shutdown or malfunction.
- 3.5.5. If a unit is shut down due to equipment failure for more than seventy-two (72) continuous hours, excluding scheduled equipment repairs that would under normal circumstances take longer than (72) hours to complete, maintenance billing for that unit shall be suspended until unit is restored to beneficial usage.

- 3.5.6. Removal of units from beneficial usage to facilitate Services shall be coordinated with and approved by the Purchaser, unless removal is necessitated for emergency repair or adjustment. Purchaser agrees to permit Contractor to remove units from service for a reasonable time during hours identified in Item 3.6.1, to perform Services.

### **3.6. CONTRACTORS EXECUTION OF SERVICES**

- 3.6.1. Regularly and systematically examine, clean, lubricate, adjust, and as conditions warrant, repair or replace all vertical transportation equipment covered under this Agreement. Consistently maintain machine room(s), wellway(s), hoistway(s), pit(s), car top(s) and equipment in or on these areas in a clean condition. Escalator trusses, drip pans and internal equipment shall be cleaned annually. During the cleaning process, test and adjust all safety switches. Escalator clean downs should be scheduled with the office of Facilities Management prior to proceeding.
- 3.6.2. Check and adjust individual and/or elevator group operational system(s) at planned intervals to ensure all control circuits and time settings are properly adjusted to minimize system response time to registered car and hall calls and maximize car and/or group operational performance.
- 3.6.3. Lubricate equipment at intervals recommended by original equipment Manufacturer, or as dictated by equipment use or adverse environmental conditions.
- 3.6.4. Provide replacement lamps to maintain adequate lighting in elevator machine room, secondary sheave level(s), overhead sheave space(s), pit(s) and car interior lighting.
- 3.6.5. Repair damage to car and hoistway door finish when caused by improper adjustment or maintenance of associated door equipment.
- 3.6.6. When, as a result of examination or testing of the equipment, Contractor identifies corrective action is required, Contractor shall proceed expeditiously to make required repairs, replacements, and adjustments. If Contractor believes such work is not Contractor's responsibility, a written report signed by Contractor shall be delivered to Purchaser for further action with exception of a safety or potential safety situation, in which case, Contractor shall expeditiously correct the problem.
- 3.6.7. Should, during examination or testing of equipment, Contractor observe a condition that would compromise the safety of the riding public, the Contractor shall shut the equipment down and notify MSU immediately of the unit number (if applicable), building, reason for shutting the equipment down, and plans for necessary repairs.
- 3.6.8. Services shall be all inclusive with following exclusions only:

- 3.6.8.1. Installation of new attachments or performance of newly mandated tests recommended or directed by inspecting entities; insurance companies; and federal, state or municipal governmental authorities subsequent to the date of this Agreement. In the event of new or retroactive requirements, required by such Authorities, Contractor shall provide written notice and proposal to Purchaser within ten (10) working days of effective date.
- 3.6.8.2. Callbacks, repairs, modifications, adjustments or replacements required due to negligence, vandalism, accident or misuse of the equipment by anyone other than the Contractor, its employees, subcontractors, servants or agents, or other causes beyond the Contractor's control except ordinary wear.
- 3.6.8.3. Repair or replacement of Property items, such as hoistway or machine room walls, floors, car interior finishes, car finish floor material, hoistway entrance frames, car and hoistway door panels, car and hoistway door sills, signal fixture faceplates, and fire alarm initiating devices
- 3.6.8.4. Mainline and auxiliary disconnecting means, fuses and electrical feeders to equipment control panel(s) in machine rooms.
- 3.6.8.5. Failure or fluctuations of property electric power, air conditioning or humidity control.
- 3.6.8.6. Ingress by water or other material into machine room, hoistway, car enclosure, or pit.
- 3.6.8.7. Purchaser loading unit in excess of its rated car capacity or load classification.
- 3.6.8.8. Shrinkage, settlement or movement of building.
- 3.6.8.9. Underground hydraulic piping and cylinders.
- 3.6.8.10. Escalators: Cleaning, repair or replacement of Property items such as wellway or machine room walls, finished exterior truss panels, skirt and deck panels, and balustrades. Cleaning of handrails, step treads, risers, comb plates and landing plates.

3.6.8.10.1. Above exclusions shall apply except to the extent that they arise out of or are caused by the negligence, breach of contract, or breach of statutory duty of the Contractor, his employees, agents, subcontractors, or others for whom he is responsible.

3.6.9. Contractor shall be required to purchase a "vendor" parking pass from the Parking and Transit Office, in accordance with University policy. Vendor parking passes allow the contractor use of all parking spaces with the exception of "titled" and/or handicap parking spaces, except in the situation where the Contractor's technician may require special accommodation.

3.6.9.1. At no time shall Contractor's vehicle be parked or situated in such a way that lanes of ingress and egress become blocked, including sidewalks, roads, and other public use infrastructure pathways. Except in the case of life-emergency or entrapment situations, Contractor shall always park in an applicable parking space. If life-emergency situations arise or entrapment occurs, Contractor may impede on typically utilized vehicular or pedestrian



pathways, but in no situation, shall the contractor impede on emergency vehicle or personnel access.

- 3.6.9.2. Any violation of the requirements, as indicated in Section 3.6.9, will result in a possible parking and/or traffic fine(s) for the offending vendor.

### **3.7. CONTRACTOR COMPLIANCE WITH LAWS**

- 3.7.1. Contractor agrees to comply with all existing laws, codes, rules and regulations set forth by appropriate authorities having jurisdiction in location where Services are performed. In the event of differing testing requirements between Agreement requirements and applicable statutes, regulations, codes or ordinances, the more stringent requirement shall prevail.
- 3.7.2. Schedule with the office of Facilities Management, coordinate and complete all required statutory and other equipment tests including, but not limited to:
- 3.7.2.1. Annual no load slow speed test of car and/or counterweight safeties, governors, and buffers. Complete attached safety test form (Appendix C). Form shall be located in Elevator Machine Room.
- 3.7.2.2. 5-year, full load, full speed test of car and/or counterweight safeties, governors, and buffers. Complete attached safety test form (Appendix C). Form shall be located in Elevator Machine Room.
- 3.7.2.3. Monthly Firefighters' service operational tests. Complete attached Firefighters Form (Appendix C). Form shall be located in Elevator Machine Room.
- 3.7.2.4. Annual pressure relief tests on hydraulic elevators. Complete attached safety test form (Appendix C). Form shall be located in Elevator Machine Room.
- 3.7.2.5. Annual standby power operation test(s) on elevators.
- 3.7.2.6. Annual escalator step/skirt index test.
- 3.7.2.7. Monthly operational tests: battery pack car emergency lighting, monthly car emergency communication device and battery pack car lowering devices.
- 3.7.2.7.1. Contractor shall provide all necessary manpower to perform these tests in a timely manner. Copies of all test reports shall be provided to the Mississippi State University offices of Facilities Management no later than three (3) working days after the successful completion of each test.
- 3.7.2.8. Monthly test elevator phones for proper operation.
- 3.7.2.9. Monthly complete attached elevator service form (Appendix C). Form shall be located in Elevator Machine Room.
- 3.7.3. Should a piece of equipment fail any of the above tests as a result of Contractor not performing the service requirement listed herein, Contractor shall make all necessary adjustments to the equipment at no cost to the Purchaser, and re-test the equipment at no cost to the Purchaser. Contractor shall provide the Purchaser with copies of all test reports.

- 3.7.4. Affix metal tags to the tested devices and provide Purchaser with written documentation clearly indicating the type of test, date of test, Contractor performing test, and applicable Code rule.
- 3.7.5. Contractor's failure to execute statutory tests mandated by either national Codes or local jurisdictions or regulations within 30 calendar days of required time constraint shall subject Contractor to a \$50.00 per unit for each infraction beginning on the 30th day subsequent to the required date and continuing until Purchaser receives written notification from Contractor of completion of required test. Statutory tests include, but are not limited to, Item 3.7.2. Scheduling difficulties shall not exempt Contractor from performing tests in compliance with applicable Code or regulatory requirements.

### **3.8. SPECIAL CONDITIONS**

- 3.8.1. Purchaser shall provide Contractor's primary and secondary technician with necessary keys for access to buildings and equipment rooms.
- 3.8.2. Contractor shall conspicuously post Preventive Maintenance Schedule and work log in each machine room. Log shall be kept up to date and shall be readily accessible for review by Purchaser personnel or representative. Additionally, Contractor shall have the means to record data electronically for Purchaser to review. Data should include all PM, repair, callback and testing being performed, as well as length of time cars are left out of service.
- 3.8.3. At least quarterly or more often if requested, provide summary and review of all callbacks and unit downtime with Purchaser. The intent of this review is to minimize callbacks by developing consistent communication between the Contractor and Purchaser relative to callback trends, unit downtime and their causes.
- 3.8.4. Contractor shall maintain Purchaser's complete set of straight line wiring diagrams in good condition. Drawings shall be consistently updated and properly noted with "as built" conditions with any changes or modifications to circuits resulting from control modifications, parts replacement or equipment upgrades made by Contractor during Agreement term. Purchaser shall be allowed to reproduce these "as built" drawings and retain sole possession of these drawings in event Agreement is cancelled. If Agreement is cancelled, Purchaser will withhold final payment due Contractor until all as built/as modified set(s) of wiring diagrams are delivered to Purchaser.
- 3.8.5. Equipment manufacturer's electronic diagnostic devices required to facilitate services, including fixed and handheld devices, shall be provided, maintained and upgraded by Contractor during the term of this Agreement.
- 3.8.6. Local or National inspection fees in regard to operation of equipment covered by this Agreement, shall be paid by the Purchaser. Fees for reinspection due to

Contractor's failure to expeditiously eliminate deficiencies covered by Services shall be paid by Contractor.

3.8.7. Purchaser may provide information to enable Contractor to render Services hereunder, or Contractor may learn information about Property or develop such information from Purchaser. Contractor agrees:

3.8.7.1. To treat, and to obligate Contractor's employees, subcontractors and suppliers to treat as confidential all such information whether or not identified by Purchaser as confidential.

3.8.7.2. Not to disclose any such information or make available any reports, recommendations and/or conclusions which Contractor may make on behalf of Purchaser to any person, firm or corporation or use the same in any manner, whatsoever, without first obtaining Purchaser's written approval, except to the extent necessary in connection with performing Services or when required by law.

3.8.7.3. Contractor shall not, in the course of performance of this Agreement, or thereafter, use or permit the use of Purchaser's name or the name of any affiliate of Purchaser, or the name, address or any picture or likeness of or reference to the Property in any advertising, promotional or other materials prepared by or on behalf of Contractor without the prior written approval of Purchaser.

3.8.8. Purchaser reserves the right to add or deduct any units from this agreement, and will adjust the monthly contract amount accordingly. Purchaser will provide Contractor with (30) days written notice of any such changes.

### **3.9. EQUIPMENT PERFORMANCE REQUIREMENTS**

3.9.1. Contractor shall maintain the equipment in order to meet the following performance criteria. Consistent failure to meet performance requirements shall be grounds for cancellation of this Agreement.

3.9.2. Operating Speed:

3.9.2.1. For hydraulic equipment, maintain speed within +/- 10% of rated speed.

3.9.2.2. For traction equipment with solid state drives, maintain speed within +/- 3% of rated speed.

3.9.2.3. For traction equipment without solid state drives, maintain speed within +/-5% of rated speed.

3.9.2.4. For escalators, maintain speed within +2%, -0%.

3.9.3. Leveling accuracy

3.9.3.1. For hydraulic equipment, maintain leveling accuracy within +/- 1/2" of floor level.

3.9.3.2. For traction equipment, maintain leveling accuracy within +/- 1/4" of floor level.

3.9.4. Contractor shall maintain a quiet and comfortable car ride with smooth acceleration, deceleration and accurate stop. Door operation shall be smooth and quiet.

3.9.5. There shall be no discernible sound in any escalator from the machine, track system, chains, handrail drive, newel ends, or step assembly unless it is mutually determined by Provider and Purchaser that such sounds are attributable to the design of the equipment (provided such design exception shall not apply to the extent that Provider has provided design or redesign Services under this Agreement or related Agreement).

### **3.10. PURCHASER'S RIGHT TO AUDIT SERVICES**

3.10.1. Purchaser reserves the right to make, or cause to be made, such audits and tests whenever necessary to ascertain that Services are being fulfilled. Deficiencies noted shall be submitted, in writing, to the Contractor. Contractor shall expeditiously correct deficiencies within thirty (30) working days at its expense.

3.10.2. A qualified vertical transportation consultant may be retained by Purchaser to perform audit of Services and mediate disputes.

### **3.11. AGREEMENT AMOUNT AND ANNUAL LABOR/MATERIAL ADJUSTMENT**

3.11.1. During term of this Agreement, Purchaser shall pay Contractor within 45 days after receipt of a correct invoice and acceptance of all work performed, for faithful performance of Services completed for prior month subject to the following:

3.11.2. Agreement amount shall be increased 4% per year to cover increased labor and material costs.

3.11.3. If straight time work is required, outside scope of Services, including standby time for athletic and/or other events requested, the hourly rates proposed by the Contractor will apply. If overtime work is required, within the scope of Services, Purchaser will pay only difference between straight time and overtime labor at hourly rates proposed by the Contractor. If overtime work is required outside scope of Services, straight time rate plus applicable overtime premium will be basis for hourly charges. Contractor may adjust rates in accordance with Item 3.11.2. above, labor portion only. Initial billing rates for straight time work shall be as shown on the bid form.

3.11.4. Payment for Services shall not be deemed acceptance of defective, deficient, or non-conforming Services.

3.11.5. The Contractor, as an independent contractor, shall provide proof of Comprehensive General Liability insurance, Workers' Compensation insurance and Commercial Auto Liability insurance. The Contractor shall provide a Certificate of Coverage mailed to the Board of Trustees of State Institutions of

Higher Learning, Office of Insurance & Risk Management, 3825 Ridgewood Road, Suite 429, Jackson, MS, 39211 and MSU ten working days prior to start of services. The Certificate of Coverage should, at a minimum, contain the name of the carrier, effective and expiration dates of coverage, a description of the covered perils, amount of coverage by peril, the name and mailing address of the insurance company, and the name and mailing address of the insurance agent. The Certificate of Coverage must name the Board of Trustees of State Institutions of Higher Learning and MSU as an additional insured. The Comprehensive General Liability coverage and the Commercial Auto Liability coverage shall be a minimum amount of Three Million Dollars (\$3,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate through an insurance company with a Best rating of A- or higher and a financial size Class X or higher approved by the Mississippi Department of Insurance.”

- 3.11.6. Errors and Omissions Liability: Contractor shall maintain Errors and Omissions Liability Insurance in an amount of not less than \$1,000,000 per claim covering claims or damages because of injury or damages arising out of any act, error, or omission of Contractor in the rendering of professional services.
- 3.11.7. Certificates of insurance, coverage described above shall be furnished by the Contractor prior to the commencement of services under this agreement and such certificates shall provide that the coverages will not be canceled or reduced in amount prior to 30 days after notice of such cancellation has been mailed to the Purchaser.
- 3.11.8. All insurance policies required under this Section 1.12 shall include Mississippi State University as an additional insured and shall be endorsed to include a waiver of subrogation in favor of Mississippi St. Contractor hereby waives all rights of recourse, including any right to which another may be subrogated, against Mississippi State University for personal injury, including death, and property damage.

### **3.12. PURCHASER’S RESPONSIBILITIES**

- 3.12.1. Provide clear, safe, and convenient access to Property and equipment rooms.
- 3.12.2. Maintain telephone lines to controller terminal(s), equipment room electrical switch gear and electrical feeders to unit controllers.
- 3.12.3. Maintain equipment room heating and air conditioning systems.
- 3.12.4. Maintain fire alarm initiating devices in elevator lobbies, machine rooms, hoistways, etc.
- 3.12.5. Prevent storage of Property or other Contractors’ equipment or supplies in unit equipment rooms and obstruction of equipment room access corridors and doors.
- 3.12.6. Maintain standby power generator systems and related switch gear and feeders.

3.12.7. Maintain equipment rooms, hoistways, wellways and pits in Code compliant dry condition.

3.12.8. Coordinate with Contractor in regard to equipment retrofits such as security systems, new car interior finishes, car interior TV systems, etc.

3.13. During Property construction and/or modernization, make provisions to limit infiltration of dust and debris into equipment and equipment spaces.

#### **4. INQUIRIES ABOUT RFP**

Prospective respondents may make written inquiries concerning this request for proposal to obtain clarification of requirements. **Questions should be submitted either via a Word document or plainly typed in the email itself.** Responses to these inquiries may be made by addendum to the Request for Proposal (RFP). Please send your inquiries to Jennifer Mayfield via electronic mail at [jmayfield@procurement.msstate.edu](mailto:jmayfield@procurement.msstate.edu).

All inquiries should be marked “URGENT INQUIRY. MSU RFP 22-92”

#### **5. ADMINISTRATIVE INFORMATION**

##### **5.1. Issuing Office**

This RFP is issued by the following office:

Office of Procurement and Contracts  
Mississippi State University  
245 Barr Avenue, 610 McArthur Hall  
Mississippi State, MS 39762

##### **5.2. Schedule of Critical Dates**

The following dates are for planning purposes only unless otherwise stated in this RFP progress towards their completion is at the sole discretion of the university.

<b>RFP Posted</b>	<b>May 25, 2022</b>
<b>Questions from Vendors Due</b>	<b>June 3, 2022</b>
<b>MSU Q&amp;A Response Due</b>	<b>June 9, 2022</b>
<b>Proposal Submission Deadline – 2:00 p.m.</b>	<b>June 21, 2022</b>
<b>Award Date (Estimated)</b>	<b>October 1, 2022</b>
<b>Contract Effective Date (Estimated)</b>	<b>January 1, 2023</b>

## 6. PROPOSAL CONTENTS

This is a two-step RFP process. The technical proposals and the cost proposals are to be submitted in separate sealed envelopes. Indicate firm name, RFP# and word “Technical Proposal” on the front of the sealed technical proposal envelope or package. Indicate the firm name, RFP# and the word “Cost Proposal” on the front of the sealed proposal envelope or package.

**At a minimum, the following items should be included in the contents of the proposal:**

- Cover letter, indicating the scope of the proposal. The letter should include a statement indicating acceptance of the standard contract (See Section 16.4)) and clearly identify any proposed changes to the standard contract. The letter should include a statement of exceptions to any of the terms and conditions outlined in this RFP. (Cover letter should be no more than 3 pages in length.)
- Corporate Structure and Credentials
  - Number of years of experience
  - A minimum of three (3) major customers for whom you provide similar services in size and facility structure, including contact information for the account. This information shall show previous experience in the maintenance and repair of equipment similar in manufacture to that included in MSU’s inventory.
  - A description of previous experience in maintaining and repairing equipment in an academic environment and shall include reference contact information
  - A listing of all major accounts terminated in the last five (5) years with reason for termination and account, contact information.
  - Provide a list and resumes of members of the proposed project team including service technician, service supervisor, account manager and branch manager.
  - Statement that the Contractor has the necessary engineering and technical support to be able to troubleshoot the various types and vintages of equipment on campus
  - Proposals should include a description of the security plan used by the proposing firm to ensure adequate background checks on employees. MSU would be strongly opposed to having anyone in or near our facilities that could be considered a potential hazard to the University, its guests, faculty and staff, or its students. This would include but not be limited to: convicted sex-offenders or convicted felons.

- Operations and Ability To Perform
  - Provide operation plan. This should include, but not be limited to, acknowledgement and agreement with the applicable requirements set forth herein, as well as explanations, where applicable, of the intended plan to achieve the requirements.
  - Provide evidence that the Contractor will maintain an adequate supply of replacement parts, and their proposed replacement parts inventory
- Projected cost to MSU
  - The proposal shall set forth the monthly cost and any additional costs MSU will be expected to pay during the term of the agreement
- Signature page (See Appendix B)

## **7. DISCUSSIONS/EVALUATION CRITERIA/AWARD PROCESS**

MSU reserves the right to conduct discussions with any or all respondents, or to make an award of a contract without such discussions based only on evaluation of the written proposals. MSU reserves the right to contact and interview anyone connected with any past or present projects with which the respondent has been associated. MSU likewise reserves the right to designate a review committee to evaluate the proposals according to the criteria set forth under this section. MSU may make a written determination showing the basis upon which the award was made and such determination shall be included in the procurement file.

MSU reserves the right to award this contract in whole or in part depending on what is in the best interest of MSU with MSU being the sole judge thereof.

The evaluation factors set forth in this section are described as follows:

- Projected Cost to MSU – This shall be the anticipated cost to MSU during the term of the contract based upon the proposal. MSU will have sole authority to determine the reasonableness of estimates.
- Corporate Structure, Credentials and Prior Experience – MSU will be attempting to determine the probability of future success of the program based upon the organizational structure and proven experience of the proposer.
- Operations and Plan to Perform – MSU will be attempting to determine the probability of future success of the program based upon the proposer’s plans for providing the service.
- Efficiencies and Sustainability – MSU will be attempting to determine any increased efficiencies for the institution (examples may include, but are not limited to electronic transfer of funds, electronic records, etc.) MSU will also be considering ‘Sustainability’ issues such as recycling, waste minimization, energy conservation, etc.



Failure to attend an interview presentation before the committee, may result in a proposal not being considered.

Upon award of contract(s), successful respondent(s) will be asked to provide a transition plan and timeline and obtain MSU's input and concurrence before moving forward.

Proposals for Elevator services will be scored based on the following weights (100 points total):

- Projected Cost to MSU – 50 pts
- Corporate Structure/Credentials/Prior Experience/References – 20 pts
- Operations and Plan to Perform – 20 pts
- Efficiencies and Sustainability – 10 points

## **8. PROPOSAL SUBMISSION**

Proposals shall be submitted in two packages (envelopes or boxes) as set forth in Section 7. Please make sure that the RFP number is clearly visible on the outside of the package.

**Technical Proposal** – One (1) original and one (1) electronic copy (of the complete technical proposal in one pdf file on a flash drive) of parts 7(b)(i) (Cover Letter), 7(b)(ii) (Corporate Structure and Credentials), and 7(b)(iii) (Operations and Ability to Perform) should be sealed in a package with “Technical Proposal” in the lower left hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page “Original”.

**Cost Proposal** – One (1) original and one (1) electronic copy (of the complete cost proposal in one pdf file on a flash drive). Should be sealed in a package with “Cost Proposal” in the lower left-hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page “Original”.

The proposal package must be received on or before **2:00 p.m. on June 21, 2022**. It is the responsibility of the respondent to ensure that the proposal package arrives in the Procurement and Contracts office on-time. The proposal package should be delivered or sent by mail to:

**Office of Procurement and Contracts  
Mississippi State University  
610 McArthur Hall  
245 Barr Avenue  
Mississippi State, MS 39762**

Your response must include the signature page included in this RFP (See Appendix A) and contain the signature of an authorized representative of the respondent's organization. The signature on the “Original” signature page should be in blue ink

MSU reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items bid if deemed in the best interest of the University to do so.

Proposals received after the stated due date and time will be returned unopened. Submission via facsimile or other electronic means will not be accepted.

## **9. TWO-PHASE, BEST AND FINAL OFFER**

If the initial proposals do not provide MSU with a clear and convincing solution, or if MSU feels it is appropriate to offer the potential providers an opportunity to submit revised proposals, MSU reserves the right to use a two-phase approach and/or invite Best and Final Offers (BAFO). Based on the information obtained through the proposal submittals (Phase-One), MSU may choose a specific business model, and potential providers may be asked to submit revised proposals based upon that specific model.

The evaluation committee may develop, for distribution to the top-ranked firms, refined written terms with specific information on what is being requested as a result of information obtained through initial RFP submittal process. Proposers may be asked to reduce cost or provide additional clarification to specific sections of the RFP. Selected proposers are not required to submit a BAFO and may submit a written response notifying the solicitation evaluation committee that their response remains as originally submitted.

## **10. TERM OF CONTRACT**

It is MSU's intention to enter into a five (5) year contract, estimated to begin January 1, 2023.

MSU reserves the right to terminate this agreement with thirty (30) days-notice, by the Director of Procurement and Contracts via certified mail to the address listed on the signature page of this RFP (See Appendix A) if any of the terms of the proposal and/or contract are violated.

In the event the contractor fails to carry out and comply with any of the conditions and agreements to be performed under the specifications, MSU will notify the contractor, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a ten (10) day period, the contractor must submit, in writing, why such corrective action has not been performed. The University reserves the right to determine whether or not such noncompliance may be construed as a failure of performance of the contractor.

Termination of contract by contractor without cause can only occur with at least one-hundred and twenty (120) days-notice prior to the proposed termination of the contract.

In the event MSU employs attorneys or incurs other expenses it considers necessary to protect or enforce its rights under this contract, the contractor agrees to pay the attorney's fees and expenses so incurred by MSU.

## **11. ACCEPTANCE TIME**

Proposal shall be valid for one-hundred and eighty (180) days following the proposal due date.

## **12. RFP CANCELLATION**

This RFP in no manner obligates MSU to the eventual purchase of any services described, implied or which may be proposed until confirmed by a written contract. Progress towards this end is solely at the discretion of MSU and may be terminated without penalty or obligations at any time prior to the signing of a contract. MSU reserves the right to cancel this RFP at any time, for any reason, and to reject any or all proposals or any parts thereof.

## **13. INDEPENDENT CONTRACTOR CLAUSE**

The contractor shall acknowledge that an independent contractor relationship is established and that the employees of the contractor are not, nor shall they be deemed employees of MSU and that employees of MSU are not, nor shall they be deemed employees of the contractor.

## **14. OTHER CONTRACT REQUIREMENTS**

**Award Terms:** This contract shall be awarded at the discretion of the University based on the capabilities and overall reputation of the Supplier, as well as the cost. Acceptance shall be confirmed by the issuance of a contract from the University.

**Standard Contract:** The awarded contractor(s) will be expected to enter into a contract that is in substantial compliance with MSU's standard contract

[http://www.procurement.msstate.edu/pdf/standard\\_rfp\\_contract.pdf](http://www.procurement.msstate.edu/pdf/standard_rfp_contract.pdf). Proposal should include any desired changes to the standard contract. It should be noted that there are many clauses which the MSU cannot change (see Standard Addendum

<http://www.procurement.msstate.edu/contracts/standardaddendum.pdf>) Significant changes to the standard contract may be cause for rejection of a proposal.

**The Procurement Process:** The following is a general description of the process by which a firm will be selected to fulfill this Request for Proposal.

- Request for Proposals (RFP) is issued to prospective suppliers.
- A deadline for written questions is set.
- Proposals will be received as set forth in Section 8.
- Unsigned proposals will not be considered.

- All proposals must be received by MSU no later than the date and time specified on the cover sheet of this RFP.
- At that date and time, the package containing the proposals from each responding firm will be opened publicly and the name of each respondent will be announced.
- Proposal evaluation: The University will review each proposal.
- At their option, the evaluators may request oral presentations or discussions for the purpose of clarification or to amplify the materials presented in the proposal
- Respondents are cautioned that this is a request for proposals, not a request to contract, and the MSU reserves the unqualified right to reject any and all proposals when such rejection is deemed to be in the best interest of the University.
- The proposals will be evaluated according to the criteria set forth in Section 7.

## **APPENDIX A: SIGNATURE PAGE**

Provide information requested, affix signature and return this page with your proposal:

Name of Firm: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

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

APPENDIX B  
EQUIPMENT LISTING AND COST FORM

PRICE/UNIT PER MONTH

Building	Units	Address	Type	MS ID Number	Manufacturer	Type	Price/Unit
Allen Hall	1	175 President's Circle	Elevator	004314	Dover	TP	
Allen Hall	1	175 President's Circle	Elevator	004315	Dover	TP	
Animal & Dairy Science	1	335 Wise Center Drive	Elevator	011330	TKE	HP	
Bost Extension Center	1	190 Bost	Elevator	004310	Dover	TP	
Bost Extension Center	1	190 Bost	Elevator	004311	Dover	TP	
Bowen Hall	1	456 Hardy Road	Elevator	003700	TKE	HP	
Briscoe Hall	1	120 Garner Circle	Lift	011087	Dover	HP	
Bryan Athletic Admin Building	1	288 Lakeview Drive	Elevator	004320	Dover	HP	
Butler Hall	1	665 George Perry Street	Elevator	004365	MCE	HP	
Carpenter Hall	1	479-1 Hardy Road	Elevator	003696	Dover	HP	
Catalpa Lift Station	1	258-6 Hail State Blvd	Manlift	N/A	Gillespie	ML	
Center for Advanced Vehicle Systems (CAVS)	1	200 Research Boulevard	Elevator	004400	TKE	HP	
Cobb Institute of Archeology	1	340 Lee Boulevard	Elevator	004371	MCE	HP	
Colvard Student Union	1	198 Lee Boulevard	Elevator	004370	TKE	HP	
Colvard Student Union	1	198 Lee Boulevard	Elevator	004395	TKE	HP	
Colvard Student Union	1	198 Lee Boulevard	Elevator	004396	TKE	HP	
Cresswell Hall	1	36 Magruder Street	Elevator	004335	Otis	TP	
Cresswell Hall	1	36 Magruder Street	Elevator	004336	Otis	TP	
Cresswell Hall	1	36 Magruder Street	Lift	004337	Lift	WCL	

Cullis Wade Depot	1	75 B.S. Hood Drive	Elevator	004308	Otis	HP	
Cullis Wade Depot	1	75 B.S. Hood Drive	Elevator	004309	Otis	HP	
Cullis Wade Depot	1	75 B.S. Hood Drive	Escalator	004418	Schindler	ESC	
Cullis Wade Depot	1	75 B.S. Hood Drive	Escalator	004419	Schindler	ESC	
Davis Wade Stadium/Scott Field	1	90 B.S. Hood Drive	Elevator	003025	Dover	TP	
Davis Wade Stadium/Scott Field	1	90 B.S. Hood Drive	Elevator	003026	Dover	TP	
Davis Wade Stadium/Scott Field	1	90 B.S. Hood Drive	Elevator	003027	Dover	TP	
Davis Wade Stadium/Scott Field	1	90 B.S. Hood Drive	Elevator	003028	Dover	TP	
Davis Wade Stadium/Scott Field	1	90 B.S. Hood Drive	Elevator	003071	Dover	TP	
Davis Wade Stadium/Scott Field	1	90 B.S. Hood Drive	Elevator	004319	Dover	TP	
Davis Wade Stadium/Scott Field	1	90 B.S. Hood Drive	Elevator	004349	Dover	TP	
Davis Wade Stadium/Scott Field	1	90 B.S. Hood Drive	Elevator	004350	Dover	TP	
Davis Wade Stadium/Scott Field	1	90 B.S. Hood Drive	Elevator	004351	Dover	TP	
Davis Wade Stadium/Scott Field	1	90 B.S. Hood Drive	Elevator	004352	Dover	TP	
Davis Wade Stadium/Scott Field	1	90 B.S. Hood Drive	Elevator	010136	Dover	TP	
Davis Wade Stadium/Scott Field	1	90 B.S. Hood Drive	Elevator	010137	Dover	TP	
Deavenport Hall	1	250 Bailey Howell Drive	Elevator	002529	TKE	HP	
Deavenport Hall	1	250 Bailey Howell Drive	Elevator	002530	TKE	HP	
Dogwood Hall	1	250 Bailey Howell Drive	Elevator	002527	TKE	HP	
Dogwood Hall	1	250 Bailey Howell Drive	Elevator	002528	TKE	HP	
Dorman Hall	1	32 Creelman Street	Elevator	004367	MCE	TP	
Dorman Hall	1	32 Creelman Street	Elevator	004368	MCE	TP	

Downtown Innovation Hub	1	301 E. Main Street, Starkville	Elevator	003609	MCE	HP	
Enology Lab	1	130 Foil Road	Elevator	004412	Dover	HP	
Etheredge	1	449 Hardy Road	Elevator	003693	Otis	TP	
Franklin Center	1	201 Locksley Way	Elevator	004411	TKE	HP	
Franklin Center	1	201 Locksley Way	Elevator	011315	Elevett	TP	
Franklin Center	1	201 Locksley Way	Elevator	011316	Elevett	TP	
Freeman Hall	1	415 Barr Avenue	Elevator	004441	Lift	WCL	
Fresh Foods Cafeteria	1	710 Bully Blvd	Elevator	011088	TKE	HP	
Garner Hall	1	88 Garner Circle	Elevator	004366	Dover	HP	
Giles Hall	1	899 College View Drive	Elevator	004407	Dover	HP	
Griffis Hall	1	500 Bailey Howell Drive	Elevator	004330	TKE	HP	
Griffis Hall	1	500 Bailey Howell Drive	Elevator	004331	TKE	HP	
Griffis Hall	1	500 Bailey Howell Drive	Elevator	004332	TKE	HP	
Hand Lab	1	310 President's Circle	Elevator	003689	TKE	HP	
Harned Hall	1	295 Lee Boulevard	Elevator	004372	TKE	HP	
Hathorn Hall	1	76 Magruder	Elevator	004338	Otis	TP	
Hathorn Hall	1	76 Magruder	Elevator	004339	Otis	TP	
Hathorn Hall	1	76 Magruder	Elevator	004340	Lift	WCL	
Herzer Dairy	1	945 Stone Blvd	Elevator	011092	TKE	HP	
Hilbun Hall	1	355 Lee Boulevard	Elevator	004373	Northern	HP	
Humphrey Coliseum	1	55 Bailey Howell Drive	Elevator	004394	Capitol	HP	
Hunter Henry Center	1	1 Hunter Henry Boulevard	Elevator	004408	TKE	HP	



Hurst Hall	1	95 Hurst Lane	Elevator	004328	TKE	HP	
Hurst Hall	1	95 Hurst Lane	Elevator	004329	TKE	HP	
Industrial Education (IED) Building	1	108 Herbert Street	Elevator	004312	Dover	HP	
Institute for Clean Energy Technology (ICET)	1	205 Research Boulevard	Elevator	004403	Dover	HP	
J Charles Lee Ag and Bio Engineering	1	130 Creelman Street	Elevator	004369	TKE	HP	
Landscape Architecture Seminar/Studio	1	845-3 Stone Boulevard	Elevator	004415	TKE	HP	
Lee Hall	1	262 Lee Boulevard	Elevator	003697	TKE	HP	
Lee Hall	1	262 Lee Boulevard	Elevator	003698	TKE	HP	
Lee Hall	1	262 Lee Boulevard	Elevator	003699	TKE	HP	
Left Field Lofts	1	185 Lakeview Drive	Elevator	011325	TKE	HP	
Leo Seal Football Complex	1	100 Championship Way	Elevator	011086	TKE	HP	
Lloyd-Ricks-Watson Building	1	255 Tracy Drive	Elevator	004355	TKE	HP	
Longest Student Health Center	1	360 Hardy Road	Elevator	004316	Dover	HP	
Longest Student Health Center	1	360 Hardy Road	Elevator	004317	Dover	HP	
Longest Student Health Center	1	360 Hardy Road	Dumbwaiter	004318	Dover	HP	
Longest Student Health Center/TK Martin	1	326 Hardy Road	Elevator	004313	Dover	HP	
Magnolia Hall	1	15 Morgan Avenue	Elevator	004347	TKE	HP	
Magnolia Hall	1	15 Morgan Avenue	Elevator	004348	TKE	HP	
Malcom A Portera High Performance Computing (HPCC) Building	1	2 Research Boulevard	Elevator	004401	Dover	HP	
Malcom A Portera High Performance Computing (HPCC) Building	1	2 Research Boulevard	Elevator	004402	TKE	HP	
McArthur Hall	1	245 Barr Avenue	Elevator	004363	Dover	TP	
McArthur Hall	1	245 Barr Avenue	Elevator	004364	Dover	TP	

McCain Engineering Building	1	479-2 Hardy Road	Elevator	003695	Dover	HP	
McComas Hall	1	216 President's Circle	Elevator	004410	Dover	HP	
McCool Hall	1	40 Old Main	Elevator	004416	Esco	HP	
McCool Hall	1	40 Old Main	Elevator	004417	Esco	HP	
McKee Hall	1	450 Lee Boulevard	Lift	011344	Concord	WCL	
Middleton ROTC	1	560 Hardy Road	Elevator	004322	TKE	HP	
Mississippi Technology Center	1	60 Technology Boulevard	Elevator	010131	Dover	HP	
Mitchell Memorial Library	1	395 Hardy Road	Elevator	003683	Dover	TP	
Mitchell Memorial Library	1	395 Hardy Road	Elevator	003684	Dover	TP	
Mitchell Memorial Library	1	395 Hardy Road	Elevator	003685	Dover	TP	
Mitchell Memorial Library	1	395 Hardy Road	Elevator	003686	MCE	HP	
Mitchell Memorial Library	1	395 Hardy Road	Elevator	003687	MCE	HP	
Mitchell Memorial Library	1	395 Hardy Road	Elevator	003688	Dover	HP	
Mize Pavilion	1	55 Coliseum Boulevard	Elevator	004374	TKE	HP	
Montgomery Hall	1	25 Old Main	Elevator	004409	TKE	HP	
Niles R & Mary Lyn Moseley Hall	1	55 Magruder Street	Elevator	004341	TKE	HP	
Niles R & Mary Lyn Moseley Hall	1	55 Magruder Street	Elevator	004342	TKE	HP	
North Parking Garage	1	154 Bailey Howell Drive	Elevator	100089	TKE	HP	
Oak Hall	1	205 Magruder Street	Elevator	004345	TKE	HP	
Oak Hall	1	205 Magruder Street	Elevator	004346	TKE	HP	
Old Main Academic Center	1	560 Barr Avenue	Elevator	002540	TKE	TP	
Old Main Academic Center	1	560 Barr Avenue	Elevator	002541	TKE	TP	

Old Main Academic Center	1	560 Barr Avenue	Elevator	002542	TKE	TP	
Patrick Allen Nunnelee Hall	1	215 Hurst Lane	Elevator	004333	TKE	HP	
Patrick Allen Nunnelee Hall	1	215 Hurst Lane	Elevator	004334	TKE	HP	
Perry Cafeteria	1	85 Old Main	Elevator	004397	Rotary	HP	
Polk-Dement Stadium/ Dudy Noble Field	1	145 Lakeview Drive	Elevator	012604	Dover	HP	
Polk-Dement Stadium/ Dudy Noble Field	1	145 Lakeview Drive	Elevator	012605	Dover	HP	
Poultry Science	1	325 Wise Center	Elevator	100016	TKE	HP	
Ralph E Powe Center	1	Research Boulevard	Elevator	004404	Kone	HP	
Rice Hall	1	180 Magruder Street	Elevator	004343	Otis	TP	
Rice Hall	1	180 Magruder Street	Elevator	004344	Otis	TP	
Ruby Hall	1	75 Hurst Lane	Elevator	004324	TKE	HP	
Ruby Hall	1	75 Hurst Lane	Elevator	004325	TKE	HP	
Ruby Hall	1	75 Hurst Lane	Elevator	004326	TKE	HP	
Ruby Hall	1	75 Hurst Lane	Elevator	004327	TKE	HP	
Rula Engineering Science Facility	1	250 Hardy Road	Elevator	100090	TKE	HP	
Rula Engineering Science Facility	1	250 Hardy Road	Elevator	100091	TKE	HP	
Rula Indoor Tennis	1	415 Lakeview Drive	Elevator	100039	MCE	HP	
Sand Creek Lift Station	1	555 Technology Boulevard	Manlift	N/A	Gillespie	ML	
Sanderson Recreation Center	1	225 Coliseum Boulevard	Elevator	004405	MCE	HP	
School of Architecture (Jackson, MS)	1	509 East Capital Street	Elevator	004464	Dover	HP	
Seal M-Club Building	1	40 Creelman Street	Elevator	004353	Dover	HP	
Seal M-Club Building	1	40 Creelman Street	Elevator	004354	Dover	HP	

Sessums Hall	1	459 Lee Boulevard	Lift	011343	Concord	WCL	
Shira Field House	1	235 Lakeview Drive	Elevator	004406	TKE	HP	
Simrall Electrical Engineering Building	1	405 Hardy Road	Elevator	004321	MCE	TP	
Stafford Hall	1	475 Barr Avenue	Lift	004323	Other	WCL	
Swalm Chemical Engineering Building	1	323 President's Circle	Elevator	003690	TKE	HF	
Swalm Chemical Engineering Building	1	323 President's Circle	Elevator	003691	TKE	TP	
Swalm Chemical Engineering Building	1	323 President's Circle	Elevator	003692	TKE	TP	
Templeton Center	1	Lakeview Drive	Elevator	004399	TKE	HP	
Thad Cochran	1	Research Boulevard	Elevator	010133	Otis	HP	
Thad Cochran	1	Research Boulevard	Elevator	010134	Otis	HP	
Thompson Hall	1	775 Stone Boulevard	Elevator	004413	TKE	HP	
Thompson Hall	1	775 Stone Boulevard	Elevator	004414	TKE	HP	
Varsity Softball Stadium/ Nusz Softball Field	1	Lakeview Road	Elevator	003613	TKE	HP	
Walker Engineering	1	501 Hardy Road	Elevator	003694	MCE	HP	
Wise Center (Vet School)	1	240 Wise Center Drive	Elevator	004356	Dover	HF	
Wise Center (Vet School)	1	240 Wise Center Drive	Elevator	004357	Dover	HF	
Wise Center (Vet School)	1	240 Wise Center Drive	Elevator	004358	Dover	HP	
Wise Center (Vet School)	1	240 Wise Center Drive	Elevator	004359	Dover	HP	
Wise Center (Vet School)	1	240 Wise Center Drive	Elevator	004360	Dover	HP	
Wise Center (Vet School)	1	240 Wise Center Drive	Elevator	004361	Dover	HP	
Wise Center (Vet School)	1	240 Wise Center Drive	Elevator	004362	Dover	HP	
Wise Center (Vet School)	1	240 Wise Center Drive	Elevator	004420	Dover	HP	

Wise Center (Vet School)	1	240 Wise Center Drive	Elevator	004421	Dover	TP	
Wise Center (Vet School)	1	240 Wise Center Drive	Elevator	004422	Dover	TP	
YMCA Building	1	195 Lee Boulevard	Elevator	011712	TKE	HP	
Total	154						

**Total cost per month for all units \$ \_\_\_\_\_**

**Billing rates for straight time work shall be as follows:**

BILLING RATES	MECHANIC	HELPER	CREW
STRAIGHT TIME	\$.....	\$.....	\$.....
OVERTIME PREMIUM (1.5 TIME)	\$.....	\$.....	\$.....
OVERTIME PREMIUM (1.7 TIME)	\$.....	\$.....	\$.....
OVERTIME PREMIUM (DOUBLE TIME)	\$.....	\$.....	\$.....

**Monthly Rates For Adding or Deleting Elevators and Escalators  
During the Effective Contract**

MONTHLY RATES	PRICE/UNIT
Hydraulic Elevator	\$ _____
Traction Elevator	\$ _____
Escalator	\$ _____

## **Appendix C – Elevator Forms**

# ELEVATOR MAINTENANCE SERVICE RECORD

## TRACTION ELEVATOR

Year: \_\_\_\_\_

Building Name: \_\_\_\_\_ Elevator ID: \_\_\_\_\_

State Elevator Number: \_\_\_\_\_

### Initial Month and Week of Service

Month	Week 1	Week 2	Week 3	Week 4	Week 5
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

### Job Information

Date of Last Annual Safety Test –
Date of Last 5 Year Safety Test -
Capacity: _____ Lbs
Rated Speed Up: _____ Down: _____
Inspected Under ANSE A17.1 Code (Year) _____

### Check the Following Items at the Frequency Indicated

CHECK POINT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ride Elevator - Floor Level – Noise- Ride Quality												
Check Indicator Lights – Re-lamp as Needed												
Check Alarm Bell												
Check Telephone												
Check Safety Edge & Door Open Button												
Door Times – Open: _____ Close: _____												
Check Main Line Voltage												
Check Motor and MG Brushes												
Sweep & Clean Machine Room												
Check Oil Levels in Gear Box												
Empty Machine Drip Pans												
Check Starter & Relay Contacts												
Check Machine Brake												
Verify Safety Circuits Switches - Interlocks												
Clean Car Top												
Check Door Operator – Belts – Rollers – Gibs												
Check Car & C/W Roller/Slide Guides												
Inspect Hoist Ropes – Rope Grippers												
Check Counterweight Run-by												
Sweep Pit												
Perform Annual Safety Test												

### Call Back and Repair Log





# ELEVATOR MAINTENANCE SERVICE RECORD

## HYDRAULIC ELEVATOR

Year: \_\_\_\_\_

Building Name: \_\_\_\_\_ Elevator ID: \_\_\_\_\_

State Elevator Number: \_\_\_\_\_

Initial Month and Week of Service

Month	Week 1	Week 2	Week 3	Week 4	Week 5
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Job Information

Date of Last Annual Safety Test – _____
Capacity: _____ Lbs
Rated Speed Up: _____ Down: _____
Inspected Under ANSE A17.1 Code (Year) _____

### Check the Following Items at the Frequency Indicated

CHECK POINT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ride Elevator - Floor Level – Noise- Ride Quality												
Check Indicator Lights – Re-lamp as Needed												
Check Alarm Bell												
Check Telephone												
Check Safety Edge & Door Open Button												
Door Times – Open: _____ Close: _____												
Check Main Line Voltage:												
Check Motor												
Sweep & Clean Machine Room												
Check Oil Levels in Pumping Tank												
Check Starter & Relay Contacts												
Check – Adjust Pump Belts												
Verify Safety Circuits Switches - Interlocks												
Clean Car Top												
Check Door Operator – Belts – Rollers – Gibs												
Check Car Roller/Slide Guides												
Sweep Pit -Empty Pit Bucket												
Perform Annual Safety Test												

Call Back and Repair Log



<b>Facility:</b>	Year
<b>ELEVATOR <u>Monthly</u> FIREFIGHTER RECALL TESTING</b>	

Page 1

Use this form for up to 4 elevators. Use additional sheets if there are more.

	1	2	3	4		
Elevator ID						
Bldg Location					Date	Inspector

✓ = Passed Test Method shown below; F = Failed (describe below)

January	Test Operation						
February	Test Operation						
March	Test Operation						
April	Test Operation						
May	Test Operation						
June	Test Operation						
July	Test Operation						
August	Test Operation						
September	Test Operation						
October	Test Operation						
November	Test Operation						
December	Test Operation						

**Monthly Tests** are required by ASME A17.1-2000, 8.6.10.1 "All elevators provided with firefighters' emergency operation shall be subjected monthly to Phase I recall by use of the key switch, and a minimum of one-floor operation on Phase II, except in jurisdictions enforcing the NBCC. Deficiencies shall be corrected. A record of findings shall be available to elevator personnel and the authority having jurisdiction."

#### Test Methods

1. Insert circular fireman's key into the hallway key switch and turn to "On" or "Fireman" position. The car should travel to the floor you are on and park, with the doors remaining open. Calling the elevator from another floor should have no effect.
2. Enter the elevator and push any button to travel to another floor and the elevator doors should remain open. Push the "Door Close" button and the doors should remain open. Insert the fireman's key into the car key switch and turn to the "On" position.
3. Push the "Door Close" button and the doors should close. Push any "Floor" button and the car should go to that floor and the doors remain closed. Push the "Door Open" button momentarily and the doors should remain closed. Constantly push the "Door Open" button and the doors should open unless the button is release and they should close. If button is pushed until the doors are fully open, the doors should remain open until the "Door Close" or a "Floor" is pushed.
4. After testing, turn the key switch to "Off" in the elevator car and in the hall key switch. Elevator should return to normal service. Confirm normal service by going into the car and pushing any "Floor" button to confirm it travels to that floor.
5. If elevator performs as above, place a v in the box above for the elevator.

Deficiencies: For each problem, enter the date & elevator #, and describe the issue. When corrected, enter the action taken, date & initial.

**WHEELCHAIR LIFTS, INCLINED WHEELCHAIR LIFTS AND STAIRWAY  
CHAIRLIFTS - ASME A18.1  
ANNUAL MAINTENANCE AND TESTING CHECKLIST**

<b>Maintenance Company:</b> _____ <b>Site Name:</b> _____	<b>Year:</b> _____ <b>WCL/WCLI/CL</b> _____
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☐ Vertical Wheelchair Lift

☐ Inclined Wheelchair Lift

☐ Stairway Chairlift

Inside Platform (10.2.2.1)		Jan-Jun	Jul-Dec	Inside Runway Inspections (cont.)		Jan-Jun	Jul-Dec
1	Stop Switches			5	Traveling sheave		
2	Operating control devices			6	Platform safeties/guiding members		
3	Floor and landing sills			7	Runway construction		
4	Lighting			8	Pipes, wiring and ducts		
5	Emergency signal(s)			9	Runway clearances		
6	Door or gate			10	Traveling cables/ junction boxes		
7	Enclosure			11	Door and gate equipment		
8	Floor			12	Platform frame		
9	Signs/operating device symbols			13	Guide rail fastenings and equip.		
10	Rated load, platform area, data plate			14	Governor rope		
11	Ride			15	Governor releasing carrier		
Machine Inspections (10.2.2.2)				16	Wire rope fastenings/hitch plates		
1	Machine space enclosure			17	Suspension rope		
2	Guarding of exposed equipment			18	Compensation ropes and chains		
3	Overhead beam and fastenings			Outside Runway Inspections (10.2.2.4)			
4	Drive machine brake				Runway doors		
5	Traction drive sheaves				Runway door locking devices		
6	Gears and bearings				Runway enclosure		
7	Winding drum machine			Annual, 3-yr. and 5-yr. Tests (10.3.1)			Jan-Dec
8	Belt or chain-drive machine			Hydraulic cylinders (10.3.1.1)			
9	Traction sheaves			Safeties (10.3.1.2)			
10	Secondary and deflector sheaves			Governors (10.3.1.3)			
11	Rope fastenings			Slack rope device on winding drum (10.3.1.4)			
12	Slack rope devices			Norm. term. stopping devices (10.3.1.5)			
13	Governor, overspeed sw. and seal			Final terminal stopping devices (10.3.1.5)			
14	Platform safeties			Broken rope, chain or tape switches (10.3.1.6)			
15	Hydraulic power unit			Slack rope devices on roped hydraulic (10.3.1.7)			
16	Control valves			Unexposed portions of pistons (3-yr. 10.3.2.1)			
Inside Runway Inspections (10.2.2.3) <u>yr</u>				Platform safeties full load test (5-yr. 10.3.3.1)			
1	Platform, overhead/deflector sheaves			Governors (5-yr. 10.3.3.2)			
2	Counterweight			Ropes (5-yr. 10.3.3.4)			
3	Head room			Rope fastenings (5-yr. 10.3.3.5)			
4	Slack rope devices						

## Traction Elevator Safety Test Form

Facility Name:		Elevator ID Number:		Inspection Date:	Inspection Type:
Address:			Install Date:		Inspection Results:
City:	State:	Zip:	Rated Speed:		
Manufacturer:			Capacity:		
Maintenance Company:			Last Annual:		
Maintenance Co. Phone #:			Last 5 Yr: _____		
Elevator usage/type:	Passenger ( )	Service ( )	Freight ( )	Floors:	Rise:
<b>ANNUAL TEST</b>					
GOVERNOR	Manufacturer: _____ (Performer MUST Tag Governor upon completion of Test)				
	Type: Flyball      Centrifugal      Other _____				
	Governor? Passed ( )      Failed ( )				
SAFETIES	Manufacturer: _____				
	Safety type: Instantaneous _____ Flexible guide _____ Wedge _____ Other _____				
	Safeties? Passed ( )      Failed ( )				
	Car stops level? _____ If not, record distance out of Level: _____ inches		Record Safeties rope pull-out: _____ inches No. of turns on drum: _____		
BUFFERS	Car Buffer Type: Spring _____ Oil _____ Oil level? _____		Condition after test: _____ Stroke Measurement: _____ Plunger return time: _____ Tag installed? _____		
	CWT Buffer Type: Spring _____ Oil _____ Oil level? _____		Condition after test: _____ Stroke Measurement: _____ Plunger return time: _____ Tag installed? _____		
	Bottom Runby: _____ Top Runby: _____				
	In Car stop <del>SW</del> :				
	Pit Switch: _____				
SAFETY SWITCHES	Top-of Car:		Overhead Switch:		Final Limit top:      bottom:
	SOS switch:		Compensation Switch:		Normal Limit top:      bottom.
			Buffer Switch:		
FIREFIGHTERS' EMERGENCY OPERATION	Phase I recall is operating properly? _____ List remarks on back: _____				
	Phase II recall is operating properly? _____ List remarks on back: _____				
	Phase I instructions Posted at main floor? _____				
	Phase II instructions Posted inside car? _____				
STANDBY POWER	Is emergency power provided? _____ Building Generator ( )				
	(Test with no load in car)	Manual selection switch panel operational? _____			
		No of units operating on standby power simultaneously? _____			
DOORS	Door closing force: _____ lbs.		Is door protection operating properly? _____		
	Door protection type: Safety Edge & Light _____ Infrared Light Curtain _____				
MISC DEVICE CHECK	Alarm: _____		Door Open Button: _____		Em. Phone: _____
	Em. Lighting: _____		Door Close Button: _____		Door Restrictor: _____

\* All Annual Test items above will be completed during Five-Year test with exception of "Buffers" and "Standby Power" sections.

Facility Name:

Inspection Date:

<b>Elevator Number:</b>		<b>Traction Elevator Safety Test Form Cont.</b>			
<b>FIVE-YEAR TEST</b>					
<b>GOVERNOR</b>	Tripping Speed: data tag		fpm	actual	fpm
	Electrical overspeed tripping speed: actual		fpm	Governor tripped w/ full load?	
	Pull through set at: _____ lbs		Governor is sealed?		Tags are installed? _____
<b>SAFETIES</b>	<i>Test weight added cab must equal rated capacity</i>		Slide Distance. Actual: _____ inches Allowance: _____ inches		
			Governor rope releasing carrier pull-through setting: _____ lbs		
			Safety test tags installed? _____		
<b>OIL BUFFERS</b>	CAR	<i>Test weight added to cab must equal rated capacity</i>	Stroke: _____ inches	Tags installed?	
			Oil level: _____	Plunger return time: _____	
			Buffer Condition after test: _____		
	CWT	<i>Test with no weight in cab</i>	Stroke: _____ inches	Tags installed?	
			Oil level: _____	Plunger return time: _____	
			Buffer Condition after test: _____		
<b>BRAKE</b>		Driving machine safely lowered, stopped and held the car at the lowest landing with 125% of rated capacity loaded on car?			
<b>EMERGENCY ITEMS</b>		Test emergency terminal speed limiting devices: Result _____		Static control elevators with speeds over 500 fpm. Test emergency terminal speed limiting devices. Result: _____	
<b>DOORS</b>		Power opening of doors only occurs in landing zone? _____			
<b>STANDBY POWER OPERATION</b>		<i>Test with 125% of rated capacity in car</i>	Inspected? _____		Health Safety Critical Health Safety
			Passed? _____		
<b>COMMENTS/REPAIRS NEEDED</b>					
Code Reference	Location	Issue or Recommendation Description			
<b>MECHANIC'S NAME:</b>		<b>INSPECTOR:</b>		<b>QE1</b>	
<b>SIGNATURE:</b>		<b>SIGNATURE:</b>			

Hydraulic Elevator Safety Test Form						
Facility Name:		Elevator ID Number:		Inspection Date:		
Address:		Install Date:		Inspection Results:		
City:	State:	Zip:	Rated Speed:			
Manufacturer:		Capacity				Certificate Issued:
Maintenance Company:		Last Annual:				
Maintenance Co. Phone #				Certificate Expires:		
Elevator usage/type:	Passenger ( )	Service ( )	Freight ( )	Number of Floors:	Rise:	
Empty Car Recorded Speed: Up direction _____ Down direction _____						
RELIEF VALVE	Working Pressure:		Release Pressure:			
	Is Pressure Relief Setting Sealed?					
	Oil Level In Tank Prior to Test (car at lowest landing)?					
CYLINDER LEAKAGE No Load Test	Initial Location of Car:					
	Location After 15 Minutes (disconnect open):					
	Oil Level In Tank after Test (car at lowest landing)					
	Is there a leak at the cylinder head or other visible leak?					
General Condition of Cylinder Head:			General Condition of Plunger:			
** SAFETY SWITCHES	In Car Stop Switch:		Pit switch:			
	Top-of-Car:		Overhead switch:			
	Directional Limit: Up <del>Down</del>		Other:			
	Final Limit: Up <del>Down</del>					
** FIRE FIGHTERS' EMERGENCY OPERATION	Phase I recall is operating		Test passed	List remarks on back		
	Phase II recall is operating		Test passed	List remarks on back		
	Phase I instructions Posted at main floor?					
	Phase II instructions Posted inside car? Test Loc: _____					
STANDBY POWER	Emergency power means: Battery Backup _____ Building Generator _____					
	Test with no load in car		Inspected? _____			
			Test passed? _____			
** DOORS	Power opening of doors only occurs in landing zone? _____					
	Door closing force: _____ lbs.		Is door protection operating properly?			
	Door protection type: Safety Edge & Light Ray _____ Infrared Light Curtain _____					
** MISC DEVICE CHECK	Alarm:		Door Open button:	Em. Phone:		
	Em. Lighting: _____		Door Close button: _____	Door Restrictor: _____		

Inspection Date:

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