

Request for Bids for Elevator Project Management Services

Manistee County Library
95 Maple Street | Manistee Michigan 49660

RFB issued	October 7, 2026
Questions due	October 19, 2026
Bids due	November 2, 2026
Anticipated award	November 6, 2026
Elevator work begins	December 22, 2026

Invitation

The Manistee County Library invites qualified firms or individuals to submit a firm-fee bid to provide project management services for the Library's elevator modernization. The selected project manager will represent the Library, coordinate the elevator contractor and supporting trades, monitor schedule and cost, assist with regulatory coordination, and guide the project through final completion and closeout.

Elevator construction is scheduled to begin December 22, 2026, and is expected to continue for approximately six weeks. Preconstruction coordination must begin promptly after award. The Library intends to remain open during construction, making safety, access, communication, and continuity of public service important parts of the assignment.

Project Background

The existing elevator is a five-stop, 2,500-pound-capacity hydraulic elevator serving the Manistee County Library. Schindler Elevator Corporation has been selected to perform the modernization. The elevator contractor's proposal identifies both elevator work and owner-provided work that must be completed by other trades. The elevator modernization contract is approximately \$267,235.

Elevator Modernization Overview

- Replacement of the elevator control and hydraulic power unit, including controller-related equipment, pump, motor, valve, muffler, and related components.
- New machine-room wiring, hoistway wiring, traveling cable, battery-lowering equipment, and remote monitoring and diagnostic capability.
- New front and rear door operators, clutches, door gibbs, fire tabs, electronic door detectors, hangers, pickup assemblies, and interlocks.
- Replacement of the main car operating panel, position indicator, car lantern, access switches, hall push-button stations, and related fixtures.
- New front and rear car doors, cab interior, cab fan, roller guides, and car-top inspection equipment.
- Testing, adjustment, inspection, turnover, and integration of reused components into the modernized elevator system.

Owner Coordinated Work

The project manager will confirm applicable requirements and coordinate owner-provided work, which may include:

- Electrical feeders, disconnects, branch circuits, lighting, outlets, labeling, and wiring to the new elevator controls.
- Fire alarm and life-safety interfaces, recall connections, detectors, and code-required system updates.
- Machine-room temperature and humidity control, lighting, access, door, fire extinguisher, and related code requirements.
- Hoistway and pit lighting, access, guards, ventilation, cutting, patching, and other required building work.
- Telephone, Ethernet, emergency communication, and uninterrupted-power connections, as applicable.
- Material storage, contractor staging, painting, signage, corridor lighting, and restoration of affected finishes.
- Permits, inspections, testing, and coordination with authorities having jurisdiction.

Scope of Project Management Services

The selected project manager will provide the following services, as applicable to the project.

Preconstruction

- Review the Schindler proposal, contract requirements, drawings, specifications, owner obligations, exclusions, schedule, and payment terms.
- Conduct a project kickoff meeting and site review with Library representatives, Schindler, and necessary supporting contractors.
- Develop and maintain a responsibility matrix identifying each party's work, deadlines, dependencies, and required approvals.
- Confirm the permits, inspections, submittals, certificates, and code requirements that apply to the work.
- Identify electrical, fire alarm, HVAC, communications, carpentry, patching, painting, and other supporting trades; assist the Library with scope clarification and contractor coordination.
- Develop a baseline schedule that includes preconstruction activities, deliveries, site preparation, modernization work, inspections, corrective work, and final turnover.
- Confirm staging, storage, contractor access, safety barriers, signage, and plans for maintaining Library operations during construction.
- Identify foreseeable schedule, cost, access, and coordination risks and recommend mitigation measures.

Construction Administration

- Serve as the Library's primary project coordination contact and facilitate communication among the Library, Schindler, supporting contractors, inspectors, and other stakeholders.
- Conduct regular project meetings and provide written meeting notes, action items, responsible parties, and deadlines.
- Monitor on-site progress against the approved schedule and promptly report delays, conflicts, safety concerns, or incomplete prerequisite work.
- Coordinate work sequencing, deliveries, building access, utility interruptions, and contractor use of Library spaces.
- Maintain a project log covering schedule status, decisions, requests for information, submittals, inspections, deficiencies, and outstanding items.
- Review contractor payment applications and invoices for consistency with completed work and contract terms, and provide a written recommendation to the Library.
- Evaluate proposed change orders for scope, necessity, price, and schedule effect; obtain supporting documentation and provide a recommendation before Library approval.
- Provide concise written progress reports to Library administration at least weekly during active construction.

- Coordinate measures needed to protect patrons, staff, collections, and facilities while the Library remains open.

Inspection and Closeout

- Coordinate required inspections, testing, approvals, and correction of identified deficiencies.
- Participate in a substantial-completion inspection and prepare or coordinate a punch list with responsible parties and completion deadlines.
- Confirm receipt of warranties, inspection certificates, operating information, training, maintenance documentation, approved change orders, final lien documentation, and other closeout records.
- Review the final invoice and recommend payment only after required work and closeout obligations are complete.
- Provide the Library with an organized electronic project record and a brief final project report.

Project Schedule

Milestone	Anticipated timing
Project manager selection and contract	Following Library approval
Preconstruction review and coordination	Immediately after contract award
Elevator modernization begins	December 22, 2026
Active construction	Approximately six weeks
Inspection and closeout	Immediately following construction

The dates are based on current information and may be adjusted by the Library. Bidders must identify any availability limitations and describe how they will provide coverage during the anticipated project period, including the year-end holiday period.

Bidder Qualifications

- Demonstrated experience managing elevator modernization, vertical-transportation, or similarly complex occupied public-building projects.
- Knowledge of construction scheduling, contract administration, change-order review, inspection coordination, and project closeout.
- Ability to coordinate multiple specialty contractors and communicate effectively with public officials, staff, contractors, and regulators.
- Availability to begin preconstruction services promptly after award and support the project through final completion.
- Appropriate professional licensing, insurance, and business registration for the services proposed.

Required Bid Contents

Submit a concise bid that includes all of the following:

1. Firm or individual name, address, primary contact, telephone number, email address, and legal business structure.
2. A brief description of the bidder's understanding of the project and proposed approach.
3. The name, role, qualifications, and availability of each person who would perform the work.
4. Descriptions of at least three relevant projects, including client, project type, dates, construction value, services provided, and reference contact information.
5. A proposed work plan, meeting and reporting approach, anticipated hours, and on-site availability.
6. A firm, not-to-exceed fee for the complete scope, including labor, travel, reimbursable expenses, and all other costs. Clearly list assumptions, exclusions, hourly rates for authorized additional services, and the period for which the bid remains valid.
7. Evidence of required insurance and disclosure of any actual or potential conflict of interest.
8. Acknowledgment of any addenda issued by the Library.

Bid Form

Firm or individual	
Primary contact	
Firm not-to-exceed fee	\$
Authorized additional-services rate	\$ per hour
Bid valid through	
Authorized signature and date	

Evaluation and Award

The Library intends to select the responsive and responsible bidder offering the best value for the project. Award will not necessarily be made to the lowest-priced bidder. The Library may consider the following factors:

Evaluation factor	Considerations
Relevant experience	Elevator modernization and occupied public-building projects
Project team	Qualifications, capacity, availability, and continuity of assigned staff
Approach	Understanding, coordination plan, reporting, risk management, and schedule control
References	Past performance, responsiveness, and successful project completion
Fee	Completeness, reasonableness, transparency, and overall value

Insurance and Contract Requirements

Before beginning work, the selected bidder must execute an agreement acceptable to the Library and provide evidence of insurance appropriate to the services, which may include commercial general liability, automobile liability, workers' compensation, and professional liability coverage. Required limits and additional-insured provisions will be confirmed before contract execution. The project manager will act as an independent contractor and will have no authority to bind the Library or approve changes without written authorization.

Questions and Site Review

Questions concerning this RFB or requests for a site review must be submitted in writing to Julie Herringa, Executive Director, Manistee County Library, 95 Maple Street, Manistee, Michigan 49660, by the questions deadline shown on the first page. Responses that materially affect the scope will be issued to bidders in writing.

Submission Instructions

Submit the completed bid and supporting materials in a sealed envelope or as a single electronic PDF by the deadline shown on the first page. Mark the submission Elevator Project Management Services Bid. Late bids may be rejected. Electronic submission instructions and any additional delivery details should be confirmed with the Library before the deadline.

Library Rights and Conditions

- The Library may reject any or all bids, waive minor irregularities, request clarification, negotiate with one or more bidders, or cancel this solicitation when determined to be in the Library's best interest.
- All costs of preparing and submitting a bid are the bidder's responsibility.
- A bid does not create a contract or obligate the Library to reimburse any expense. A contract exists only after approval and execution by authorized parties.
- The successful bidder must comply with applicable federal, state, and local laws and must coordinate its work with Library operations and project safety requirements.
- Bids and resulting records may be subject to disclosure under applicable law. Bidders should clearly identify information they believe is legally exempt from disclosure; the Library cannot guarantee confidentiality.

Available Project Information

The Schindler Elevator Corporation modernization proposal dated November 20, 2025, will be provided with this RFB or made available upon request. The selected project manager must independently review the final executed elevator contract, current field conditions, applicable codes, and requirements of authorities having jurisdiction.



Schindler



Manistee County Library Modernization Proposal

We Elevate



Schindler Elevator Corporation

November 20, 2025
Rebecca Barker
Manistee, MI 49660

RE: Elevator Modernization Proposal
Manistee County Library
95 Maple St
Manistee MI 49660
Quotation 0400683092

Dear Ms. Barker,

Schindler Elevator Corporation is very grateful for the opportunity to provide you with our proposal to modernize the elevator system at the Manistee County Library. Schindler is an industry leader in vertical transportation systems with 140 years of experience and over 60,000 employees globally. As our customer, you can be certain the new elevator system will incorporate state of the art technology with the support and expertise to ensure reliable and safe operation for the life of your elevator equipment.

Schindler is proud to be the worldwide leader in escalators and the second largest installer of elevators globally. We move over one billion people per day on Schindler elevators and escalators. We are proposing Schindler's Elevator system for your property. This system's benefits are detailed in the following proposal.

Safety is the top priority for Schindler in everything we do. You can be assured Schindler provides products that meet the most stringent safety requirements in the industry. Our employee and public safety programs are of utmost importance and are non-negotiable items for each and every Schindler employee.

Our sustainability over the past 140 years is a result of our commitment to customer service, innovation and service excellence. Schindler Ahead, our predictive analytics platform, which is now available with each Schindler controller, is our continued commitment to leadership in innovation and customer service.

We thank you, again, for this opportunity and we look forward to discussing our proposal with you at your earliest convenience. You can reach me on my phone at 419-279-9766.

Best regards,

Rawson Hanna

Rawson Hanna

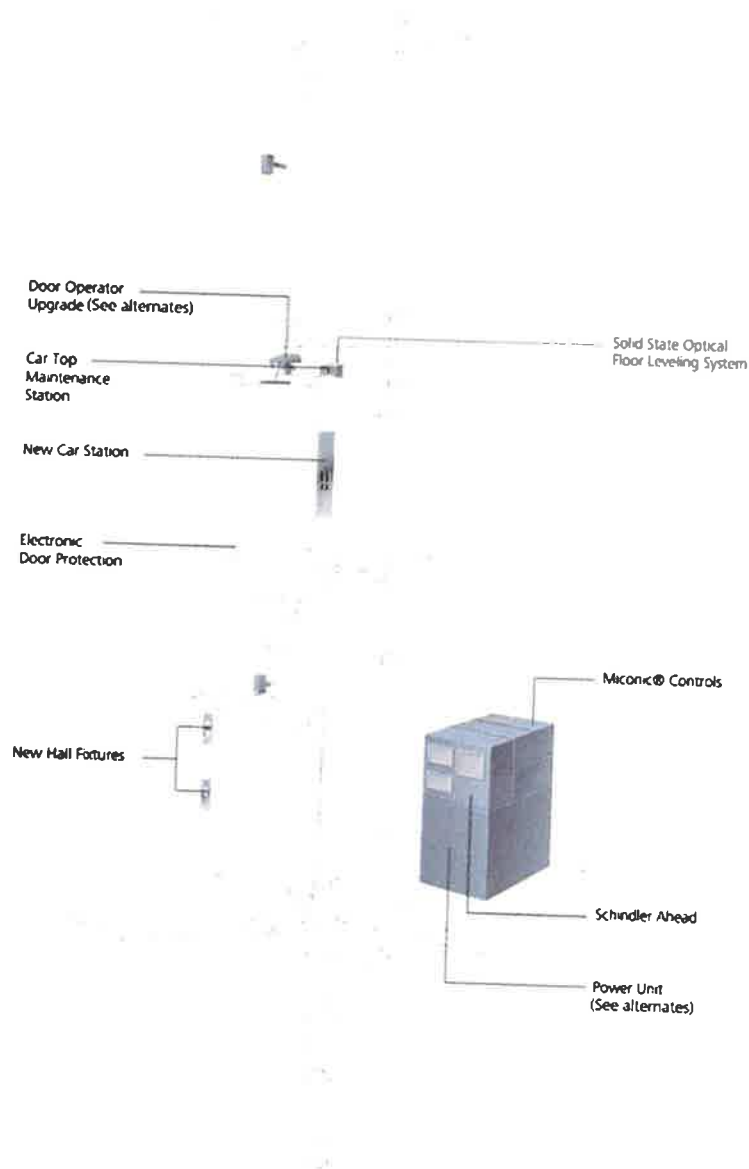
Schindler Elevator Corporation

4740 Talon Court SE
Suite 1
Grand Rapids, MI 49512



Schindler

What does this all mean?



Hydro Package will provide:

Enhanced performance and reliability

Ensures a higher level of passenger satisfaction with a smoother riding experience.

Greater sustainability and efficiency

Delivers cutting-edge technologies to significantly reduce energy consumption and costs.

Improved safety and code compliance

Employs the latest equipment designs with advanced safety features.



Schindler

Safety & Reliability

Leveling accuracy within 1/8 inch of floor landing.

Speed and unintended movement detection inhibiting the elevator motion when out of code allowable limits.

Closed loop door controls ensuring safe and smooth door operation within code limits.

Control & Drive

Market leader hydraulic package in North America for over 15 years. Parts support and technical expertise can be assured for many years into the future.

Soft Start Kit reduces power surge and power consumption. Hush Kit reduces sound level from power unit.

Fixtures

Durable vandal resistant, aesthetically pleasing fixtures with LCD displays.

Door Operation

Minimal moving parts mean higher reliability and less maintenance.

No lubrication means less problems due to dust and lint accumulation.

Less moving parts and closed loop feedback equal smoother and quieter performance.

Robust motor design means our system will perform to standards under all door conditions.

Schindler Ahead

All units equipped with Schindler Ahead advanced diagnostics. Diagnoses problems quicker with predictive maintenance platform. Action Board mobile reporting for the customer.

Digital Alarm available to replace more expensive 24-hour emergency monitoring services.





Schindler

Service & Maintenance

Global Resources, Local Services

Your property will be maintained by the most highly trained men and women in the industry, who are armed with leading-edge technology and a culture of service excellence.

Global support

As a global enterprise, Schindler service technicians are at work in more than 140 countries on five continents. A substantial research and development effort support their continued effectiveness, bringing new safety and performance innovations to market. Employing best practices in manufacturing helps to ensure Schindler technicians are servicing the industry's highest quality systems.

National support

If an elevator needs unscheduled service, customers across the country simply call the Schindler Customer Service Network. The technician receives a message on FieldLink from the customer service representative, is alerted to the problem and responds with an estimated time of arrival. This information is immediately relayed to the customer. When systems are equipped with Schindler Remote Monitoring™, technicians can be dispatched to the site to address subtle changes in performance, often before a problem ever develops.

At the national level, Schindler also has product line, service and modernization engineers who coordinate their efforts to help ensure that the reliability built into Schindler's equipment is maintained through every stage of an elevator's life cycle. Their knowledge is shared with the technicians at the Center for Service Excellence that provides training, technical expertise and sales support in all areas of maintenance and repair for elevators, escalators and moving walks. As a pioneer in dedicated service for all brands of vertical transportation equipment, Schindler expertise is unmatched. The Center for Service Excellence is the premier service support center in the industry.

Regional support

Schindler's Region Operation will continue to support the local organization. When unusual or complex situations arise, the Schindler service technicians can reach out to their regional service operations manager, field engineers and subject experts, who are always ready to provide in-depth technical assistance. They can support the technician with decades of maintenance experience covering all types of systems and brands of equipment.

Local Support

Every Schindler service technician is equipped with FieldLink™ a fully functional handheld PC, cell phone, dispatch device, troubleshooting tool, parts database and service manual all rolled into one. This amazing device gives technicians immediate access to the complete service history, special needs and repair routines for every piece of equipment they maintain. With the aid of an advanced interactive software program called OSCAR, technicians can quickly identify the most likely source of the problem and fix it right the first time. If necessary, they can even order parts right from the job site or request advanced technical support from a field superintendent and local adjuster.



Safety Program

Our First Priority

With U.S. headquarters in Morristown, New Jersey, and Canadian headquarters in Toronto, Ontario, Schindler Elevator Corporation is the North American operating entity of the Switzerland-based Schindler Group.

Schindler is one of the leading global manufacturers of elevators, escalators and moving walks. Schindler employs over 5,000 people in more than 250 locations in North America.

Founded in 1874 in Lucerne, Switzerland, by precision engineer Robert Schindler, it is a closely held company and is listed on the Swiss stock exchange.

Schindler manufactures, installs, maintains and modernizes mobility solutions for almost every type of building requirement worldwide. The company specializes in latest-technology engineering, as well as mechanical and micro-technology products designed and rigorously tested for comfort, efficiency and reliability.

Schindler products can be found in many well-known buildings throughout North America, including office buildings, airports, shopping centers/retail establishments and specialty buildings.

1 Billion



People moved every day



1874

Founded

100+
Countries

1'000+
Branch Offices

>59'000

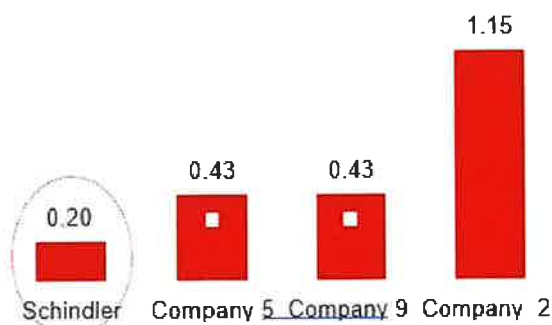


Schindler People



NEII Safety Statistics Lost Time Incidence Rate

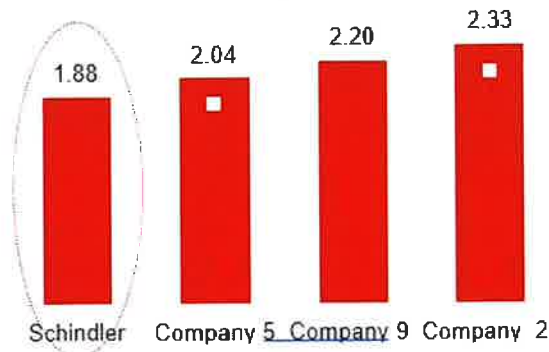
Lost Time Rate



■ Worker Fatality

NEII Safety Statistics Total Recordable Rate

OSHA Rate



■ Worker Fatality

**Schindler****Project Scope - Manistee County Library**

Unit Number	01	Capacity	2500
Type	HX	Speed	100
Jack Type	Borehole	# of stops	5
		# of openings	Front: 3, Rear: 2

Description of Work	Type	Option
Machine Room		
Control and Power Unit (Control, Power Unit, Valve, Pump, Pump Motor, Muffler, HFI, CFI, Hush Kit)	HX Controller + Power Unit	NEW
Controller		NA
Power Unit		NA
Power Unit Coil		NA
Schindler Ahead		NEW
Governor		
Governor		NA
Governor - Ropes		NA
Building Emergency Power Interface		NA
Battery Lowering		NEW
Code Blue		NA
Oil Cooling Unit		NA
Oil Feed Line		REUSE
Tank Heater		REUSE
Rupture Valve		REUSE
Machine Room Wiring		NEW
Door Operator		
Door Operator - Package: Front	GAL MOVFE - 1SSO	NEW
Door Operator - Package: Rear	GAL MOVFE - 1SSO	NEW
Clutch: Front		Included
Clutch: Rear		Included
Door Restrictors		NA
Door Gibs		NEW
Door Fire Tabs		NEW
Electronic Door Detector: Front		NEW
Electronic Door Detector: Rear		NEW
Hoistway Door Equipment		
Door Tracks		NA
Door Hangers		NEW
Pickup Assemblies	GAL - 1SSO / 2SSO	NEW
Spirators		NA
Sill Closers		REUSE
Door Interlocks	GAL - 1SSO / 2SSO	NEW



Schindler

Car and Hall Fixtures

Code Compliant Main COP	Other - Applied	NEW
Code Compliant Aux COP		NA
Car PI	Other - In Transom	NEW
Car Lantern	Other	NEW
Hall Lantern		NA
Hall Position Indicator		NA
Access Switch	Other - Top & Bottom	NEW
Hall Pushbutton Station	Other - Surface	NEW
Fixture Finish	MUNTZ	

Car and Hoistway

Hoistway Wiring	Traveling Cable + Hoistway Wiring	NEW
Car Top Inspection Station and Work Light	HX	NEW
Car Top Railing		NA
Cab Fan		NEW
Car Door: Front	1SSO - #4SS	NEW
Car Door: Rear	1SSO - #4SS	NEW
Governor Tension Sheave		NA
Car Roller Guides	ELSCO Model B - Neoprene (4 per car)	NEW
Car Safeties		NA
Spring Buffers		REUSE
Car Rails		REUSE
Hoist Ropes and Shackles		NA
Car Top Sheave		NA
Cab Interior		NEW
Cab Allowance	NA	NA
Jack Assembly		REUSE
Packing		REUSE

All other systems and components not noted above will be reused and integrated into the new elevator system.



Schindler

Schindler Ahead

Your Schindler Modernization package comes enabled with Schindler Ahead. The **Schindler Ahead Hardware** provides remote connectivity to your equipment and will automatically notify us if any connected component or function is operating outside established parameters. When appropriate, we will communicate with you to schedule service calls.

Monitoring will be performed 24/7 and will automatically communicate with our Customer Service Network using dedicated wireless cellular technology. Schindler will make every reasonable effort to maintain wireless connectivity.

Schindler Ahead has three service tiers to fit your individual needs. The tiers are Connect, Enhanced, and Premium. As part of your service agreement, Schindler includes the Enhanced Package upon completion and turnover of the last unit with details as noted herein. This cost is broken out as part of the total monthly maintenance cost of your service agreement.

Connect – Schindler's Connect package provides wireless cellular communication from your equipment's controller to Schindler's data network. This allows the Schindler Cube to be connected to your equipment 24/7. Connect also provides access to the basic features of ActionBoard and ActionBoard Mobile, giving you real time information on your equipment.



Enhanced – The Enhanced Package includes the features of Connect, plus access to Schindler's Elevated Support Professional (ESP) Team. This team analyzes information gathered by Schindler Ahead, which improves the reliability of your equipment and improves the response time. The ESP Team can alert you when a shutdown is detected, helps confirm issues remotely, and provides real-time ETAs for technicians en route. With these enhanced diagnostics, we can guarantee that you will not be charged for Running on Arrival calls. Under the "No Running on Arrival Guarantee," Schindler will fully cover the cost of any callback related to the following situations: Elevator or Escalator Running in normal operation, or running under any of the following special services modes: Independent service, Fireman's service (Phase I or Phase II), or Inspection operation. All other callbacks will be billed as outlined in the service agreement.

Premium – The premium package is our top tier and was created for customers requiring the most comprehensive level of service. Our premium package offers the highest level of functionality and support. The Premium tier also includes concierge level assistance for all of your service needs.

The Enhanced Package and Premium include access to **Schindler ActionBoard** and **ActionBoard Mobile**, which are communication technologies that provide access to real-time information about your equipment. Some of the available information includes: performance history, reports, push notifications, service call records, unit profiles and more.

Additionally, Schindler Ahead enables the option to add **Digital Alarm**, a cellular emergency phone monitoring service, to any tier. This service includes a reliable cellular analog connection that allows incoming and outgoing emergency calls from the elevator cab and eliminates the need for a traditional analog phone line.



Schindler

Work by Others

The owner will provide the following requirements based on ANSI A17.1 Code, the governing code, except when applicable codes conflict with ANSI A17.1 Code. Rules referenced are ANSI A17.1 Rules.

Hoistway

1. Provide 75-degree bevel guards on all projections, recesses or setbacks over two inches, except for the loading or unloading side. Rule 100.6.
2. Provide pit light and GFI outlet. Light switch to be located adjacent to each pit entrance.
3. Provide a legal hoistway inclusive of ventilation and shaftway bevel guards, as required.
4. Cutting and patching walls and floors.
5. Provide a pit access ladder for each elevator, where required.
6. Provide a lockable, self-closing, fire-rated pit door, where required.
7. Hoistway venting or pressurization to prevent accumulation of smoke and gas, as required by Local Building Code.

Machine Room

1. Enclose/relocate all non-elevator oriented conduit, ducts and drains from elevator machine room, where required in the machine hoistway and/or pit. Enclosures, when used, need to be two-hour rated.
2. Provide means to regulate control room temperature and humidity between 55° F and 90° F with relative humidity no more than 85% non-condensing. Peak equipment heat release is a minimum of 6,000 BTU/Hour/Unit (maximum = 9,000 BTU/Hour/Unit) for a Hydraulic unit.
3. Provide machine room smoke/heat detector as required by regulation. In the event sprinklers are anticipated within the machine room area, means to remove primary power prior to the application of water must be provided as required by code.
4. Provide new electric wiring from the present disconnect switches to the terminals of the new elevator controllers in the new locations, inclusive of a normal/standby 120 VAC, 15 AMP supply at each controller.
5. Provide connection at the first elevator controller for fire recall operation, where auto-recall is needed to respond to a life safety/fire alarm system.
6. Provide proper lighting in the elevator machine rooms within the vicinity of every controller and mainline disconnect per code requirements.
7. Provide a fused disconnect switch or circuit breaker and a light switch adjacent to the lock jamb-side of the machine room door for each elevator location, per the National Electric Code. Rule 210.5 and NFPA No. 70 Rule 620-51. Provide auxiliary disconnects, as required, based on the elevator contractor's drawings.
8. Provide copper wire feeder and branch wiring circuits to the controller, including a main line switch and convenience outlets.
9. Provide a telephone outlet near an elevator controller in each machine room.
10. Provide a self-closing and locking access machine room door.
11. Provide an "ABC" fire extinguisher.
12. Interfacing to and updating the existing fire life safety systems to meet current code requirements.
13. A separate 20 amp circuit will be provided if tank heater is provided with the elevator.
14. Hxpress oil coolers / heaters need to be on a dedicated circuit.

Work by Others (cont'd)

General Requirements

1. Provide sufficient space for storage of materials on site throughout the duration of the modernization.
2. Provide clear floor space to be used as a work area.
3. If not presently outfitted, each elevator lobby should be equipped with smoke detectors, which can be used to initiate automatic fire recall. Actuation from water flow sensing or the general building alarm may require special approval.
4. Paint new or modified hoistway equipment to match building aesthetics, as required.
5. Provide building signage and floor designations related to other building systems, as required.
6. Provide building corridor lighting sufficient for illumination of elevator landing sills, as required by code.

Electrical Requirements

1. The permissible voltage drop for elevator feeders shall not exceed 3% between the service delivered to the building and our supply terminal.
2. All three legs of the three-phase feeder must be hot with respect to ground and balanced to each other with no more than a 5% variation between individual legs.
3. The maximum permissible voltage variation measured in the machine room under all operating conditions shall not exceed plus or minus 10% of the nominal building supply power source voltage.
4. A 20-amp, single phase, 110VAC, dedicated circuit with a duplex receptacle for the oil heater unit.
5. For ascending car protection, a separate 15 Amp 120VAC branch circuit to each elevator controller for the Rope Gripper, Bode Break or Sheave Jammer. This circuit must operate on the emergency power supply.
6. FOR EMERGENCY POWER OPERATION OF ELEVATOR(S): (when required)
 - A. Provide an emergency generator that has the same voltage characteristics as the normal power supply. It should also have the capacity to deliver sufficient power to the main line disconnect switches in the elevator machine room for operating the specified number of elevators used during an emergency at full speed and full load.
 - B. Provide an automatic transfer switch, or switches, for transferring power from normal to emergency power and back again.
7. EMERGENCY POWER OPERATION SIGNAL - The following separate indicating signals will be required from the automatic transfer switch to the machine room communication unit for each group of elevators.
 - A. One dry contact to close on emergency power and open on normal power. Provide two #12 AWG wires.
 - B. Provide one normally open dry contact (pre-transfer) to close 30 to 60 seconds prior to transfer to emergency power or back to normal power. This contact should reopen immediately after actual transfer of power. This is to prevent transfer of power while an elevator is moving, which can occur during the return to normal power or on an operating test. Provide two #12 AWG wires.

Note: When operating elevators on emergency power, a means of absorbing the regenerative energy may be necessary and shall be provide by others.

It is required that the car light, the fan circuits, ascending car protection circuit and the intercom circuit (if supplied), be set to operate from the emergency power supply in accordance with the building code.



Schindler

Work by Others (cont'd)

8. The SCCR rating of elevator equipment is 5000 Amps, contractor to ensure that the available fault current of the building supply at the service switch does not exceed this value (Per NEC 110.10). Contractor to include a label (please see figure 2- Available Fault Current Label Example) that identifies the Max Available Fault Current onto Disconnect.
- A. See Note 1 of Figure 2, Available Fault Current Labelling Diagram. In addition, we require a hard copy of the manufacturers Fuse Chart and rating verifying the available fault current meets requirements.
 - B. Per NEC 110.24, the service switch should be legibly marked with Apparent RMS Symmetrical fault current supplying the Elevator Equipment. **See note 3 of AVAILABLE FAULT CURRENT RATING LABELLING DIAGRAM.
9. NETWORK CONNECTION REQUIREMENT FOR TWO-WAY VISUAL COMMUNICATION DEVICE (A17.1-2019 / B44-19 or IBC 2018)
- A. Where the elevator rise is 18m (60 ft) or more, or seismic operation is provided according to A17.1-2016 or later requirements, a single RJ45 wired Ethernet communications circuit shall be provided by the building. This Ethernet connection shall be located in the machine room associated with the Elevator Control Visual Alarm Box for the master elevator group.
 - B. Where the elevator rise is below 18m (60ft), and seismic operation is not provided according to A17.1-2016 or later requirements, separately wired RJ45 Ethernet communications circuits, one per elevator group, shall be provided by the building. This Ethernet connection shall be located in the machine room associated with each Elevator Control Visual Alarm Box.
 - C. The network must have enough bandwidth for connecting to multiple elevators and displaying a series of images with adequate resolution to identify the presence and general condition of passengers in the elevator. The recommended minimum upload speed is 0.5Mb/s per elevator connected to the communication system. Note that networks are commonly rated by their download speed with a lower upload speed.
 - D. The communications circuit shall originate at the Elevator Control Visual Alarm Box, part of the two-way visual communication device designed by Schindler and terminate at the building WAN internet equipment routed via a 1" conduit.
 - E. This internet connection is required to have an un-interruptible power supply for a duration of 4 hours to allow for the Visual Communication Device to function if building power is lost.

From Building Electrical Distribution Panel

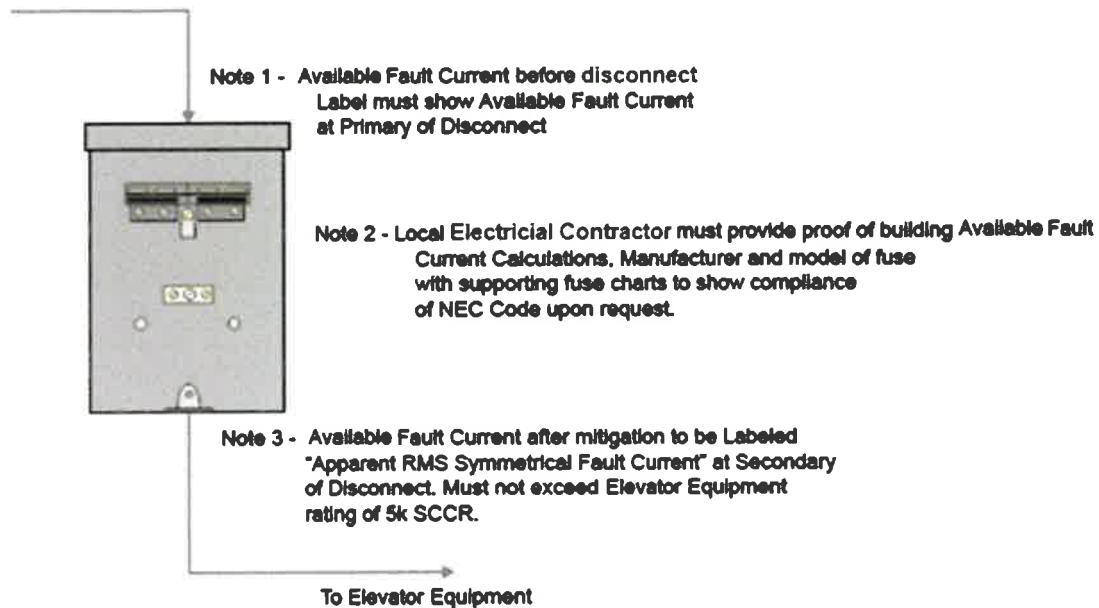


FIGURE 1: AVAILABLE FAULT CURRENT RATING LABELLING DIAGRAM

10. The electrical contractor or building owner shall supply lighting in the hoistway (backed by the emergency power system) for Fire Service Access Elevators (FSAE) for A17.1 code year 2019 when provided per ASME A17.1 Rule 2.27.10.1 as detailed in 10.A below, or for any elevator subject to A17.1 code year 2022 or later, as detailed in 10.B below. The elevator system shall provide a 24VDC elevator controller relay(s) in the machine room to building system to control lighting in the hoistway in either case.

- A.** For A17.1 code year 2019, when fire-fighter's emergency operation is active, the entire height of the hoistway shall be illuminated at not less than 1 foot candle (11 lux) as measured from the top of car of each fire service access elevator.
- B.** For A17.1 code year 2022 or later, when fire-fighter's emergency operation, or inspection operation, or hoistway access enable is active, the entire height of the hoistway shall be illuminated at not less than 5 foot candles (50 lux) as measured from the top of car of each fire service access elevator.

Price & Payment Terms

1. Our price for the work proposed is as noted below including appropriate tax and. This price is firm for 90 days, and thereafter subject to change without notice.

Total Price including applicable taxes: \$267,235

You agree to the following payment schedule for the lump sum option:

- Initial Invoice: 50% of the price quoted above upon execution of this Contract;
- Progress Invoice: 95% of the remaining balance to be paid in one installment upon fabrication of material;
- Final Invoice: Final payment within 30 days of completion of the work.

All invoices, including final invoice are payable within 30 days of application.

Any late or overdue payments will bear interest at the rate of 1 ½% per month. Attorneys' fees and other costs of collection will be included in the event that we must pursue legal action for payment or in the event that you are otherwise in breach of this contract.

We will not release to manufacture until the above initial invoice is paid. We will not schedule on-site work until the above progress invoice is paid. We will not turn over equipment prior to receipt of 95% of the price for the work inclusive of change notices.

2. Schindler understands the costs for capital improvement can put a strain on a property's budget. Schindler has partnered with leading Finance organizations in an effort to help our clients sort through the best options to fund these capital improvements. We have simplified the process so all private financial information as well as future payments are handled between the Finance organization's representative and our client. Schindler facilitates the transaction and only requires a new 5-year maintenance contract as part of the agreement. Financing option is subject to credit check and approval.

Often times there are other building components which require upgrade due to the upgrade of the elevator system. These costs can be rolled into the total finance package with the lender.

If for some reason our contract is cancelled prior to the 60-month term all remaining balances become due immediately.
*Monthly finance payment is an approximation and will be finalized following the credit check and contract.

Your sales representative, undefined, will be happy to facilitate the process moving forward if you are interested in our financing option. The finance credit approval form can be found attached to this document.



Schindler

Terms & Conditions

1. The price quoted in Article 1 above is based upon all the work being performed during our regular working hours of regular working days. If overtime is required, the additional price usually charged by us shall be added to the contract price. Your advance approval in writing is required before we will schedule or perform any overtime work.
2. The equipment furnished hereunder remains personal property and we retain title thereto until final payment is made, with the right to retake possession of the same at the cost of the Purchaser if default is made in any of the payments, irrespective of the manner of attachment to the realty, the acceptance of notes, or the sale, mortgage or lease of the premises.
3. The completion of the work as covered by this Agreement or acceptance thereof shall constitute a waiver by you of all claims for loss or damage due to delay. It is also understood and agreed that we shall not be liable for the condition, design, application or compliance with acceptable codes of any equipment not furnished under this Agreement or for the omission of any work or equipment not covered by this Agreement. We reserve the right to remove and retain all equipment that has been replaced or new materials not used in construction.
4. Schindler reserves the right to furnish its most modern of equipment and no statements contained in this contract are to make it obligatory for us to furnish equipment, the design of which has been discontinued or supplanted by new standards or codes.
5. All previous communication between us, whether written or verbal, with reference to the subject matter of this Agreement, is hereby abrogated, and this contract when duly accepted and approved constitutes the agreement between us, and no modification of this agreement shall be binding upon the Purchaser or Schindler, or either of us, unless such modification shall be in writing, duly accepted by the Purchaser and approved by Schindler. The contract date shall be the date of approval by Schindler.
6. The Purchaser is to provide suitable connections from the power mains to the controller, together with any cutouts, line switches, phase reversal or lightning arresters, and any other such components as that may be necessary to meet purchaser and/ or local code requirements.
7. Any changes in the building required to meet any local or state building or electrical codes are to be made by the Purchaser. Any cutting or patching necessary for the installation of equipment furnished under this contract shall be done by the Purchaser. Schindler shall not under any circumstances be liable for any redecorating that may be necessary upon the completion of its work. No work or service other than that specifically mentioned herein is included or intended. Such work by others must be coordinated by Purchase with Schindler in order to avoid delays to Schindler's work.
- 8A. It is expressly understood, in consideration of the performance of the service enumerated herein at the price stated, that nothing in this agreement shall be construed to mean that Schindler assumes any liability on account of injury or damage to persons or property, except to the extent directly and solely due to the negligent acts or omissions of Schindler or its employees; and that the Purchaser's responsibility for injury or damage to persons or property while riding on or being in or about the equipment referred to is in no way affected by this Agreement.
- Schindler shall not be responsible or liable for any loss, damage, detention or delay caused by labor trouble, strikes, lockouts, fire, explosion, theft, lightning, windstorm, earthquake, floods, storms, epidemics, pandemics, riot, civil commotion, malicious mischief, embargoes, shortages or materials or workmen, unavailability of material from usual sources, Government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of the Purchaser's or Schindler's suppliers, orders or instructions of any federal, state or municipal government or any department or agency thereof, Act of God, or by any cause whatsoever beyond its reasonable control. Dates for the performance or completion of work shall be extended to the extent of such delays.
- 8B. Purchaser agrees to defend, indemnify and hold Schindler harmless from and against any claims, lawsuits, demands, judgments, damages, costs and expenses arising out of this Agreement except to the extent caused by or resulting from the established sole and direct fault of Schindler.
- 8C. We will not be liable for damages of any kind, whether in contract or in tort, or otherwise, in excess of the price of this Agreement. We will not be liable in any event for special, indirect, liquidated or consequential damages, which include but are not limited to loss of rents, revenues, profit, good will, or use of equipment or property, or business interruption.
9. Schindler guarantees that the equipment furnished hereunder will comply with the foregoing specifications and if promptly notified in writing will, at our expense, correct any defects in such equipment occurring within one year from the date of completion or acceptance whichever occurs first, which are not due to ordinary wear and tear or improper use, care or maintenance. The correction of such defects constitutes the limit of our responsibility. THERE ARE NO OTHER WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, OTHER THAN OF TITLE. The equipment installed under this agreement requires maintenance service, such as periodic examinations, lubrication and adjustment by competent elevator mechanics. Our guarantee is not intended to supplant this normal servicing of the equipment and it is not to be construed that we will provide free maintenance service of this type, except as may be provided under other provisions of the contract, or that we will correct, without charge, breakage, maladjustment or other troubles occurring as a result of improper or inadequate maintenance.
10. We will defend any suit or proceeding brought against you so far as based on a claim that any equipment, or any part thereof, furnished under this contract constitutes an infringement of any patent of the United States, provided that such equipment or part is not supplied according to your design, and it is used as sold by us, if notified promptly in writing and given authority, information and assistance (at our expense) for the defense of same, and we shall pay all damages and costs awarded therein against you. In case said equipment or any part thereof is in such suit held to constitute infringement and the use of said equipment or part is enjoined, we shall at our own expense either: procure for you the right to continue using said equipment or part; or replace same with non-infringing equipment; or modify it so it becomes non-infringing; or remove said equipment and refund the purchase price and the transportation and installation costs thereof. The foregoing states our entire liability for patent infringement by said equipment or any part thereof.



Schindler

Terms & Conditions (cont'd)

11. Purchaser will have the hoistways and machine room in safe and proper condition and the proper electrical current available as indicated on our attached schedule. Purchaser will also provide adequate access for delivery and a dry protected place for storage of equipment. Storage requirement of a minimum of 150 sq ft will be required for this project. If storage constraints force double handling of equipment, we will be compensated by you for all additional costs for labor and materials to overcome such obstacles at our standard billing rate. If the locations where the work is to be performed are not ready or are unsafe, we reserve the right not to begin or to discontinue the work. If adequate storage is not available, we will be compensated for all storage costs, as well as costs for demobilization and remobilization if necessary. If completion of our work is delayed beyond our control and the following date: _____, our price will be increased in proportion to any additional costs to complete, including but not limited to labor rate increases, component material price increases, storage costs, demobilization and remobilization expenses and the like.
12. Should latent or concealed conditions be encountered in the performance of the work below the surface of the ground or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the Contract Documents, or should unknown physical conditions below the surface of the ground or should concealed or unknown conditions in an existing structure of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the work of the character provided for in this contract be encountered, the contract price and time shall be equitably adjusted by change order upon claim by either party made within 20 days and after the first observance of the conditions.
13. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software (which is subject to a limited license for use in this building/premises/equipment only), modems, source/access/object codes, passwords and the Schindler Remote Monitoring feature ("SRM") (if applicable) which will deactivate and remove if the Agreement is terminated.
14. Our bid is based on reusing existing components as is in regard to seismic conditions except as herein noted. Any required changes to existing components resulting from seismic requirements will need to be bid separately.
15. You agree to pay, as an addition to the price stated herein, the amount of any federal excise tax, state and local sales, use or transaction tax, or increase of any tax, or similar charges based upon the sale, use, ownership or possession of materials and/or equipment imposed by any law enacted after the date of this proposal, or imposed upon you by any existing law. In the event of legislative change to the applicable tax rates, including but not limited sales tax, use tax, excise tax, privilege tax, transaction tax and similar charges, Supplier reserves the right to adjust the contract price accordingly.
- In the event the customer claims an exemption from sales and/or use tax the customer shall provide a valid executed exemption certificate
- In the event you claim an exemption which Supplier accepts in good faith and it is later determined by a taxing authority that such exemption does not apply, Schindler reserves the right to adjust the contract price to reflect the change.
- Customer shall pay any penalty, interest, additional tax, or other charge that may be levied or assessed as a result of the delay or failure, caused by the Customer, to pay any tax or file any return or information required by law, rule or regulation or by this Agreement to be paid or filed by Supplier.
- If either Party is audited by a taxing authority or other governmental entity in connection with taxes under this Taxes Section, the other Party shall reasonably cooperate with the Party being audited in order to respond to any audit inquiries in an appropriate and timely manner, so that the audit and any resulting controversy may be resolved expeditiously.
- In the event of governmental changes to applicable tariffs, Schindler reserves the rights to adjust the contract price accordingly to account for all additional cost impacts.
16. We are not responsible for the removal of any hazardous materials. We will take possession, remove, and dispose any elevator equipment not being reused.
17. Schindler reserves the right to make technical modifications - in conformity with technological progress and/or safety regulations - to the products and/or to replace the components with components of equal or superior quality at any time until delivery and without further notice.
18. In the event of any change to the applicable code, after the date of this proposal that may affect this installation, you agree to pay Schindler any additional costs and provide the necessary extension of time to comply with the code change.