
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
FACILITIES, DESIGN AND CONSTRUCTION

ADDENDUM NO. 2

PROJECT: Shell and Core Improvements-1235 Mission
Scope 5: Elevator
1235 Mission Street
San Francisco, California
SFUSD Project No. 11860.5

DATE: May 16th, 2018

OWNER: San Francisco Unified School District
135 Van Ness Avenue
San Francisco, CA 94103

Notice is hereby given to all prospective bidders that plans and specifications on the subject project are modified as hereinafter set forth. This Addendum shall be attached to and form a part of the plans and specifications. All bidders must acknowledge receipt of this addendum on the Bid Form. In case of difference with previous addenda or communications, this addendum takes precedence.

It is the responsibility of all bidders to notify all subcontractors from whom they request bids and from whom they accept bids of all changes contained in this addendum.

PROJECT MANUAL

1. Item No. PM1-1

Reference: 00 8000 – Special Conditions, Sub Section 1.4, A

Description: Revise to read:

- A. Provide **Elevator Oil and Lubrication (EOL)** Services Contract for elevators at 1235 Mission. Services shall include all labor, materials, equipment, tools, services and supervision required for the **elevator oil and lubrication service** of elevators 1, 2, 3, & 4. Elevator 4 is the hydraulic elevator service 2 levels noted “N.I.C.” in the Scoping Drawings, for which there is no basic scope of work.

2. Item No. PM1-2

Reference: 00 8000 – Special Conditions, Sub Section 1.4, B

Description: Revise to read:

- B. Contract Service Order Term: **60** months from date of substantial completion, see 1.2 above.

3. Item No. PM1-3

Reference: 00 8000 – Special Conditions, Sub Section 1.4, C

Description: Revise to read:

- C. The bidder shall either be pre-qualified as a Special Services Contractors with City and County of San Francisco General Services Agency, Real Estate Division (RED) or the bidder shall demonstrate that they have applied are waiting to be accepted as an approved contractor.

4. Item No. PM1-4

Reference: APPENDIX E

Description: See attached revised Appendix E – Elevator Maintenance Service Contract. Revised to include 60 months contract term, and remove Full Preventive Maintenance (PM) scope.

DRAWINGS

1. (no updates to Drawings)

RFI REPOSSES

2. (no RFIs received)

END OF ADDENDUM ITEMS

ATTACHMENTS:

Project Manual:

Appendix E (Revised)

10 pages

**APPENDIX E – ELEVATOR MAINTENANCE SERVICES
CONTRACT SCOPE**

ELEVATOR MAINTENANCE SERVICES CONTRACT SCOPE

4 Elevators – Oil and Lubrication Service
SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Contracting Department:

San Francisco Unified School District
Facilities, Design and Construction Department
“SFUSD (OR SFHSA (TENANT) UPON ASSIGNMENT)”
135 Van Ness Avenue
San Francisco, CA 94102
Attention: Simon Reyes

“Client”: Department Human Services, "Human Services Agency"
170 Otis Street
San Francisco, CA 94103
Facility Manager: Don Fraser

“Facility” Location(s): See Exhibit “A”

Equipment List: See Exhibit “A”

Maintenance Type/Number of conveyance equipment to Service:

Elevator Oil and Lubrication Service (“EOL”)	4
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Contract Service Order Term:

Estimated Start date: Substantial Completion of Upgrades, See Section 00 8000 – Special Conditions
Estimated Completion date: 60 months from date of substantial completion.

GENERAL REQUIREMENTS OF THE CONTRACT

1. Contractor shall invoice SFUSD (OR SFHSA (TENANT) UPON ASSIGNMENT) and submit a copy to the Facility Manager on the 25th day of each month covering the work completed as of the date of the invoice. Only work performed in that billing cycle will be paid.
2. Contractor shall submit a monthly statement of account to SFUSD (OR SFHSA (TENANT) UPON ASSIGNMENT) indicating the current standing of the account and a concise report of previous months transactions.
3. Contractor shall submit a complete plan and schedule of its proposed operations for approval. Contractor shall obtain approval for his or her schedule for the submission of reports from the Facility Manager and shall submit to the Facility Manager monthly service records, including repair work reports, call-out reports, and semi-annual inspection reports for each elevator. These records shall identify the cause of all elevator shutdowns and resolution of the same. Timely submission of these monthly records shall be a condition of receiving any Contract payments.
 - A. Within 7 calendar days after notice to proceed, Contractor shall submit to SFUSD (OR SFHSA (TENANT) UPON ASSIGNMENT) and Facility Manager an elevator repair and maintenance schedule showing in detail the proposed sequence of activities. The schedule may be in the form of a bar chart (GANTT), which shows scheduled starting and completion dates for the various work units or trades involved, together with such other information relative to job progress and completion. The schedule shall be revised monthly by the Contractor and submitted to SFUSD (OR SFHSA (TENANT) UPON ASSIGNMENT) and the Facility Manager for review and approval on the 25th day of each month for the duration of the contract. Failure to submit the schedule, or a revised schedule on time will be considered cause for withholding of any progress payments otherwise due under the contract.
 1. Events to be included in the bar chart shall be on an elevator by elevator basis: Title and date of schedule issuance and/or revision; All required elevator repair and maintenance activities; All required approvals, permits, certificates, tests, inspections etc. necessary for

Contractor's execution of the elevator repair and maintenance work; As-needed elevator repairs shall be added to the schedule as they are approved by the Facility Manager; All document submittals; All test result submittals; Each activity should also include the required resources for the completion of the work, this shall include crew size and numbers.

- B. Contractor shall submit to SFUSD (OR SFHSA (TENANT) UPON ASSIGNMENT) and the Facility Manager for review and approval a monthly activity report on the 25th day of each month covering the work completed as of the date of the report. The report must list the detail of each maintenance and repair activity and other service contract work as set forth in parts 1, 2, 3, 4, 5 and 6 of the bidding specifications. The reports shall contain at a minimum the following information for each activity: date, location, equipment identification, description of work and service, parts, crew size and hours. Timely submission of these monthly records shall be a condition of receiving any Contract payments.
4. Meetings: Job Start, Progress and Closeout. Contractor's attendance is required at all meetings.
- A. Job Start Meeting: Within seven (7) calendar days of the notice to proceed the Contractor shall attend a "Job Start Meeting" with the Client and SFUSD (OR SFHSA (TENANT) UPON ASSIGNMENT). A typical agenda would include but not be limited to: Use of premises, safety policies and procedures, security and housekeeping, emergency contact information, sign-in/sign out procedures, client designated representatives, work schedules, project record documents and discussion of progress meetings.
 - B. Progress Meeting: The Contractor will coordinate with the Client and SFUSD (OR SFHSA (TENANT) UPON ASSIGNMENT), prepare agenda, and administer semiannual progress meetings for the duration of the contract, or more frequently if required by Client. A typical agenda will include: review of elevator repair and maintenance work on an elevator-by-elevator basis, safety procedures, Contractor's schedule for maintenance and repair, and other business such as newly identified as-needed repairs.
 - C. Closeout Meeting: At sixty (60) days prior to completion of the contract, the Client and SFUSD (OR SFHSA (TENANT) UPON ASSIGNMENT) will schedule a Closeout meeting with the Contractor. Contractor shall attend the closeout meeting to discuss closeout procedures and responsibilities. A typical agenda will include: elevator testing and license's, project record documents, administrative activities, warranties, returning Client keys and documentation of open items.

PART 1
Not Used.

PART 2
Not Used.

PART 3

Elevator Oil and Lubrication (EOL) Scope of Work:

- See Exhibit “A” for the locations and types of elevators to be serviced under this contract.
- **Working Hours:** All work shall be performed Monday through Friday between the hours of 8:00 A.M.– 5:00 P.M. Routine preventative maintenance shall consist of not less than hours specified herewith:

Elevators Under Oil and Lubrication (EOL)		
Type	Frequency	Hours Per Visit/Elevator
Hydraulic	Monthly	0.5
Traction	Monthly	1

Should Contractor fail to adhere to the CCSF ‘Access to Premises’ sign-in, sign-out policy and fail to provide a proof of service technician time ticket, it shall be presumed the maintenance/repair work was not performed and the portion of the progress payment reflecting the maintenance/repair will not be paid.

- **Monthly Routine Service:** includes but is not limited to, riding each car; observing operation; clean & lubricate as specified; reporting necessary work required for safe operation.
 - **Clean:** (Remove dirt, dust, debris, lint, excess oil and grease) – Elevator equipment and equipment areas, Machines, Motors and M-G Sets, Brakes, Controllers, relay panels, Selectors ETS, Crosshead, shoes, car top, hoistways, Safety Plank, Bottom of Car, Pit and related Equipment (remove rubbish/sweep clean; prove bilge pump operable if applicable), Machine room floor, Car Door – tracks and rollers & Gate Operators
 - **Oil & Lubricate:** Machines (replenish hydraulic oil - contractor pays for oil), Motors, Brakes, Control Equipment, Guide rails, Sheave Bearings, Car Door and Gate Operator, Governor Bearings, Tension Frame, Safeties, Ropes, Appliances.
 - **Minor Adjustments:** (no dismantling on EOL without signed work authorization) – Motors, Brakes, Control Equipment, Car Door and Gate Operators (signed work authorization to dismantle) Interlocks, Push Buttons, Leveling Switches, Guide Shoes-car & Counterweight, Pit equipment, Hydraulic pump and fittings, Pressure settings and reliefs.
 - Contractor will be responsible for supplying oil and grease, cleaning equipment, disposing of debris or old parts, and logging work done on each visit whether it be routine service or Other Service Contract Work in a log which will be kept on site at all times.
 - Contractor shall submit timesheets with comments to SFUSD (OR SFHSA (TENANT) UPON ASSIGNMENT) with each invoice to reflect the work accomplished and any problems encountered.
 - The Contractor shall obtain without cost to SFUSD (OR SFHSA (TENANT) UPON ASSIGNMENT) or Client all permits and certificates as required, and perform all required inspections and tests. This includes the yearly State Certification.
 - The Contractor shall maintain all fire fighter's emergency systems (commonly known as Fireman's Recall System), including monthly testing and maintaining the testing report log.
 - Cost for EOL Service Contract shall be quoted as a unit price cost per month.
 - **Items not covered by Monthly Service** – Lamps, Screws, Vandalism (Misuse/abuse), Replacement parts, Call Backs – Straight time & Premium hours, Fire, Acts of God, Power Outages (refer to Part 6 – Other Service Contract Work for method of determining cost of this work).
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PART 4

Not Used.

PART 5

General Service Contract Work:

1. Service Call-out Requirements:

- A. Normal Work Hour Services Call Requirements
- B. Elevator service call-outs for elevator shutdown shall happen Monday through Friday between the hours of 8:00 A.M. to 5:00 P.M. Facility will provide Contractor a list of designated representatives(s) that may request a service call-out.
- C. Contractor shall respond to normal hour service call-outs promptly, but no later than the next scheduled regular work day as long as one elevator (at locations with multiple installations) is still in good operating condition, for the purpose of performing all adjustments and/or repairs (other than clearly verified vandalism by the Facility Manager and the Contractor, as per the provisions established herein).
- D. Where there is only one elevator at a location (see Exhibit "A" for such locations), response shall be within one (1) hour of notification by a designated representative. Failure to respond within the time stipulated will be considered a breach of the Contract.

2. Emergency Service:

- A. Emergency Service call-outs may occur twenty-four (24) hours a day, seven (7) days a week.
- B. An Emergency Service call-out is necessary to remove people trapped in an elevator, to remedy a potentially dangerous (injury threatening) situation, or to correct a situation which, if not corrected, would cause further damage to the elevator unit or the building structure.
- C. Emergency Service call-out response must be made within one (1) hour.
- D. Contractor shall immediately correct, repair or replace any damages to the elevator parts or facility structure, at no additional cost to Client, if damages result from Contractor's failure to respond within one (1) hour of the emergency notification and the Fire Department or others respond to the emergency call.
- E. Contractor shall be responsible for restoring the elevator(s) equipment to a safe and satisfactory operating condition.

3. Vandalism:

- A. Services provided for repairs due to vandalism are covered in Part 3 – OTHER CONTRACT WORK.

4. Penthouse, Machine Room and Pit Security:

- A. Contractor shall be responsible for elevator penthouse and pit security for developments serviced under this EOL Contract. Facility shall supply keys for access to roof levels, elevator machine rooms and, where required, keys, to building entrance doors.

5. Inspection By Local Supervisor:

- A. Facility Manager reserves the right to monitor the work by whatever means he or she deems necessary, including employing others to inspect and/or test the condition, speed and safety of the elevators.

6. Notification:

- A. The Contractor shall inform the Facility Manager or an Authorized Representative of all elevator shutdowns that will last more than twenty-four (24) hours in duration the reason(s) therefore (parts on order, major repairs, etc.), and an estimated time for putting the elevator back in service

7. Standard for Materials:

- A. Unless otherwise specified, all replacement parts shall be new and of the same design, size, chemical composition and generally equal to the material originally supplied by the manufacturer. All lubricants shall be of the best quality for the purposes for which they are used.

8 Personnel:

- A. Contractor agrees that all services shall be performed by trained maintenance and repair personnel, directly employed and supervised by the Contractor. All work shall be performed by a journeyman level mechanic as a minimum. Apprentices may not work alone but may assist the mechanic as needed. In the event that the Facility Manager becomes dissatisfied with the performance of any persons assigned to perform the services under this Agreement, Contractor agrees, upon request from the Facility Manager or an Authorized Representative, to assign other qualified personnel to perform these services.
- B. Contractor's service personnel shall wear uniforms which bear Contractor's name or other appropriate symbol which identifies them as employees of the Contractor and such uniforms shall be clean and in good condition.

9 Oil Level Monitoring:

- A. A Monthly Inspection and Log of the tank oil level for each hydraulic elevator shall be maintained in the machine room by the Contractor. Contractor shall notify in writing the Facility Manager's if hydraulic fluid is added to the tank due to an unaccountable loss of fluid.
- B. Contractor shall also make the Facility Manager aware of implication of possible underground leaking. Provide a proposal with complete description of the procedure for individually testing the integrity of the cylinder and underground to/from oil line if applicable.

10 Special Tests:

- A. Elevators provided with fire service, derailment devices, seismic switches or other special circuitries shall be checked once every year to make certain that these devices are operating correctly and as designed. Facility Manager and the Contractor shall arrange for mutually acceptable dates to perform the tests.
- B. The Contractor shall examine periodically the car safety devices and governors and conduct an annual no load test and shall, during the term of this Agreement, or more often if required by applicable law, ordinance or regulation but no less than every five years, perform one full load, full speed test of the safety mechanism, over-speed governors, car and counterweight buffers. The car balance shall be checked electrically and the governor set. If required, the governor shall be recalibrated and sealed for proper tripping speed. These tests shall be witnessed by the Facility Manager or an Authorized Representative and a written report shall be furnished indicating the results of such test. All testing shall conform with the requirements of ASME A17.2 and/or local code testing requirements.
- C. Hydraulic elevators shall have a no load test conducted annually and a load test performed during the term of this Agreement or more often if required by applicable law, ordinance or regulation but no less than every five years. It shall comply with the State of California's Elevator Safety Order No. 3071(J). The report shall conform to the requirements of the State with the tests witnessed by the Facility Manager.

PART 6

OTHER SERVICE CONTRACT WORK (Emergencies, Repairs, and Call-outs)

The frequency of the Other Service Contract Work is not known and shall be performed on a time and materials basis with a not to exceed without authorization stipulation. All Contractor quotes, proposals, and repair cost estimates for any elevator work outside of monthly maintenance must include a price breakdown of labor (hours & rates) and materials charges using the contract hourly rates, material markups as shown below and established unit prices. Contractor shall provide a reasonable written estimate to the Facility Manager and SFUSD (OR SFHSA (TENANT) UPON ASSIGNMENT) for approval before commencing any work under this section unless the service is for emergency work to free trapped occupants in the EOL Service Contract or if the repair(s) can be completed within one (1) hour. If no Other Service Contract Work is performed during the five-year period, there shall be no compensation due or owed to the Contractor and the Contract Service Order will be adjusted accordingly.

- Contractor shall bid quotations for labor costs for Straight Time and Overtime (Premium Time) in hourly unit prices and these unit prices shall cover the duration of the Contract. Premium Time shall be defined as all hours not identified as Straight Time works, including City holidays and weekends.
- Since the frequency of the Other Contract Service Work is not known, the City estimates that the hours per elevators for the Contract are reasonable for this Facility. The unit prices will allocate a portion of the hours for Straight time and for Premium time to establish the hourly unit prices for the Contract but the number of actual hours for these services may vary. If additional or less hours are deemed necessary to perform Other Service Contract Work during the Contract, the quoted unit prices for straight time and/or premium time will be used to calculate the adjustment (modification) to the Contract Service Order.
- Travel time: It is understood that no travel time or fuel charges shall be allowed under this Contract for straight time and premium time working hours or for call back service. All hourly rates bid for straight or premium time shall be inclusive of travel time and fuel charges and all other incidental costs that may be incurred by Contractor in the performance of the services herein.
- Timesheets for each call-out must itemize the time at the jobsite plus a description of what work was accomplished and if any problem still exists. The Facility Manager or his or her appointed representative shall sign the Timesheets.
- Contractors must respond to any emergency calls within one hour of notification from the City.

Parts plus 15% mark-up

Parts and Materials charges shall be at Contractor's net cost plus 15% mark-up (parts and materials invoices shall be submitted with Contractor's regular invoice). Charges are only for parts and materials incorporated into the elevator systems at the Facility.

F.O.B. Point. F.O.B destination to various City-owned and/or operated facilities ("Facility" locations – see exhibit "A"), freight prepaid and allowed, unless otherwise specified.

Contractor shall obtain written approval from the Facility Manager to replace parts with either OEM or generic parts.

Unless otherwise specified, all replacement parts shall be new and of the same design, size chemical composition and generally equal to the material originally supplied by the manufacturer. All lubricants shall be of the best quality for the purposes for which they are used.

1. EOL Contract:

- A. The work performed under this section involves unanticipated repairs to the elevator or providing emergency services to the Facility to bring the elevator back to its normal operating condition.
- B. Vandalism:
 - 1. If there is evidence of vandalism when responding to an elevator shutdown call, Contractor shall perform the work necessary to remedy any unsafe condition. However, if one elevator is still operational, any further work that might be necessary to repair the damaged elevator shall be postponed until the Facility Manager is notified and is given the opportunity to inspect the condition of the elevator. This paragraph clarifies Facility's requirements that vandalism must be apparent or the Contractor shall repair the items as a Normal/Overtime service call-out or Emergency Service call-out.
 - 2. If mutual agreement cannot be reached between Contractor and Facility Manager in determining whether vandalism is apparent, Facility Manager's decision shall be final.
 - 3. Payment for repair or replacement work caused by vandalism shall be limited to the specified hourly rate set forth in Part 4 – OTHER SERVICE CONTRACT WORK, plus reimbursement for materials.

Contacts for Contract:

Simon Reyes – San Francisco Unified School District

Phone: 415-241-4311

Fax: 415-355-6988

Email: reyess@SFUSD.edu

David Gould – SFUSD Project Manager

Phone: 415-990-0125

Email: david.dga-re@outlook.com

Robert "R.E." Walsh – Director of Facilities & Operations

Human Services Agency

Phone: 415-557-5644

Email: robert.walsh@sfgov.org

Don Fraser - Facility Manager

Human Services Agency

Phone: 415-557-5166

Email: don.fraser@sfgov.org

ELEVATOR MAINTENANCE SERVICES BID QUOTATION FORM

Facility to be serviced:	HUMAN SERVICES AGENCY		
Term for these services:	60 Months		
Date, Time & Location for Submission of Quotations:	See SECTION 00 1000		
SFUSD (OR SFHSA (TENANT) UPON ASSIGNMENT) Contact Person	Simon Reyes, Phone: (415) 241-4311		
Services	Estimated Quantities	Unit Price:	Extension Price:
1235 Mission Street, San Francisco, CA 94103: Scope of Work: 4 Elevators – EOL Contract per CCSF specifications	Monthly Servicing (60 Months)	Monthly Price \$	\$
4 Elevators – Other Service Contract Work for vandalism repairs (Straight Time hours are 8:00 A.M. to 5:00 P.M.)	40 hours (1 Technician)	Price/hr. \$	\$
4 Elevators – Other Service Contract Work for vandalism repairs (<u>Premium Time</u> hours are all other hours outside of the Straight Time hours, including City holidays & weekends).	20 Hours (1 Technician)	Price/hr. \$	\$
		TOTAL QUOTE:	

SECTION I, Exhibit "A"

Facility:
HUMAN SERVICES AGENCY
1235 Mission Street
San Francisco, California 94103

DESCRIPTION	GROUP	MAKER	NOTES	SERVICE TYPE	CAPACITY	TELEPHONE	STATE NO
1235 Mission Street, Elevator #1	1967 Installation	Armor Elevator Company	Overhead Geared Traction	EOL	2,500		016446
1235 Mission Street, Elevator #2	1961 Installation	Otis Elevator Company	Overhead Geared Traction	EOL	2,500		046086
1235 Mission Street, Elevator #3	1961 Installation	Otis Elevator Company	Overhead Geared Traction	EOL	3,000		016445
1235 Mission Street, Elevator #4	1998 Installation	US Elevator Company	Hydraulic Passenger	EOL	2,500		111492