

ARTICLE 10: PROJECT SPECIFICATIONS

## SPECIFICATIONS

DEPARTMENT OF PUBLIC WELFARE  
PROJECT NO. W-0557-0905  
REFURBISH FOOD SERVICE ELEVATOR  
SAMUEL G. DIXON BUILDING (BLDG. NO. 1)  
SOUTH MOUNTAIN RESTORATION CENTER

<b>DEVELOPED AND APPROVED BY:</b>	
Division of Facilities and Property Management	
 John Dubaich, P.E.	1-11-11 Date

### 1. SCOPE OF WORK

The scope of this contract requires the furnishing of all labor, materials, fabrication, equipment, tools and supervision to refurbish Elevator No. 24, the food service elevator in Building No. 1 (Samuel G. Dixon Building) for ADA and ASME A17.1 – 2000 with A17.1a – 2002 Addenda compliance and improved performance. Refer to Attachment 1 for a facility site plan depicting the project location.

### 2. EXISTING ELEVATOR EQUIPMENT AND OPERATION

The existing elevator motor is a DC hoist motor manufactured by Electro-Dynamic Company and is rated 20 horsepower (HP), 230 volts, 3 phase, 72 amps, 1100 RPM, with Frame 5-S and is located in the elevator machine room/penthouse of Building No. 1. The existing Electro-Dynamic motor generator set is rated 25 HP, 208 volts delta, 66 amps, 1745 RPM for the motor section and 15kW, 230 volts DC, 65 amps, 1745 RPM for the generator section and is located adjacent to the elevator DC hoist motor.

The existing elevator controls, Type 6SRM as manufactured by General Elevator Company, are variable speed, open relay logic type with an associated selector logic controller that is also located in the elevator machine room/penthouse. Elevator No. 24 is a geared traction Combination Passenger and Freight (CPF) elevator manufactured by The Warsaw Elevator Company with a rated capacity of 5000 pounds, a speed of approximately 150 feet per minute and a total of five (5) elevator hoist cables (to be field verified).

The elevator originally served a total of eight (8) landings including the basement through the 7<sup>th</sup> floor. Currently, the 1<sup>st</sup> and 7<sup>th</sup> floor landings are not served by the elevator and a total of six (6) landings are being served. Front elevator door openings exist at the landings for the 2<sup>nd</sup> through 6<sup>th</sup> floors and both a front and rear elevator door opening exists at the basement landing. The hoistway door for the 1<sup>st</sup> floor landing remains whereas the 7<sup>th</sup> floor hoistway opening is closed in and does not exist.

The existing elevator hall key switch stations are configured as follows:

Basement - 1 Pushbutton (UP), Fire Service Bypass Keyed Switch

2<sup>nd</sup> Floor - 1 Pushbutton (UP), 1 Pushbutton (DOWN)

3<sup>rd</sup> Floor - 1 Pushbutton (UP), 1 Pushbutton (DOWN)

- 4<sup>th</sup> Floor - 1 Keyed Switch (DOWN), UP Pushbutton taped over & deactivated
- 5<sup>th</sup> Floor - 1 Pushbutton (UP), 1 Pushbutton (DOWN)
- 6<sup>th</sup> Floor - 1 Pushbutton (UP), 1 Pushbutton (DOWN)

Floor indicator stations (i.e. hall lanterns) **do not** exist on any of the elevator landings. However, a new floor indicator station/hall lantern on the basement floor landing shall be installed as part of this project. In addition, a new car traveling lantern vertically mounted in the elevator car jamb shall be installed to provide the required ADA audible/visual direction-of-next-travel indication.

All new key switches required under this project shall fulfill the requirements of Phase I (Emergency Recall Operation) and Phase II Firefighter's Service (Emergency In-Car Operation). All new key switches required under this project shall utilize locks that are compatible and match with the existing facility locking system. The keyed switches associated with the existing hall and elevator car operating panels of Elevator No. 24 may be re-utilized as practicable under this project or replaced in-kind. The existing keyed controls shall be maintained and integrated into the new elevator control scheme of this project. The Contractor shall verify all existing functions of the elevator with the Facility Maintenance Manager (FMM) to ensure adherence with approved building operations.

Smoke detectors **do** exist within the elevator landing sections on all applicable floors, in the elevator machine room/penthouse and at the top of the elevator hoistway. The Contractor shall properly interface the existing building fire alarm system and the aforementioned elevator related smoke detectors to the new elevator controller to achieve a functional elevator recall system for Elevator No. 24. The Contractor shall verify with the Facility Maintenance Manager that the normal floor of return for the elevator recall system of Elevator No. 24 is on the basement floor.

The Contractor shall verify with the Facility Maintenance Manager on whether or not the existing smoke detector at the top of the elevator hoistway shall remain as an active initiating device for the building fire alarm system and elevator recall system. To preclude false and nuisance alarm conditions and continuous maintenance, this elevator hoistway smoke detector is not required as per ASME A17.1 elevator code since the top of the elevator shaft is not protected by automatic sprinklers and does not have smoke relief equipment. Therefore, the Contractor shall remove the elevator hoistway smoke detector if deemed necessary or if so desired by the Facility Maintenance Manager.

It is noted that Labor and Industry, Elevator Division, considers the elevator described herein as Elevator No. 24. However, South Mountain Restoration Center has internally designated this elevator as Food Service Elevator #5.

The main electrical power feed for Elevator No. 24 originates from a 3-pole, 150 amp branch circuit breaker within the Square D Main Power Distribution Panel in the Basement electrical equipment room. The main disconnect switch for this elevator

power circuit is located in Basement Room 0061 which is adjacent to the elevator hoistway/shaft.

### 3. DESCRIPTION OF WORK

Without intending to limit and/or restrict the work required by these specifications, the work generally consists of, but is not limited to, the following items for the elevator:

- 3.1 Remove existing 20HP DC elevator traction machine/hoist motor, including brake, isolation assembly, hoist ropes and shackles. All associated power wiring in the elevator machine room/penthouse shall also be removed. The elevator power wiring from the Square D Main Distribution Panel in the basement electrical room to the line side of the elevator disconnect switch in the elevator machine room/penthouse shall remain.
- 3.2 Remove existing 15kW motor generator set and all associated power wiring in the elevator machine room/penthouse.
- 3.3 Remove the 3-pole, fused elevator disconnect switch and all associated load-side power wiring in the elevator machine room/penthouse.
- 3.4 Remove the single pole, fused elevator car light disconnect switch and associated load-side power wiring in the elevator machine room/penthouse.
- 3.5 Remove existing variable speed relay elevator controller and selector controller and all associated power and control wiring in the elevator machine room/penthouse.
- 3.6 Provide a new 3-phase, 208 volt, 25HP (minimum) AC elevator hoist motor with new traction machine, disc brake, isolation assembly, hoist ropes, shackles and all associated conduit and power wiring in the elevator machine room/penthouse. Refer to the project drawing (Attachment 2, Wiring Diagram) for the extent of new work associated with the power circuit.
- 3.7 Provide a new 3-pole, 200 amp rated surface mounted elevator fused disconnect switch in the elevator machine room/penthouse. The new switch shall be located in the same vicinity as the old switch so as to reutilize the existing incoming elevator power circuit. The fuses shall be properly sized in accordance with motor supplier's recommendation based on the horsepower rating of the new elevator hoist motor.
- 3.8 Provide a new **non-proprietary**, microprocessor-based, variable voltage variable frequency (V.V.V.F.) AC elevator controller in the elevator machine room/penthouse with precise speed control and automatic leveling. Provide all associated power and control wiring.

- 3.9 Provide all new conduit and wiring for the power circuit between the load side of the new elevator fused disconnect switch and the line side of the new V.V.V.F. elevator controller and between the load side of the new V.V.V.F. elevator controller and the new elevator hoist motor.
- 3.10 Provide a new single pole, 30 amp rated fused elevator car light disconnect switch in the elevator machine room/penthouse. The new switch shall be mounted adjacent to the new elevator disconnect switch and in the vicinity of the old elevator car light disconnect switch so as to reutilize the existing incoming power circuit. Provide one (1) new 20 amp fuse in the switch for the phase conductor. Provide all required wiring, conduit, junction/splice boxes etc. to maintain the existing car light circuit for Elevator No. 24.
- 3.11 Replace overspeed governor and associated rope and tension sheave/weight assembly.
- 3.12 Provide ascending car overspeed protection.
- 3.13 Replace all power and control wiring throughout the elevator hoistway and elevator car including traveling cables.
- 3.14 Provide Firefighter's Service Phase I emergency recall operation/Phase I fire alarm activation and Firefighter's Service Phase II emergency in-car operations in compliance with the requirements of ADA and ASME/ANSI standards. A dedicated phone line shall be provided for the Phase II emergency in-car operations which shall be coordinated with the Facility Maintenance Manager.

Firefighter's Service Phase I shall enable the elevator car away from the primary/main recall floor (basement floor) to return to the recall floor immediately with the car parked and doors fully opened. The Phase I feature shall be initiated by the activation of a smoke detector on any floor, other than the recall floor, or by the activation of the smoke detector in the elevator machine room/penthouse or by the activation of the smoke detector at the top of the elevator hoistway if it remains in use upon conclusion of the project. An alternate recall floor, such as the 2<sup>nd</sup> floor as determined by the Facility Maintenance Manager, shall be assigned in cases where smoke detectors are activated on the primary/main recall floor (basement floor). In addition, the Phase I feature shall also be initiated by a three-position (ON/OFF/RESET) key-operated switch provided at the Hall Call Button Station on the main elevator floor (basement floor).

Firefighter's Service Phase II shall include a three-position (ON/OFF/HOLD) Landing Fire Service key-operated switch to be located in the elevator car operating panel for use by trained emergency service personnel. The Phase II feature shall be initiated whenever the Landing Fire Service switch is in the "ON" position or when a smoke detector is

activated and the car has returned to the primary/main or alternate recall floor with doors fully opened.

The keyed switches for both Phase I and Phase II services shall utilize the same key. The key shall be provided by the Contractor.

- 3.15 Provide new solid state feedback system for the elevator car door operator and associated door protective and reopening device.
- 3.16 Replace the elevator car doors, car door motor operator and associated accessories such as car door rollers, bearings, hangers, tracks etc. to enhance operation.
- 3.17 Replace all elevator hoistway doors with new code compliant labeled fire rated hoistway doors. Replace all hoistway car door rollers, bearings, hangers, tracks and other related appurtenances to enhance operation.
- 3.18 Remodel interior of elevator car.
- 3.19 Replace the existing limit switch type selector, terminal and overtravel system (i.e. floor and hoistway sensors) with an electronic selector system to enhance accurate slowdowns and overtravel of the car. Actuation of the overtravel or final limits shall cut out elevator power and apply the brakes. With the 1<sup>st</sup> and 7<sup>th</sup> floor landings eliminated from elevator functions, the new limit switches shall be properly installed to prevent elevator travel to these two floors.
- 3.20 Replace all existing hall call button/key switch stations in the basement and on the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors with new hall call button/key switch stations.
- 3.21 Remove the existing car button station in the elevator car and replace with a multi-functional car operation panel.
- 3.22 Provide a car traveling lantern that is vertically mounted in the elevator car jamb.
- 3.23 Provide raised and Braille characters on hoistway entrances.
- 3.24 Provide hoistway access switches in the basement and 6<sup>th</sup> floor elevator landing/ vestibules adjacent to or integral to the new hall call button/key switch stations.
- 3.25 Verify that an access/exit/trap door(s) and a door switch are present at the top of the elevator car. The door shall be located in the top enclosure of such size as to afford an easy means of egress for passengers. The door shall be capable of being opened from the outside of the car enclosure only and kept locked. The door switch shall shut down Elevator No. 24

whenever the door is opened. Provide a new door and/or door switch if necessary.

- 3.26 Clean and lubricate all elevator machinery in the elevator machine room/penthouse, elevator hoistway and elevator pit.
- 3.27 Provide all necessary quality control inspections, testing, certificates and reports.
- 3.28 All necessary cutting, patching, repair, replacement, finishing and clean-up shall be provided under this contract.
- 3.29 All exposed metal work, such as structural steel, brackets, supports etc. provided under this project, shall be painted.
- 3.30 All elevator work shall be in compliance with the Uniform Construction Code (UCC), NFPA and ADA standards and all other applicable regulatory and insurance requirements. The elevator shall conform to the requirements of ASME/ANSI A17.1, Safety Code for Elevators and Escalators and ASME/ANSI A17.3, Safety Code for Existing Elevators and Escalators. The contractor performing the work of this contract shall be trained and authorized to perform elevator work. All electrical work, including grounding requirements and sizing of wiring and conduit, shall be done in accordance with the 2008 edition of the National Electrical Code (NFPA 70).
- 3.31 Prior to the start of work, the Contractor shall have all the required approvals and permits from the Pennsylvania Department of Labor and Industry (L&I), Bureau of Occupational and Industrial Safety, Elevator Division, to proceed with the elevator work. Refer to Section 9, Clarification, of these specifications for the contact person, address and phone number at the Pennsylvania Department of Labor and Industry.

Refer to Attachment 3 for the application for alteration permit for elevators and related instructions to be completed by the Contractor, mailed to L&I and approved by L&I prior to the start of work. Please note that the fees payable to the Department of Labor and Industry pertaining to this permit process shall be waived since the proposed elevator work is affiliated with a Commonwealth of Pennsylvania agency or facility.

- 3.32 Upon completion, the Contractor shall perform all elevator tests in the presence of a PA Department of Labor and Industry elevator inspector as required to comply with the applicable codes. All required tests, licensing, permits and a total of three (3) operation and maintenance manuals shall be included in the contract. Each operation and maintenance manual shall include system circuit diagrams, block diagrams, shop drawings, point wiring diagrams, operating instructions, maintenance instructions etc. that are included in a 3-ring binder.

- 3.33 The Contractor, in conjunction with the facility's fire alarm service vendor (Berkshire Systems Group), shall be responsible for proper interfacing and programming of all existing and new (if required) smoke detectors associated with Elevator No. 24 to ensure proper elevator recall operation. The work shall be in compliance with the ADA and ASME/ANSI requirements for Phase I and Phase II firefighters' service and in accordance with the National Fire Alarm Code (NFPA 72).
- 3.34 Prior to installation, the Contractor shall contact the fire alarm service company (Berkshire Systems Group) to obtain approval, directive and services rendered for interfacing existing and new (if required) elevator related fire alarm devices with the overall fire alarm system in Building No. 1. The Contractor shall be responsible for providing services of the fire alarm system service company as required throughout the entire duration of construction. The elevator related fire alarm devices shall be connected to the existing fire alarm system in Building No. 1 in accordance with the requirements of NFPA 72, National Fire Alarm Code. The existing fire alarm system in Building No. 1 is a Cerberus Pyrotonics, Type MXL, system under the cognizance of Berkshire Systems Group and their company information is listed in Section 9, Clarification, herein.
- 3.35 A total shutdown of Elevator No. 24 from the start of construction until final completion is required under this project. Therefore, the Contractor shall provide advanced notice to the Facility Maintenance Manager (FMM) on the anticipated start date and the estimated length of construction time. The Contractor shall maintain, to the maximum extent possible, the operation of the elevator prior to the start of work. During periods prior to and/or after major construction when the elevator is required to be shut down, the Contractor shall expedite the work to reduce the amount of down time.
- 3.36 Warranty – The Contractor shall warrant the materials, components, equipment, workmanship and operation of the elevator equipment and components provided under this contract for a period of one (1) year from the date of final installation and acceptance of the refurbished elevator system by the Owner's representatives.
- The elevator control system shall be free from inherent mechanical, electrical and operational defects. A one (1) year service and preventative maintenance contract for Elevator No. 24, including periodic inspections and testing, during the one year warranty period shall also be included under this warranty. Periodic inspections under the service and preventative maintenance contract shall occur at 3, 6, 9 and 12 months upon the start of the warranty period.
- 3.37 Training - The Contractor shall provide a minimum of ½ day on-site training and instruction to facility personnel on all basic aspects of the new elevator motor and controls and other equipment and components specified and provided under this contract.

- 3.38 Salvage - The facility retains the right of salvage to any removed materials. In particular, the facility may be interested in retaining the elevator hoist motor and the controller relays removed under this project so as to be used as spare parts for other elevators at the facility or at other DPW facilities. The Contractor shall contact the Facility Maintenance Manager prior to demolition to determine what materials are to be retained. The Contractor shall be responsible for transporting and setting the retained items at a designated storage area within the facility grounds of South Mountain Restoration Center. All removed materials not retained by the facility shall become the property of the Contractor, shall not be used in the work and shall be properly removed from the building and from the site.
- 3.39 The use of building steps and/or other elevators within Building No. 1 shall be utilized to the maximum extent possible to gain access to the elevator machine room/penthouse for equipment removed or installed under the project. In cases where the building steps and/or elevators are not feasible in moving heavy or abnormal equipment such as elevator traction machines, elevator hoist motors, hoist ropes, elevator controllers etc., the use of a crane shall be included in the scope of work to remove or insert the required equipment through the penthouse exterior door leading out to the roof and/or through a penthouse window. Existing facility roads at the front entrance of the building or at the back of the building in the vicinity of the loading dock may be utilized in gaining access for utilization of a crane. All existing roads, grass areas, utilities, equipment, building brick work, building finishes, building windows, building doors etc. that are damaged, disturbed or removed in the course of this work shall be repaired or restored to their original condition or replaced in kind without additional expense to the facility. All crane rental expenses, labor, materials, fuel etc. required for setting up and securing the crane during construction shall be included in the bid price.

#### **4. TECHNICAL SPECIFICATIONS**

The following elevator traction machine/hoist motor assembly, controller and other associated material specifications are based on the ADA Accessibility Guidelines (ADAAG) for Buildings and Facilities and are indicated herein to establish minimum standards of quality and performance characteristics.

- 4.1 Prior to commencing elevator renovation work, the Elevator Contractor shall inspect the elevator car, all landings, all hoistway doors, elevator hoistway, openings, pits and elevator machine room/penthouse, verify all critical dimensions and examine supporting structure and all conditions under which elevator work is to be installed. The elevator and hoistway doors are not anticipated to contain asbestos and the remainder of the project site is asbestos free. Any encountered asbestos or structural concerns, repairs, additions etc. necessitated by the required inspection shall be brought to the attention of the Facility Maintenance Manager

(FMM) for correction. The cost of asbestos abatement work shall not be included in the bid price.

- 4.2 Elevator Motor and Traction Machine: The existing DC elevator hoist motor and associated motor generator set, traction machine, brake, isolation assembly, hoist ropes, shackles and other related equipment shall be replaced. The new elevator motor shall be an AC induction variable speed (V.V.V.F.) squirrel cage elevator motor designed for use with geared traction elevators. The motor shall be rated 25HP (horsepower) minimum for operation on a 208 volt, 3-phase, 60 Hz electrical power distribution system. The new synchronous motor speed shall be 1200 RPM (typically) with a 1.0 service factor. Since the 7<sup>th</sup> floor landing is eliminated from elevator operations, the counterweight buffers shall be extended and the overall length of the new hoist ropes shall be shortened compared to the existing hoist rope length.

The replacement 25HP (minimum) AC motor shall be proven with sufficient calculations and documentation in the elevator hoist motor shop submittal of providing the required torque and horsepower output to operate the elevator at the rated speed and capacity. The motor shall be an energy efficient motor with copper conductors/windings and Class F high-temperature insulation that is in compliance with National Electrical Manufacturers Association (NEMA) standards. The motor enclosure shall be totally enclosed fan cooled (TEFC) with proper nameplate.

The motor shall be provided with all required accessories, such as encoders, wiring, conduit box, bearings, shaft, endplate, adapters, flanges, fittings etc. for a complete 'closed loop' control system and traction machine/hoist motor assembly that will replace the existing assembly at the same location and is compatible with the new elevator controller. The machine-mounted encoder shall provide a speed loop, enabling the system to monitor abnormal conditions and allow for controlled stopping of the elevator car.

Furnish and install a 3-phase, 208 VAC, V.V.V.F. Elevator Hoist Motor as manufactured by Magil Corporation or approved equal.

- 4.3 Elevator Controller: Elevator operation shall be automatic. The car shall be equipped with a self-leveling feature that will automatically bring the car to floor landings within a tolerance of ½ inch under rated loading to zero loading conditions. The self-leveling feature shall be automatic and independent of the operating device and shall correct for overtravel or undertravel. The PA Department of Labor and Industry, Elevator Division, Certificate of Operation for Elevator No. 24 shall be displayed in a frame on one of the sides of the new elevator controller.

The elevator controller shall be a **non-proprietary**, variable voltage variable frequency (V.V.V.F.), AC control system that is microprocessor based providing smooth, comfortable car acceleration, retardation and

dynamic braking. The limit of difference in car speed between full load and no load shall not be more than  $\pm 3\%$  of contract speed. Elevator operation shall feature, but is not limited to, all aspects of ADA, Firefighter Operation – Phase I and II, independent service, lighted hall and car buttons, traveling lanterns, passing gong, door protective and reopening device etc.

Furnish and install a **non-proprietary** V.V.V.F. microprocessor based elevator controller, as manufactured by Elevator Systems, Motion Control Engineering or approved equal, that can be maintained, operated, troubleshot, debugged etc. by any third party company on a 24-hour basis.

4.4 Elevator Car Operating Panel: An operating panel shall be provided in the elevator car centered at the approved ADA height above the elevator car floor. The operating panel shall be a standard stainless steel panel with buttons constructed of Lexan and recessed mounted in the car.

The operating panel shall contain, but is not limited to, the following:

- Segmented digital position indicator with direction arrows.
- Lighted call registration buttons for each landing served.
- Keyed Fire Service Phase II Operation with On-Off-Hold positions.
- Engraved Phase II Instructions.
- Emergency stop keyed switch, alarm button, door open and close buttons, keyed independent service switch, keyed light fan switch, all required keyed switches and two (2) spare keyed switches.
- Emergency car light.
- Hands free programmable telephone with auto dialer. The facility will be responsible for supplying the Contractor with a dedicated phone line for the hands free telephone.
- The capacity of the car.
- No smoking notification.
- The car number.
- Proper signage indicating that the elevator shall not be used in case of fire.

All keyed switches for the new elevator car operating panel shall utilize locks that match the existing keyed system of the old operating panel.

All control buttons and keyed switches shall be designated by Braille and/or by raised standard alphabet characters for letters, Arabic characters for numerals or standard symbols as per ADA requirements and as required in ASME A17.1.

There should not be any provisions for a blank call registration button for the 7<sup>th</sup> floor since the landing has been abolished. However, a blank button shall be provided for the 1<sup>st</sup> floor.

- 4.5 Hall Call Button/Key Switch Stations: Hall call button/key switch stations shall be surface mounted, standard stainless steel, panels provided in each elevator alcove/landing/vestibule centered at the approved ADA height above the finished floor. The key switch stations shall have visual signals to indicate when each call is registered and when each call is answered. The key activated switch designating the up direction shall be on top. All key switches shall be flush mounted in the panel. The hall call key switch station on the basement floor shall also include a three-position (ON/OFF/RESET) Firefighter's Service Phase 1 (recall) key switch. All hall call key switch stations shall have an engraving that reads "In Case of Fire, Elevators Are Out of Service".

All required keyed switches for the hall call button stations shall utilize locks that match the existing keyed system of the facility. All keyed switches and control buttons, if applicable, shall be designated by Braille and by raised standard alphabet characters for letters, Arabic characters for numerals or standard symbols as per ADA requirements and as required in ASME A17.1.

- 4.6 Traveling Car Lantern: The traveling car lantern shall be a surface or recessed mounted, standard stainless steel, panel provided with a visible (i.e. directional arrows) and audible (i.e. chime bell) signal to indicate that the car is answering a call.

Audible signals shall sound once for the up direction and twice for the down direction as the elevator doors are opening. The traveling car lantern fixture shall be mounted vertically in the elevator car jamb so that the centerline of the fixture is at the approved ADA height above the finished elevator car floor. Visual elements/signals shall be visible from the vicinity of the hoistway entrances whenever the elevator doors are open.

- 4.7 Hoistway Access Switches: Hoistway access switches shall be surface mounted, standard stainless steel panels with a keyed switch. The switch shall be activated by authorized persons providing the capability of moving the elevator car down from the top landing (6<sup>th</sup> floor) and up from the bottom landing (basement) at a slow speed while the car and hoistway doors are open.

This feature will allow the top of the car to be accessed from the top corridor landing (6<sup>th</sup> floor) and the bottom of the car to be accessed from the bottom corridor landing (basement). The inclusion of hoistway access switches to the Hall Call Key Switch Stations at the basement and 6<sup>th</sup> floor shall be included under this project.

- 4.8 Raised and Braille Characters on Hoistway Entrances: All elevator hoistway entrances shall have raised and Braille floor designations provided on both jambs. The centerline of the character shall be at the approved ADA height above the finished landing/vestibule floor.

4.9 Door Protective and Reopening Device: The elevator door shall be provided with force sensitive safety features such as a reopening device that will stop and reopen the car door automatically if the door becomes obstructed by an object or person. The reopening device shall be capable of completing these operations via an infra-red type car door protective device (optical technology) having a multi-beam array with the following operation:

- In the fully open position, the door shall be unable to initiate closing if one or more of the beams are interrupted by a person or object. If one or more of the beams are interrupted while the door is closing, the door shall stop then reverse to open. The door shall re-close after a brief time frame.
- After a stop is made, the door shall remain open for an approved ADA amount of time, to permit passenger transfer, after which the door shall close automatically in accordance with the requirements of ASME A17.1.

4.10 Elevator Car Doors and Motor Operator: The elevator car doors, elevator car door motor operator and associated accessories shall be replaced under this project. All required components, such as the motor, sheave, electronic door boards, car door rollers, roller guides, bearings, hangers, tracks, closures, clutches, interlocks, wiring, contacts etc., shall be provided to enhance door movement operation and for proper interconnection to the new elevator controller. The existing slide type guides for the elevator car shall be replaced with roller guides to improve ride performance and to allow removal of all lubricants from the rails providing better stopping capabilities of the safeties.

The new elevator car doors shall be stainless steel with a satin stainless finish. The new elevator car doors shall be sized and installed properly for compatibility with the new hoistway doors required under this project.

Furnish and install elevator car doors as manufactured by Gunderlin LTD. or approved equal. Furnish and install car door operators as manufactured by G.A.L. Manufacturing Corporation or approved equal. Car door operations shall meet the following guidelines:

- Car door operation shall be automatic at each landing with the opening being initiated as the car arrives at the landing and closing taking place upon expiration of a predetermined adjustable time interval.
- Doors shall remain open for a time period sufficient to meet ADA Accessibility Guideline (ADAAG) requirements.

- Doors shall close shut after a minimum amount of time, consistent with ADAAG requirements, from notification that a car is answering a hall call.
- The time interval for which the elevator doors remain open when a car stops at a landing shall be independently adjustable for response to car calls and response to hall calls.
- The car door interlock and electric contact shall prevent the following:

The operation of the elevator car away from a landing until the doors are locked in the closed position and opening the doors at any landing from the corridor side unless the car is at rest at that landing or is in the leveling zone and stopping at that floor.

4.11 Hoistway Doors: All the existing hoistway doors, including two (2) in the basement and one (1) each for the 2<sup>nd</sup> through 6<sup>th</sup> floors, shall be replaced under this project. Associated hoistway door accessories, such as interlocks, contacts, hangers, tracks, rollers, bearings, closures etc. shall be provided under this project to enhance door movement operation and proper compatibility with the new elevator car doors. The new hoistway doors shall be constructed of steel with a baked enamel finish. The color selection shall be determined by the Facility Maintenance Manager during the shop submittal process.

4.12 Elevator Car Remodeling: The interior of the elevator car shall be remodeled with new work generally consisting of, but not limited to, the following:

- Plastic laminate panels on sides and rear walls of enclosure.
- Eggcrate drop ceiling.
- Solid rubber tile, 18" x 18", raised profile flooring.
- Stainless steel handrail on sides and rear walls of enclosure.
- Two-speed exhaust fan in canopy.
- Paint canopy.
- Fluorescent lighting fixture(s) with energy efficient Super T-8, 25 or 28-watt lamps and electronic ballasts.
- Clean and polish all stainless steel including front panels and car door jamb.

4.13 Overspeed Protection in the Up Direction (Rope Brakes): Due to the change in type of motion control for Elevator No. 24, provide ascending car overspeed protection and all associated equipment in accordance with the requirements of ANSI A17.1, Safety Code for Elevators and Escalators. The proper operation of an emergency brake shall be incorporated into the work to ensure the safe functioning of the ascending overspeed detection feature of the elevator.

- 4.14 Wiring and Conduit: All wiring and electrical interconnections shall comply with the governing codes. Insulated wiring shall have a flame retardant and moisture-proof outer covering and shall be run in conduit, tubing or electrical wireways. Existing conduit and raceway may be re-utilized as practicable.

New traveling cables shall be flexible and suitably suspended to relieve strain on individual conductors and shall have a considerable amount of spare conductors. The cables shall be hung to maintain the proper size loop to the elevator car and shall have a fire-resistant outer braid.

Furnish and install all required wiring, conduit and fittings, sized in accordance with the 2008 edition of the National Electrical Code (NEC). All wiring, except the fire alarm detection circuit wiring, shall be 600 volt, Type THHN, with soft drawn copper conductors not less than 98% conductivity. All wires #8 AWG and larger shall be stranded. Minimum size wire shall be AWG #12. All indoor conduit shall be electrical metallic tubing (EMT) or rigid steel conduit, sized in accordance with NEC. Minimum size conduit shall be ¾ inch diameter. All new wiring associated with the fire alarm detection circuits shall be as per manufacturer's instructions.

- 4.15 Miscellaneous: All elevator machinery for Elevator No. 24, including elevator pit equipment, shall be cleaned and lubricated upon completion of all work. All required painting of new exposed metal work shall be included under this project. With the elimination of the 7<sup>th</sup> floor landing, the new hoist ropes shall be shortened and the counterweight buffers extended.
- 4.16 All other miscellaneous materials such as hoist ropes, elevator disconnect switch, elevator car light disconnect switch, mounting hardware, firestopping sealants, supports, mounting hardware, wiring, conduit, junction/pull boxes etc. shall be provided as required to complete the work. All elevator car and counterweight rails shall be inspected for burrs and all fastenings shall be confirmed tight.
- 4.17 All areas disturbed by cutting and demolition work shall be patched and finished to match existing construction and finish. All debris and rubbish resulting from the work performed under this project shall be promptly removed from the job site and the areas left clean and neat.
- 4.18 All required acceptance testing shall be performed as required by ANSI A17.1, Safety Code for Elevators and Escalators and governing regulations. The assigned PA Department of Labor and Industry elevator inspector shall be contacted to witness the required tests if applicable. Upon receipt of the approved PA Department of Labor and Industry certificate of operation for Elevator No. 24, the certificate shall be displayed on one of the sides of the new elevator controller

cabinet/enclosure. The controller shall be properly tagged, labeled or designated for use with Elevator No. 24.

## **5. SUBMITTALS**

The awarded bidder/contractor shall submit catalog cuts, specification sheets, drawings, wiring diagrams, quantities list etc. to the Division of Facilities and Property Management for the new elevator equipment and components such as motors, traction machines, controllers, hoist ropes, elevator doors, hoistway doors, sensors, call stations, lanterns, signage, conduit, wiring, disconnect switches, smoke detectors etc. installed under this project. A plan layout drawing shall be submitted depicting the location of the new equipment such as the elevator traction/hoist motor assembly, elevator controller, elevator fused disconnect switch, elevator car fused disconnect switch and all associated items in the elevator machine room/penthouse.

A copy of the completed and signed "Application for Alteration Permit: Lifting Devices" shall be submitted to the Division of Facilities and Property Management upon award of the contract (Refer to Attachment 3). The Contractor shall be responsible for submitting the application to the PA Department of Labor & Industry, Elevator Division, for elevator alteration permit approval.

The Department reserves the right to require additional approvals if necessary. No material shall be incorporated into the work or delivered to the site until the Contractor has obtained prior approval from the Division of Facilities and Property Management. The items requested to be submitted to the Division shall be mailed to the address listed in Section 9, Clarification, of these specifications.

## **6. EXPLANATION OF BASE BIDS**

The Contractor shall quote a lump sum price for the base bid described below:

- 6.1 Base Bid No. 1 shall include all the work described herein and on the project drawings for Elevator No. 24.

## **7. VISIT TO SITE**

The prospective bidder shall visit the site and carefully note all existing conditions and visually inspect and obtain all necessary documentation on the existing elevator equipment. The elevator machine room/penthouse, elevator shaft, elevator car and elevator landings/vestibules shall be inspected for adequate placement and clearance requirements for the new equipment being installed under this project.

Any additions or items noted in the site visit that are not clearly defined in the specifications and on the project drawings shall be called to the attention of the Division of Facilities and Property Management. All visits shall be made only after contacting the Facility Maintenance Manager (FMM), Mr. Dennis Fleagle, at (717) 749-4044.

No claims shall be entertained from the Installer due to variations between the contract documents and in the project requirements, when such conditions should have been evident by visiting the job site.

## 8. PROJECT DRAWINGS

The two (2) attached 8 1/2" x 11" project drawings for this project are part and parcel of these specifications. One of the drawings (Attachment 1) includes the facility site plan and the other (Attachment 2) depicts typical wiring diagrams. The drawings are for general guidance only. The Contractor shall visit the site, measure exact dimensions, determine exact quantities, develop the scope of work required and assess the site problems. No claim shall be entertained for any variations or details not shown on the drawing.

## 9. CLARIFICATION

All shop submittals and requests for project/design clarification regarding the specifications and drawings shall be directed to:

Department of Public Welfare  
Division of Facilities and Property Management  
1401 North 7<sup>th</sup> Street  
Harrisburg, PA 17105  
Attention: Mr. John M. Dubaich, P.E.  
Telephone: (717) 772-2087 Fax: (717) 772-2091  
E-mail: [jdubaich@state.pa.us](mailto:jdubaich@state.pa.us)

Any request for project clarification of contract language, general terms and conditions or the bidding process shall be directed to:

Department of Public Welfare  
Division of Facilities and Property Management  
1401 North 7<sup>th</sup> Street  
Harrisburg, PA 17105  
Attention: Mr. Greg Kratzer  
Telephone: (717) 425-5454 Fax: (717) 772-2091  
E-mail: [grkratzer@state.pa.us](mailto:grkratzer@state.pa.us)

Any inquiries concerning project payments or contractual financial requirements shall be directed to:

South Mountain Restoration Center  
10058 South Mountain Road  
South Mountain, PA 17261  
Attention: Mr. John Eyer, Financial Manager  
Telephone: (717) 749-4012  
E-mail: [joeyer@state.pa.us](mailto:joeyer@state.pa.us)

All shop submittals and any request for project site information or scheduling of visits shall be directed to:

South Mountain Restoration Center  
10058 South Mountain Road  
South Mountain, PA 17261  
Attention: Mr. Dennis Fleagle, Facility Maintenance Manager  
Telephone: (717) 749-4044  
E-mail: [dfleagle@state.pa.us](mailto:dfleagle@state.pa.us)

Any inquiries concerning the existing fire alarm system in Building No. 1 shall be directed to:

Berkshire Systems Group, Inc.  
50 South Museum Road  
Reading, PA 19607  
Attention: Mr. Mike Cirulli  
Phone: (610) 775-1200  
E-mail: [mcirulli@berkshiresgi.com](mailto:mcirulli@berkshiresgi.com)

All inquiries to the Department of Labor and Industry regarding approvals, alteration permits, certificates, Commonwealth of Pennsylvania inspections etc. shall be directed to:

Pennsylvania Department of Labor and Industry  
Bureau of Occupational and Industrial Safety  
Elevator Section  
1612 Labor and Industry Building  
Harrisburg, PA 17120  
Attention: Mr. Michael Mellon, Elevator Inspection Director  
Phone: (717) 783-1065  
E-mail: [mmellon@state.pa.us](mailto:mmellon@state.pa.us)

## **10. SECURITY REQUIREMENTS**

10.1 Stipulations: The contractor shall make himself familiar with all security requirements of the South Mountain Restoration Center, licensed as a Skilled Nursing Facility. Some requirements to be aware of are as follows:

- A. The contractor is required to provide the Facility with a list of names of all employees working on the project for review by the Facility's security personnel.
- B. In accordance with the Department of Public Welfare (DPW) contracts and the DPW Standard Contract Terms and Conditions, the contractor shall provide documentation of criminal history background checks for employees of your business entity.

- C. All construction operations within the Facility must be coordinated with the Facility Maintenance Manager.
  - D. Parking: Construction vehicles, as well as employees' vehicles, will be parked in an area designated by the Facility and locked at all times. If any vehicles are to be left overnight, the license number or numbers of the vehicles shall be reported to the Facility's main office on a daily basis.
- 10.2 Tools: Tools shall be kept in a secure (locked) area when not in use and inventoried on a daily basis to insure proper accountability. While being used, they shall be kept in view or on person. Broken or non-usable tools are to be disposed of away from the Facility property. Any missing tools are to be reported promptly to the Facility Maintenance Manager.
- 10.3 Fraternization: There shall be no fraternization or private relationships of contractor's employees with any Facility clients. This includes, but is not limited to, trading, bartering, receiving gifts or money favors from the client or the clients' friends, relatives or representatives.
- 10.4 Alcohol and Controlled Substances: Alcoholic beverages and controlled substances shall not be carried, stored or consumed on the Facility property nor left in any vehicle.
- 10.5 Gambling: Gambling or wagering of any type is not permitted on the Facility property.
- 10.6 Weapons:
- A. Offense Defined: It shall be unlawful for any person to have in his possession or under his control any weapon on the grounds of the Facility or provide a facility client, thereof, with any weapon, tool, implement or other items.
  - B. Definitions:
    - 1. As used in this section, the word "unlawfully" means surreptitiously or contrary to law, regulation or order of the Facility authority.
    - 2. As used in this section, the word "weapon" means any implement readily capable of lethal use and shall include any firearm, knife, dagger, razor, other cutting or stabbing implement or club, including any item which has been modified or adapted so that it can be used as a firearm, knife, dagger, razor or other cutting or stabbing implement or club. The word "firearm" includes any unloaded firearm and the unassembled components of a firearm.

## 10.7 CONTRABAND

A. Providing contraband to Facility clients is prohibited.

1. Any person entering this Facility is subject to a search of their person at any time. While the person may refuse, his action may be cause for denial of further entrance.

## 11. DATES OF COMPLETION

No work shall commence until the Contractor receives a fully executed contract. All work under this entire contract shall be completed within **150** calendar days from the effective date of the contract.

Requests for extension of time shall be submitted in writing to the Division of Facilities and Property Management. Such requests shall explain the reason for delays, the steps taken to overcome them and the date on which the project will be completed.

## 12. PRE-CONSTRUCTION MEETING

The awarded Contractor shall schedule and attend a pre-construction meeting with the Facility Maintenance Manager (FMM) to discuss parking, security requirements, storage area for tools and equipment, safety issues, fraternization etc., before the project commences on site.

## 13. WORKING HOURS

All work under this project shall be performed during normal facility working hours between the hours of 7:00 a.m. and 4:00 p.m. Work to be performed before or after normal working hours shall be approved by the Facility Maintenance Manager (FMM).

## 14. PARTIAL PAYMENTS

The Contractor may request partial payments for certain milestones during this project in accordance with the Department's "General Conditions for Construction Projects". The delivery of major elevator components, such as the elevator hoist motor, V.V.V.F. controller, elevator car operating panel, elevator car doors, hoistway doors, car door motor operator etc., shall be considered the first milestone, followed by 50% completion of total work as the second milestone and job completion as the third milestone/final payment.

**END OF SPECIFICATIONS**  
**See Attachments**

**PROOF OF VISIT**

Department of Public Welfare (DPW)  
Division of Facilities and Property Management

DPW Project No. W-0557-0905  
Food Service Elevator Renovation  
Samuel G. Dixon Building (Bldg. #1)  
South Mountain Restoration Center

Vendor's Name: Eastern Elevator Service & Sales Co.

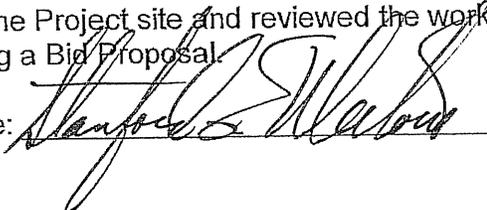
Address: 518 Verla Drive

P.O. Box 158, Windber, PA 15963

Phone: 814-467-8350 Fax: \_\_\_\_\_

Contact Person: Bradley Westover E-mail: \_\_\_\_\_

I visited the Project site and reviewed the work to be completed prior to submitting a Bid Proposal.

Signature:  Date: 4-13-11

ESCORTED BY:

Signature of Facility Representative: 

Title: Facility Maintenance Manager

Date Escorted: 4/13/11

SPECIAL NOTE TO BIDDER:

One signed copy of this Proof of Visit form must be returned with your Bid.  
You may keep one copy for your records.

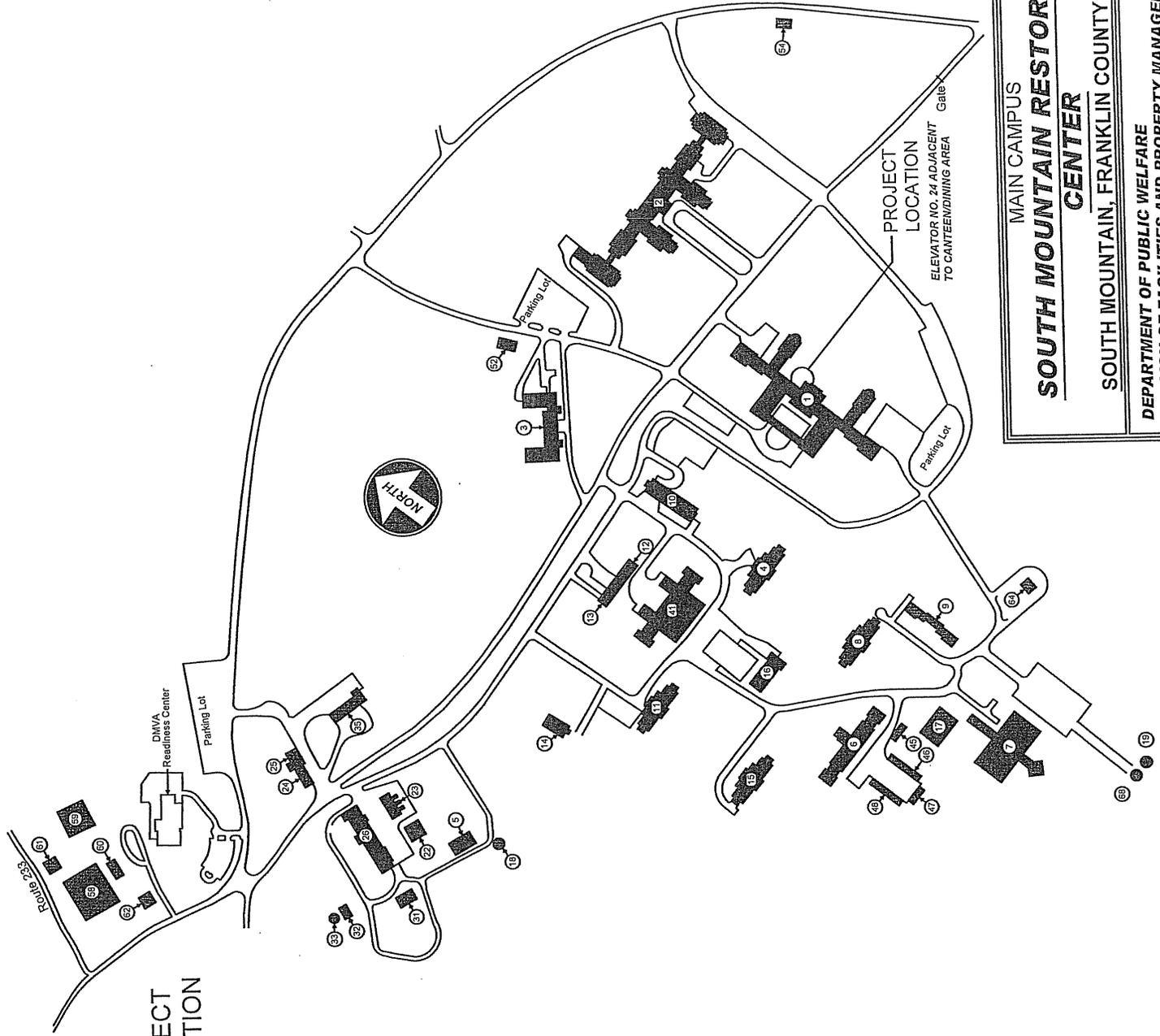
# **ATTACHMENT 1**

## **FACILITY SITE PLAN**

# LEGEND

Bldg. No.	Building Name
1.	Samuel G. Dixon
2.	Edgewood
3.	Pineview-Abraxas CAYC
4.	Unit 4
5.	Water Filtration Plant
6.	Nurses' Home-Abraxas LDP
7.	Secure Juvenile Treatment Center
8.	Unit 8
9.	Doctors' Row
10.	Human Services Building
11.	Unit 11
12.	Mechanical Storeroom
13.	Carpenter Shop
14.	Chapel
15.	Mountain View
16.	Paint, Plumbing, & Electrical Shops
17.	S.T.U. Gymnasium
18.	Water Storage Tank
19.	Water Storage Tank
22.	Fuel Oil Storage Tank
23.	Central Heating Plant
24.	Storage Building #1
25.	Storage Building #2
26.	Laundry
31.	Shed South of Laundry
32.	Upper Pumping Station
33.	Water Cistern
35.	Mechanical Garage
41.	Main Dining Building/Storeroom
45.	#1 Garage - Nurses' Home
46.	#2 Garage - Nurses' Home
47.	#3 Garage - Nurses' Home
48.	#4 Garage - Nurses' Home
52.	Security Station
54.	U.S. Post Office
58.	Sewage Treatment Plant
59.	Sludge Drying Beds
60.	Steel Storage Shed
61.	Valve House
62.	Bar Screen
64.	Storage Shed
68.	Water Storage Tank - Snowy Mtn

PROJECT LOCATION



MAIN CAMPUS  
**SOUTH MOUNTAIN RESTORATION CENTER**

SOUTH MOUNTAIN, FRANKLIN COUNTY, PENNA.

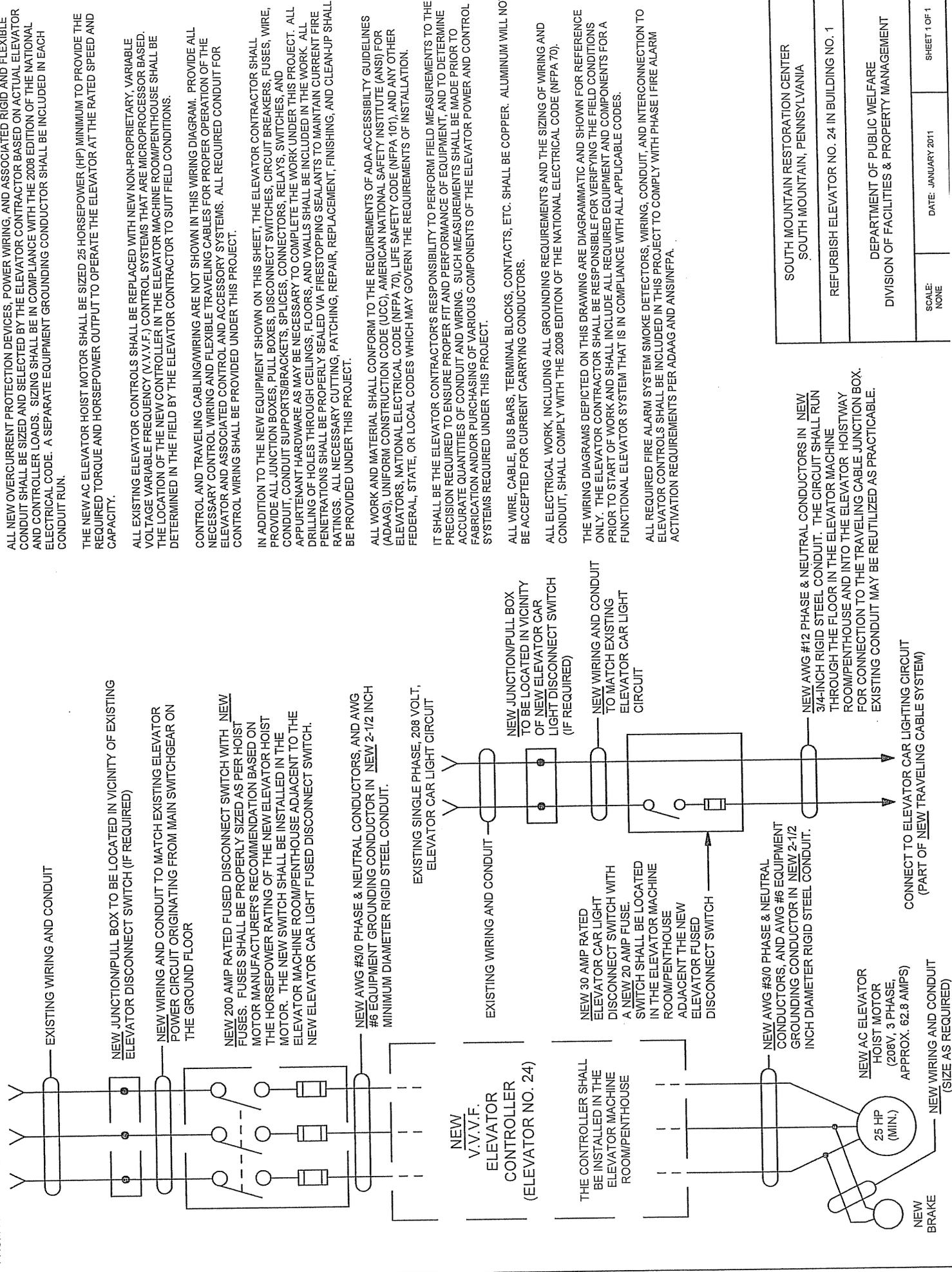
DEPARTMENT OF PUBLIC WELFARE  
 DIVISION OF FACILITIES AND PROPERTY MANAGEMENT

PROJECT LOCATION  
 ELEVATOR NO. 24 ADJACENT TO CANTEEN/DINING AREA Gate

# **ATTACHMENT 2**

## **WIRING DIAGRAM**

3-PHASE, 208 VOLT, 150 AMP ELEVATOR CIRCUIT FROM MAIN SWITCHGEAR ON GROUND FLOOR



**NOTES:**

ALL NEW OVERCURRENT PROTECTION DEVICES, POWER WIRING, AND ASSOCIATED RIGID AND FLEXIBLE CONDUIT SHALL BE SIZED AND SELECTED BY THE ELEVATOR CONTRACTOR BASED ON ACTUAL ELEVATOR AND CONTROLLER LOADS. SIZING SHALL BE IN COMPLIANCE WITH THE 2008 EDITION OF THE NATIONAL ELECTRICAL CODE. A SEPARATE EQUIPMENT GROUNDING CONDUCTOR SHALL BE INCLUDED IN EACH CONDUIT RUN.

THE NEW AC ELEVATOR HOIST MOTOR SHALL BE SIZED 25 HORSEPOWER (HP) MINIMUM TO PROVIDE THE REQUIRED TORQUE AND HORSEPOWER OUTPUT TO OPERATE THE ELEVATOR AT THE RATED SPEED AND CAPACITY.

ALL EXISTING ELEVATOR CONTROLS SHALL BE REPLACED WITH NEW NON-PROPRIETARY, VARIABLE VOLTAGE VARIABLE FREQUENCY (V.V.F.) CONTROL SYSTEMS THAT ARE MICROPROCESSOR BASED. THE LOCATION OF THE NEW CONTROLLER IN THE ELEVATOR MACHINE ROOM/PENTHOUSE SHALL BE DETERMINED IN THE FIELD BY THE ELEVATOR CONTRACTOR TO SUIT FIELD CONDITIONS.

CONTROL AND TRAVELING CABLING/WIRING ARE NOT SHOWN IN THIS WIRING DIAGRAM. PROVIDE ALL NECESSARY CONTROL WIRING AND FLEXIBLE TRAVELING CABLES FOR PROPER OPERATION OF THE ELEVATOR AND ASSOCIATED CONTROL AND ACCESSORY SYSTEMS. ALL REQUIRED CONDUIT FOR CONTROL WIRING SHALL BE PROVIDED UNDER THIS PROJECT.

IN ADDITION TO THE NEW EQUIPMENT SHOWN ON THIS SHEET, THE ELEVATOR CONTRACTOR SHALL PROVIDE ALL JUNCTION BOXES, PULL BOXES, DISCONNECT SWITCHES, CIRCUIT BREAKERS, FUSES, WIRE, CONDUIT, CONDUIT SUPPORTS/BRACKETS, SPLICES, CONNECTORS, RELAYS, SWITCHES, AND APPURTENANT HARDWARE AS MAY BE NECESSARY TO COMPLETE THE WORK UNDER THIS PROJECT. ALL DRILLING OF HOLES THROUGH CEILINGS, FLOORS, AND WALLS SHALL BE INCLUDED IN THE WORK. ALL PENETRATIONS SHALL BE PROPERLY SEALED VIA FIRESTOPPING SEALANTS TO MAINTAIN CURRENT FIRE RATINGS. ALL NECESSARY CUTTING, PATCHING, REPAIR, REPLACEMENT, FINISHING, AND CLEAN-UP SHALL BE PROVIDED UNDER THIS PROJECT.

ALL WORK AND MATERIAL SHALL CONFORM TO THE REQUIREMENTS OF ADA ACCESSIBILITY GUIDELINES (ADAAG), UNIFORM CONSTRUCTION CODE (UCC), AMERICAN NATIONAL SAFETY INSTITUTE (ANSI) FOR ELEVATORS, NATIONAL ELECTRICAL CODE (NECA 70), LIFE SAFETY CODE (NFPA 101), AND ANY OTHER FEDERAL, STATE, OR LOCAL CODES WHICH MAY GOVERN THE REQUIREMENTS OF INSTALLATION.

IT SHALL BE THE ELEVATOR CONTRACTOR'S RESPONSIBILITY TO PERFORM FIELD MEASUREMENTS TO THE PRECISION REQUIRED TO ENSURE PROPER FIT AND PERFORMANCE OF EQUIPMENT, AND TO DETERMINE ACCURATE QUANTITIES OF CONDUIT AND WIRING. SUCH MEASUREMENTS SHALL BE MADE PRIOR TO FABRICATION AND/OR PURCHASING OF VARIOUS COMPONENTS OF THE ELEVATOR POWER AND CONTROL SYSTEMS REQUIRED UNDER THIS PROJECT.

ALL WIRE, CABLE, BUS BARS, TERMINAL BLOCKS, CONTACTS, ETC. SHALL BE COPPER. ALUMINUM WILL NOT BE ACCEPTED FOR CURRENT CARRYING CONDUCTORS.

ALL ELECTRICAL WORK, INCLUDING ALL GROUNDING REQUIREMENTS AND THE SIZING OF WIRING AND CONDUIT, SHALL COMPLY WITH THE 2008 EDITION OF THE NATIONAL ELECTRICAL CODE (NECA 70).

THE WIRING DIAGRAMS DEPICTED ON THIS DRAWING ARE DIAGRAMMATIC AND SHOWN FOR REFERENCE ONLY. THE ELEVATOR CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE FIELD CONDITIONS PRIOR TO START OF WORK AND SHALL INCLUDE ALL REQUIRED EQUIPMENT AND COMPONENTS FOR A FUNCTIONAL ELEVATOR SYSTEM THAT IS IN COMPLIANCE WITH ALL APPLICABLE CODES.

ALL REQUIRED FIRE ALARM SYSTEM SMOKE DETECTORS, WIRING, CONDUIT, AND INTERCONNECTION TO ELEVATOR CONTROLS SHALL BE INCLUDED IN THIS PROJECT TO COMPLY WITH PHASE I FIRE ALARM ACTIVATION REQUIREMENTS PER ADAAG AND ANSINFP.

SOUTH MOUNTAIN RESTORATION CENTER SOUTH MOUNTAIN, PENNSYLVANIA	
REFURBISH ELEVATOR NO. 24 IN BUILDING NO. 1	
DIVISION OF FACILITIES & PROPERTY MANAGEMENT	
SCALE: NONE	DATE: JANUARY 2011
SHEET 1 OF 1	

## **ATTACHMENT 3**

**APPLICATION FOR ALTERATION PERMIT: LIFTING DEVICES**





File #: \_\_\_\_\_  
 Permit #s: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ELPA**

**Part L:  
 Building  
 Approval**

If a building plan review and approval was required to complete any of the work listed on this application, lifting device approval cannot be granted unless the following information is supplied (regarding building approval) and certified by a licensed design professional (architect or engineer).

Building Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**If approval granted by Department of Labor & Industry :**

Drawing Index/UCC Permit Number: \_\_\_\_\_  
 File Number: \_\_\_\_\_  
 Date of Approval: \_\_\_\_\_  
 Code Approved Under: \_\_\_\_\_

**If approval granted by a municipality (or a third party agency on behalf of municipality):**

Name of Municipality: \_\_\_\_\_  
 Type (check one):  Borough  City  Township  
 Permit Number: \_\_\_\_\_  
 Date of Approval: \_\_\_\_\_  
 Code Approved under: \_\_\_\_\_  
 Name of Building Code Official: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I hereby certify that the building named above in which this lifting equipment will be located is designed to meet all fire safety, structural and other building code requirements applicable to the lifting devices to be installed in this building.

Name of design professional: \_\_\_\_\_  
 Signature of design professional: \_\_\_\_\_

Seal of design professional:

**Applicant  
 Signature**

By signing this document, I certify that the proposed work will comply with the Pennsylvania Construction Code Law (1999, November 10, P.L. 491, No. 45), its regulations and all applicable standards.

Name (printed): \_\_\_\_\_  
 Name (signed): \_\_\_\_\_  
 Date: \_\_\_\_\_

FOR  
 L&I USE  
 ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicable standards: \_\_\_\_\_

**Instructions For Completing Form UCC-22 (REV 10-05)**  
**APPLICATION FOR ALTERATION PERMIT: LIFTING DEVICES**

**PAGE 1:**

**Part A:**

Building Code and Responsible Party Numbers: Department Certificates of Operation list two numbers, one is the "Responsible Party" (which tells us who the building owner is) and the other is the "Building Code" (which will tell us the street location of the building). We want both numbers. In most cases, these numbers are identical.

State Equipment Number: This is the number assigned to this particular lift. It should appear on the certificate. Also, if there are multiple lifts, the equipment number should be painted on each piece of equipment in the machine room. In buildings with multiple lifts, be leery about relying strictly on information from the certificate that is in the car. In many cases, elevator cars do not have the correct certificate of operation posted in them!

**Part B:**

Building owner's name and contact information. This must be filled out completely.

**Part C:**

The location and name of the building where the lift is installed should include not only the mailing address, but also the name of the political subdivision (Borough, City or Township) and the county. Completed in entirety.

Use and occupancy: we need to know what the building code use is for this building, for example, residential-motel.

Indicate if there is a basement.

Stories: include the basement as a story.

**Part D:**

Select the type of lift. If you do not see the specific type of lift listed, you must check "Other" and write in the type of lift as defined in the ASME codes. Examples: Other: *Special Purpose Personnel Elevator*, Other: *Rack and Pinion*, etc.

If you select a Freight Lift or a Combination Passenger/Freight, you must also select the class of loading, A, B or C. If you check C, you must also circle 1 or 2 or 3.

**Part E:**

Select the type of drive. If you do not see the specific type of drive listed, you must check "Other" and write in the type of drive as defined in the ASME codes. Example: Other: *Rack and Pinion*

**Part F:**

**If you are changing any of the information in this section, include the changes under the "New" heading. If no change has been made to the original information, please write "NA" next to the item (under the "New" heading).**

1. Capacity, per the definition in the ASME §1.3, is the weight that the lift is designed to handle. Net Inside Platform Area is the useable square footage inside the car. This is the dimension that is used to calculate the allowable capacity of the lift. Measure this according to ASME § 2.16.
2. Car Speed Up and Down must be listed. This is to be calculated per the definitions "rated speed" and "operating speed in the down direction" in ASME §1.3.
3. Travel, per the definition in ASME §1.3, is the vertical distance traveled between bottom and top terminal landings. No. of Stops (Landings) is the number of floors at which the lift stops.
4. No. of Openings is the number of openings front and rear per the definition in ASME §1.3. For example: 7 front and 3 rear Platform size: List the outside dimensions of the platform. See "Car Platform" in the ASME definitions.
5. Gross weight is the total weight of the car, including the sling, platform, safeties and all auxiliary equipment attached to the car.
6. Floor Designations: list the floors as they will be identified in the building. For example: LL-G-1 thru 5, or SB-B-G-1 thru 6.

**PAGE 2:**

**Part G:**

1. **Top Car Clearance for Electric Elevators:** The shortest vertical distance between the top of the car crosshead, or the distance which any sheave or any other equipment mounted in or on the crosshead projects above the top of the car crosshead, whichever is greater, or, between the top of the car where no crosshead is provided and the nearest part of the overhead structure of any other obstruction, when the car floor is level with the top terminal landing. When determining top car clearance, you must use the formulas referred to in §§2.4.6, 2.4.7, 2.4.8, & 2.4.10.

**Top Car Clearance for Hydraulic Elevators:** The shortest vertical distance within the hoistway between the crosshead or any other object on the car top that is higher than the crosshead and the top of the hoistway or the horizontal plane of the lowest obstruction at the top of the hoistway (i.e., the hoist beam). This measurement must be taken when the car is at its maximum upward movement (on the stop ring). Refer to §§3.4.4 through 3.4.8.

**Top CWT (Counterweight) Clearance:** The shortest vertical distance between any part of the counterweight structure and the nearest part of the overhead structure or any other obstruction in the overhead.

- For *Electric Elevators*: When determining top counterweight clearance, refer to §2.4.9.
- For *Hydraulic Elevators*: When determining top counterweight clearance, refer to §3.4.6.

**Bottom Car Clearance:** The clear vertical distance from the pit floor to the lowest structural or mechanical part, equipment, or device installed beneath the car platform, except guide shoes or rollers, safety jaw assemblies, and platform or guards, when the car rests on its fully compressed buffers.

- For *Electric Elevators*: When determining bottom car clearance and refuge space, refer to §2.4.1.
- For *Hydraulic Elevators*: When determining bottom car clearance and refuge space, refer to §3.4.1.

2. **Top Car Refuge for Electric Elevators:** An unobstructed horizontal area of not less than 5.4 sq. ft. must be provided on top of the car enclosure for refuge. It shall not be less than 24 inches on any side. The minimum vertical distance between the top of the car enclosure and the overhead structure or other obstruction at the top of the hoistway must be at least 43 inches, when the car has reached its maximum upward movement. See §2.4.12.

**Top Car Refuge for Hydraulic Elevators:** An unobstructed horizontal area of not less than 5.49 sq. ft. must be provided on top of the car enclosure for refuge. It shall not be less than 24 inches on any side. The minimum vertical distance between the top of the car enclosure and the horizontal plane described by the lowest point in the overhead structure must be at least 43 inches, when the car has reached its maximum upward movement. See §3.4.7.

**Bottom Refuge Space for Electric Elevators:** The area a person can go to for safety in the event of an emergency. This space must meet the minimum area spelled out in §2.4.1. It is important to also follow §2.4.1.6 regarding striping any area that does not meet the minimum requirements for refuge spaces.

**Bottom Refuge Space for Hydraulic Elevators:** The area a person can go to for safety in the event of an emergency. This space must meet the minimum area spelled out in §3.4.1.3. It is important to also follow §3.4.1.6 regarding striping any area that does not meet the minimum requirements for refuge spaces.

3. **Bottom Car Runby:** There is a minimum and maximum distance permitted. It is the distance between the car buffer striker plate and the striking surface of the car buffer, when the car floor is level with the bottom terminal landing. This is the distance spelled out for Electric Elevators in §§ 2.4.2 thru 2.4.4 and for Hydraulic Elevators in §§3.4.2 and 3.4.3.

**Top Car Runby for Hydraulic Elevators:** The distance the elevator car can run above its top terminal landing before the plunger strikes its mechanical stop. Refer to §§3.4.2 and 3.4.3.

4. **Bottom Counterweight Runby:** The distance between the counterweight buffer striker plate and the striking surface of the counterweight buffer when the car floor is level with the top terminal landing.

- Bottom Counterweight Runby for Electric Elevators: Refer to §§2.4.2 and 2.4.4.
- Bottom Counterweight Runby for Hydraulic Elevators: Refer to §3.4.6.

5. State the number of cables, chains, or other means of suspension. **Only steel wire rope is permitted for elevator cars. Other types of lifts (such as Vertical Reciprocating Conveyors) may use other means of suspension. If an elevator is to use anything other than steel wire ropes a variance must be obtained.**

The Factor of Safety must be provided for an individual rope, chain or other type of suspension means.

6. Interlocks are required unless specifically exempt by the code. If a "Labeled" interlock is not used, you must explain why. For example, you might state: "§12.3.1 permits combination mechanical locks and electrical contacts on a specific type of freight elevators at specific landings."

Note: VRCs require interlocks – see Advisory on VRCs.

7. If the work you are doing affects either the structural or fire resistive properties of the building, you must have a building plan approval before the work is done. One way to check if a building approval is needed is to follow the code references. If any of them make the statement "you must comply with the building code," you should assume that an approval from a Building Code Official is necessary. If a building plan approval is required and you do don't complete section L, your permit application will be returned.
8. If the answer to the preceding question is "Yes," we need to know if the building plan approval included the work on the lifting device(s) associated with this alteration permit. In many cases, there is substantial alteration/renovation work being done to a building. This usually involves much more than the work associated with the elevator alteration. We want to make sure the elevator renovations that involve the structure were also included in the building approval.
9. If the answer to either of the two preceding questions is "Yes," you must provide the building approval information requested in Section L.
10. Indicate the amount of voltage supplied to the disconnect and the controller. Verify that the electric service is three-phase.

#### **Part H:**

Follow the instructions on the application. You must provide a complete description of the scope of the work and you must cite the correct §8.6.3 or §8.7 references.

Controller changes have presented a particular problem. When doing a controller change, please report it in the following manner: In addition to listing the general section for a controller change (Electric Elevators: §8.7.27.4 and Hydraulic Elevators: §8.7.3.31.5), the application must state if there is a change in motion (Electric Elevators: §8.7.27.5 and Hydraulic Elevators: § 8.7.3.31.6) or a change in operation (Electric Elevators: §8.7.27.5 and Hydraulic Elevators: §8.7.3.31.6).

Check the definitions for clarification on what constitutes motion and operation changes. Per those definitions, list the type of controller being removed and the type being installed. You must use the terms as they are defined in the ASME A17.1 2000 –2002 Addenda.

Section 8.6.3.7 gives examples of devices that are required to be Listed/Certified. We want to know which devices you are replacing, so we can check to verify that they are properly labeled.

#### **Parts I and J:**

Provide complete contact information for the general contractor and the elevator company responsible for the installation of the lift.

#### **Part K:**

The name and contact information provided here should be for the person who can provide additional information. Also, your permit submission will be returned (either approved or for corrections and additional information) to this address.

#### **PAGE 3:**

#### **Part L:**

Provide the building name and street address.

The drawing number requested is from the elevator plan and the architectural/engineering plans. This number must match the elevator drawings being submitted to the Elevator Division for review. Having the design professional reference this number will verify that the design professional did in fact design the building around the design and specifications on the elevator plans. This will eliminate potential conflicts at the time of the final inspection. See advisories regarding this subject.

You must provide information regarding plan approval for the building in which the lifting device(s) will be installed.

If the building plan was approved by the Department of Labor & Industry (under either the Fire and Panic regulations or the Uniform Construction Code), include all the information requested in the appropriate sections.

If a local government has jurisdiction for the building, include all of the municipality approval information. It is important that we receive the name and phone number of the Building Code Official, in the event that we have any questions regarding the building approval. Since many municipalities are using third-party agencies (as opposed to their own employees) to enforce the UCC, having this information will facilitate contacting the appropriate person and our approval of your application. Provide this information in the appropriate section.

*Note:* Do not confuse the City of Philadelphia's Department of Licenses and Inspections (L&I) with the Pennsylvania Department of Labor & Industry. If the City of Philadelphia approved the building, this should be listed in the municipality approval section.

**Applicant Signature Box:**

The name of the person filling out and submitting the application (not the design professional) should be printed here, and the same person should sign and date the form. Note that, on page 2, a different individual can be designated to receive a copy of the approved application.

# PA Labor & Industry Internet

## Building Codes - Elevators

### Plan Review and Inspection Requirements

- A. Projects Within the Department's Jurisdiction
- B. Construction Standards Utilized
- C. The Permit Approval Process
- D. Permits for Construction of Lifting Devices
- E. Permits for the Construction of Wheelchair and Stairchair Lifts
- F. Permits for Major Repairs and Alterations of Lifting Devices
- G. Permits for the Construction of Escalators and Moving Walks
- H. Plan Revisions
- I. Return of Plans
- J. Inspections
- K. Additional Information

#### A. PROJECTS WITHIN THE DEPARTMENT'S JURISDICTION

Under Pennsylvania's Uniform Construction Code, the Department of Labor and Industry has sole jurisdiction to approve the construction and use of all elevators and other lifting devices (as specified in Section 405.2 of the UCC regulation), no matter where they are located in Pennsylvania.

#### B. CONSTRUCTION STANDARDS UTILIZED

Elevators and other lifting devices must be installed to meet the requirements in the UCC regulation. To review the UCC regulations pertaining to elevators and lifting devices, [click here](#).

In addition to these regulations, construction and alteration of lifting devices must comply with the technical standards outlined below.

Note that any other requirements referenced within these standards are adopted (unless specifically excluded -- see below).

1. The following parts of the ASME A17.1- 2000 standard (including the A17.1a-2002 addenda):

Part 1 (General)	Part 2 (Electrical Elevators)	Part 3 (Hydraulic Elevators)
Part 4 (Elevators with other types of driving machines)	Part 5 (Special application elevators)	Part 6 (Escalators and moving walks)
Part 7 (Dumbwaiters and material lifts)	Part 8 (General Requirements)	Part 9 (Standard codes and specifications)

2. The ASME B20.1-2000 standard for vertical and inclined reciprocating conveyors without automatic transfer devices.
3. The ASME A90.1-1997 standard (including the A90.1a-1999 and A90.1b-2001 addenda) for belt man-lifts.
4. The ANSI B77.1-1999 standard for passenger ropeways, aerial tramways, aerial lifts, surface lifts, tows and conveyors.

5. The ASME A18.1-1999 standard (including the A.18.1a-2001 addenda) for vertical and inclined wheelchair lifts and stairway lifts. Note: Testing required under sections 10.3.2 and 10.3.3 of this standard shall comply with § 405.8 (relating to periodic test results) of the UCC regulation.
6. Electric wiring and apparatus shall comply with the ICC Electrical Code 2003.

**SECTIONS OF ASME STANDARDS NOT ADOPTED FOR USE:**

1. The following sections the ASME A17.1- 2000 standard (including the A17.1b-2002 addenda) are not adopted:

§ 5.3	§ 7.7	§ 7.11	§ 8.6.7.9	§ 8.7.5.8	§ 8.10.5.5	§ 8.11.5.8
§ 5.4	§ 7.8	§ 8.6.7.3	§ 8.6.9.2	§ 8.7.5.9	§ 8.10.5.8	
§ 5.8	§ 7.9	§ 8.6.7.4	§ 8.7.5.3	§ 8.7.7.3	§ 8.11.5.2	
§ 5.9	§ 7.10	§ 8.6.7.8	§ 8.7.5.4	§ 8.10.5.2	§ 8.11.5.5	

2. The following sections of the ASME B20.1-2000 standard are not adopted:

§ 3	§ 6.2	§ 6.5	§ 6.9	§ 6.12	§ 6.15	§ 6.18
§ 5.14	§ 6.3	§ 6.7	§ 6.10	§ 6.13	§ 6.16	§ 6.19
§ 6.1	§ 6.4	§ 6.8	§ 6.11	§ 6.14	§ 6.17	§ 6.20

3. The following parts of the ASME A18.1-1999 standard (including the A18.1a-2001 addenda) are not adopted:

Part V	Private residence vertical platform lifts
Part VI	Private residence inclined platform lifts
Part VII	Private stairway inclined chairlifts

Note that when a code requirement or standard cited above conflicts with the UCC regulation (Chapter 403), the regulation takes precedence.

**C. THE PERMIT APPROVAL PROCESS**

An application package (see sections below for what constitutes a complete application package) for construction, alteration, replacement or repair of an elevator or lifting device must be mailed to the Department. Application materials are first processed for receipt of proper payment in our mailroom on the 16th Floor of the Labor and Industry Building. The package is then delivered to the Elevator Section, where staff perform a preliminary review to ensure that all required information has been included.

Application packages that are deficient will be mailed back to the applicant. If the deficiencies are minor, the project may be stored in a temporary holding area, so that staff can attempt to communicate with the applicant about items needed to complete the application package. If contact cannot be made or the requested information is not received within the time period specified by the plan examiner (not to exceed **fourteen (14) calendar days**), the plans and permit package will be returned to the customer.

All complete applications will be put in the research area to begin the approval process. Once the research is complete, the package will be given to the plan examiner in the order of the dates received. The plan examiner will grant or deny a permit, in whole or part, within 30 business days of the filing date of a complete application.

After reviewing the permit application and drawings for compliance, one of the following will occur:

1. If the plans and application comply with the UCC, one set of approved plans will be mailed to the applicant, along with a copy of the approved application and information pertaining to inspections. A second set of approved plans and the

approved application will be sent to the State Inspector who will be responsible for making the acceptance inspection.

2. If either the plans or the application fail to comply to a significant degree, the project will be disapproved, and the application package will be mailed back to the applicant. The Department will include a list of deficiencies. (Note: this may be incomplete, if the information presented was insufficient to make decisions about code compliance.)

It is the customer's responsibility to have the permit application and drawings corrected and resubmitted for a compliance review. If there are any questions about the required changes or our code interpretations, call 717-787-3806 Option 2 and ask to speak to the elevator plan examiner or the administrative assistant. He/she will discuss these issues and evaluate any options you may propose.

Applicants should return three sets of revised drawings, highlighting and dating all changes. If the applicant disputes any of the deficiencies cited, the resubmission should include written statements that explain the basis for the applicant's dispute. No additional fees will be charged for review of these resubmitted plans.

Should rejected plans not be resubmitted, it is the customer's responsibility to request, in writing, a refund of fees paid. When requested, the Department will refund the base inspection fee. No refunds will be made of fees paid for Department permit application/plan reviews.

#### D. PERMITS FOR CONSTRUCTION OF LIFTING DEVICES

The construction of all passenger, freight, dumbwaiter and LULA elevators shall comply with the ASME A17.1-2000 standard (including the A17.1a-2002 addenda). Construction shall not commence until the Department has issued a permit for this work.

To obtain a permit, all of the following must be submitted:

1. **Four (4) copies of the UCC-21 (APPLICATION FOR CONSTRUCTION PERMIT: LIFTING DEVICES).**

The Department has prepared [directions for filling out this form](#).

2. **Three (3) copies of required plans and supporting documentation.**
3. **Payment via check or money order (made payable to the Commonwealth of Pennsylvania) of the fees applicable to the proposed construction. [Click here to obtain a copy of the fee schedule](#) applicable to elevators and other lifting devices.**
4. **Whenever a building plan approval is also required, Part L on the UCC-21 form must be completed. [Click here to access an advisory on this subject](#).**

Mail the application package to:

Elevator Section  
Department of Labor and Industry  
651 Boas Street, Room 1612  
Harrisburg, PA 17121-0750

After reviewing the documents for code compliance, one of the following will occur:

1. If the review finds that the plans and permit application comply with the UCC, one set of approved documents will be mailed to the applicant, along with a copy of information pertaining to inspections. A second set of approved documents will be sent to the State Inspector that will be responsible for making the acceptance inspection.
2. If either the plans or the application fails to comply to a significant degree, the project will be disapproved, and the application package will be mailed back to the applicant. The Department will include a list of deficiencies. (Note: this may be incomplete, if the information presented was insufficient to make decisions about code compliance.)

#### E. PERMITS FOR THE CONSTRUCTION OF WHEELCHAIR AND STAIRCHAIR LIFTS

The construction of all passenger, freight, dumbwaiter and LULA elevators shall comply with the ASME A18.1-1999 standard

(including the A18.1a-2001 addenda). Construction shall not commence until the Department has issued a permit for this work.

To obtain a permit, all of the following must be submitted:

1. **Four (4) copies of the UCC-23 (APPLICATION FOR CONSTRUCTION PERMIT: WHEELCHAIR AND STAIRCHAIR LIFTS).**

The Department has prepared directions for filling out this form.

2. **Three (3) copies of required plans and supporting documentation.**
3. **Payment via check or money order (made payable to the Commonwealth of Pennsylvania) of the fees applicable to the proposed construction. [Click here to obtain a copy of the fee schedule applicable to elevators and other lifting devices.](#)**
4. **Whenever a building plan approval is also required, Part L on the UCC-23 must be completed. [Click here to access an advisory on this subject.](#)**

Mail the application package to:

Elevator Section  
 Department of Labor and Industry  
 651 Boas Street, Room 1612  
 Harrisburg, PA 17121-0750

After reviewing the documents for code compliance, one of the following will occur:

1. If the review finds that the plans and permit application comply with the UCC, one set of approved documents will be mailed to the applicant, along with a copy of information pertaining to inspections. A second set of approved documents will be sent to the State Inspector that will be responsible for making the acceptance inspection.
2. If either the plans or the application fails to comply to a significant degree, the project will be disapproved, and the application package will be mailed back to the applicant. The Department will include a list of deficiencies. (Note: this may be incomplete, if the information presented was insufficient to make decisions about code compliance.)

**F. PERMITS FOR MAJOR REPAIRS AND ALTERATIONS OF LIFTING DEVICES**

All repairs; replacement and alterations of elevators or other lifting devices shall comply with the applicable section of the ASME A17.1-2000 standard (including the A17.1a-2002 addenda) listed below:

Section 8.6.2 (Repairs)	Section 8.6.3 (Replacements)	Section 8.7 (Alterations)
-------------------------	------------------------------	---------------------------

An approved elevator permit must be obtained before an alteration, replacement or repair is made to an elevator or lifting device. All of following must be submitted to obtain this permit:

1. **Four (4) copies of the UCC-22 (APPLICATION FOR ALTERATION PERMIT: LIFTING DEVICES).**

The Department has prepared directions for filling out this form.

Please note that when the lifting device alterations require a building approval, section "L" of this application must be completed.

2. **Three (3) copies of required plans and supporting documentation.**
3. **Payment of \$145.00 via check or money order made payable to the Commonwealth of Pennsylvania.**
4. **Whenever a building plan approval is also required, Part L on the UCC-22 must be completed. [Click here to access an advisory on this subject.](#)**

Be sure to accurately detail all of the work to be done and include the appropriate code reference as specified on the application form.

Mail the application package to:

Elevator Section  
Department of Labor and Industry  
651 Boas Street, Room 1612  
Harrisburg, PA 17121-0750

After reviewing the documents for code compliance, one of the following will occur:

1. If the review finds that the plans and permit application comply with the UCC, one set of approved documents will be mailed to the applicant, along with a copy of the information pertaining to inspections. A second set of approved documents will be sent to the State Inspector that will be responsible for making the acceptance inspection.
2. If either the plans or the application fails to comply to a significant degree, the project will be disapproved, and the application package will be mailed back to the applicant. The Department will include a list of deficiencies. (Note: this may be incomplete, if the information presented was insufficient to make decisions about code compliance.)

#### G. PERMITS FOR THE CONSTRUCTION OF ESCALATORS AND MOVING WALKS

The construction of all escalators and moving walks (or similar devices) shall comply with Part 6 of the ASME A17.1-2000 standard (including the A17.1a-2002 addenda). Construction shall not commence until the Department has issued a permit for this work.

To obtain a permit, all of the following must be submitted:

1. **Four (4) copies of the UCC-25 (APPLICATION FOR CONSTRUCTION PERMIT: ESCALATORS AND MOVING WALKS).**

The Department has prepared [directions for filling out this form](#).

2. **Three (3) copies of required plans and supporting documentation.**
3. **Payment via check or money order (made payable to the Commonwealth of Pennsylvania) of the fees applicable to the proposed construction. [Click here to obtain a copy of the fee schedule applicable to elevators and other lifting devices](#).**
4. **Whenever a building plan approval is also required, Part L on the UCC-25 must be completed. [Click here to access an advisory on this subject](#).**

Mail the application package to:

Elevator Section  
Department of Labor and Industry  
651 Boas Street, Room 1612  
Harrisburg, PA 17121-0750

After reviewing the documents for code compliance, one of the following will occur:

1. If the review finds that the plans and permit application comply with the UCC, one set of approved documents will be mailed to the applicant, along with a copy of information pertaining to inspections. A second set of approved documents will be sent to the State Inspector that will be responsible for making the acceptance inspection.
2. If either the plans or the application fails to comply to a significant degree, the project will be disapproved, and the application package will be mailed back to the applicant. The Department will include a list of deficiencies. (Note: this may be incomplete, if the information presented was insufficient to make decisions about code compliance.)

## H. PLAN REVISIONS

Design changes made after an elevator permit is issued require a review and approval of the proposed changes, before the work proceeds.

To obtain approval for any revisions, the following must be submitted:

1. **Four (4) copies of the UCC-22 (APPLICATION FOR ALTERATION PERMIT: LIFTING DEVICES).**

Please complete this fully. **Be sure to include the previously approved UCC permit information.** If an informational item does not apply, indicate this by a "NA."

2. **Three copies of any amended sheets from previously approved plans sets.**
3. **Payment of the plan revision fee of 50% or the original permit fee.**

Mail the application package to:

Elevator Section  
Department of Labor and Industry  
651 Boas Street, Room 1612  
Harrisburg, PA 17121-0750

After reviewing the documents for code compliance, one of the following will occur:

1. If the review finds that the plans and permit application comply with the UCC, one set of approved documents will be mailed to the applicant, along with a copy of information pertaining to inspections. A second set of approved documents will be sent to the State Inspector that will be responsible for making the acceptance inspection.
2. If either the plans or the application fails to comply to a significant degree, the project will be disapproved, and the application package will be mailed back to the applicant. The Department will include a list of deficiencies. (Note: this may be incomplete, if the information presented was insufficient to make decisions about code compliance.)

## I: RETURN OF PLANS

Approved or rejected plans will be returned by third-class mail. If applicants desire to hasten the return of plan sets, they must provide FedEx or UPS shipping labels that have been fully filled out (including shipping account numbers), in their original application package.

## J: INSPECTIONS

### Initial Acceptance Inspections:

Whenever applications for new installations or major repairs/alterations have been approved, the permit applicant receives a letter that provides the name and phone number of a Labor and Industry inspector. Upon completion of the work that has been permitted, the applicant should contact the assigned inspector to make arrangements for the required inspection.

### Periodic Inspections of Existing Equipment:

The UCC regulations require periodic inspections of existing equipment every six (6) or twelve (12) months, depending on the type of equipment. Usually, based on the last inspection date, the inspector will return to conduct a current inspection within the appropriate time frame, without the owner having to schedule the inspection.

Any UCC-certified elevator inspector may conduct a periodic inspection. If equipment is not inspected within the appropriate inspection cycle, the owner of elevator equipment should contact one of the UCC-certified third party inspection agencies, to make arrangements for an inspection. [Click here](#) to access the list of agencies that have been approved to perform periodic inspections in Pennsylvania.

## K: ADDITIONAL INFORMATION

If you have questions about the application process, code requirements or other issues related to the construction of elevators

and other lifting devices, call 717-787-3806 and select option "2".

[Return to Building Codes Homepage](#)

Content Last Modified on 5/9/2008 9:11:18 AM

ARTICLE 11: PROJECT DRAWINGS

Drawings  
included in  
Specifications

ARTICLE 12: FORMS

Department of Public Welfare Division of Facilities and Property Management 1401 North 7 <sup>th</sup> Street P. O. Box 2675 Harrisburg, Pennsylvania 17105-2675	<b>Change Order Request</b> # _____ Vendor _____	Project No.: W- _____ Project Title: _____ Facility: _____ Funds Commitment #: _____
---	--	---

**SECTION ONE – COMPLETED BY ORIGINATOR**

A. The Originator of this Change Order Request is:     Facility/Using Agency     Contractor

B. This is a:     Debit     Credit     Time Extension     Other (Choose appropriate boxes)

C. Describe the Change(s) Requested: (Attach letter or proposals, if available.)

\_\_\_\_\_

\_\_\_\_\_

D. Additional Days Requested To Be Added to Contract \_\_\_\_\_ (Days)

E. Original Completion Date of Contract \_\_\_\_\_ New Completion Date of Contract \_\_\_\_\_

F. Dollar Amount of Change Order ( + or - ) \$ \_\_\_\_\_

G. Name of Originator \_\_\_\_\_ Tele # \_\_\_\_\_ Date \_\_\_\_\_

**SECTION TWO – COMPLETED BY FACILITY PROGRAM OFFICE DESIGNEE**

A. Do you agree with the Requested Change Order Description?     Yes     No

(Provide revised description and cost estimate if different from SECTION ONE above.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. This Change Order is a direct result of (choose one only)

- Request of the Facility                       Post Design Revision                       Acts of God/Weather  
 Unforeseen Job Conditions                       Other Reasons (explain) \_\_\_\_\_

C. Name of Facility Reviewer: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Date: \_\_\_\_\_

D. Final Cost of Change Order: \$ \_\_\_\_\_  Debit     Credit

Contingency Funds Available: \$ \_\_\_\_\_ Additional Funds Required: \$ \_\_\_\_\_

Funds to be disencumbered: \$ \_\_\_\_\_

E. Contractor's quote and approval letter attached    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Fund (10 digits)				Cost Center (10 digits)						General Ledger (7 digits)				
Ledger (2 digits)	Approp. (3 digits)		Fiscal Year	All Zeros (3 digits)		Agency (2 digits)	Dep (1)	Organization (4 digits)		Cost Function (3 digits)	Item (1)	Minor Object (3 digits)	Sub-Object (3 digits)	

**SECTION THREE – COMPLETED BY DIVISION OF FACILITIES AND PROPERTY MANAGEMENT**

A. Change Order Reviewed:     Approved                       Not Approved                       Modified

B. Reason(s) for disapproval/modification: \_\_\_\_\_

C. Title of Reviewer: \_\_\_\_\_ Bureau/Division: \_\_\_\_\_

D. Name of Reviewer: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Date \_\_\_\_\_

**SECTION FOUR – COMPLETED BY COMPTROLLER'S OFFICE**

Must be approved by comptroller if contingency funds are not available.

Funds are available in the amount of \$ \_\_\_\_\_ for

Comptroller's Signature: \_\_\_\_\_ Date \_\_\_\_\_

A. Comptroller's Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Upon completion, DFPM will distribute ccs to:

- Comptroller
- Budget
- Procurement
- Facility's COO
- Facility's Financial Manager
- Facility's Purchasing Agent
- Facility's Maintenance Manager
- DFPM

Department of Public Welfare Division of Facilities and Property Management 1401 North 7 <sup>th</sup> Street P.O. Box 2675 Harrisburg, Pennsylvania 17105	<b>CERTIFICATE          OF          FINAL COMPLETION          AND          FINAL PAYMENT</b>	Project No.: _____ Project Title _____ Location: _____ Funds Commitment # _____
---	--	--

**SECTION ONE**

The Contractor on this project does hereby certify the Final Completion and Inspection Date as follows:

A. That the work associated with the above-referenced project has been deemed complete on this date, \_\_\_\_\_; and further;

B. That all of the construction work of this contract on the above-referenced project has been completed in an acceptable manner and in accordance with the plans and specifications and any approved contract modifications thereto, with the exception of those punch list items requiring completion as detailed in Section Two; and;

C. That the Contractor, by virtue of said completion, can be paid all funds due and owing for the contract indicated above less one and one-half times the aggregate value of those certain Punch List items requiring completion or correction and any additional funds required to be retained by the Department, as set out in the General Conditions of Contract, and as indicated in Section Two or attached documents.

WITNESS the due execution hereof the \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

\_\_\_\_\_  
 Contractor's Name

**SECTION TWO**

A. The Facility and the Designer shall detail all items required to be completed or corrected to comply with the Contract Documents and assess a reasonable cost to complete in the Punch List below (additional sheets may be attached, if required).

ITEM NO.	DESCRIPTION	VALUE
		\$
		\$
		\$
		\$
		\$

Sub Total \$ \_\_\_\_\_  
 X 1.5 Multiplier

Punch List Total \$ \_\_\_\_\_

B. All Punch List Items shall be completed within thirty days after the date of the Final Completion, or before the contract's completion date, whichever comes first.

**Recapitulation of Funds Retained**

Punch List Total Listed Above	\$
Credit Change Order(s) Pending	\$
Debit Change Order(s) Pending	\$
Other Claims Pending	\$

Grand Total \$ \_\_\_\_\_

C. The Grand Total Amount is Agreed to by the Following Signees:

_____ Contractor/Owner	_____ Facility Representative	_____ Div. of Fac. & Property Mgmt. Designer
_____ Phone No.:	_____ Phone No.:	_____ Phone No.:
_____ Date:	_____ Date:	_____ Date:

Vendor signs form and submits final invoice to facility. FMM & DFPM Designer review project and sign form. Facility submits completed form and final invoice to Comptroller for payment.

## RECIPROCAL LIMITATIONS ACT REQUIREMENTS

Please Complete Applicable Portion of Pages 3 & 4 and Return with Bid.

**NOTE:** These Requirements Do Not Apply To Bids Under \$10,000.00

### I. REQUIREMENTS

A. The Reciprocal Limitations Act requires the Commonwealth to give preference to those bidders offering supplies produced, manufactured, mined or grown in Pennsylvania as against those bidders offering supplies produced, manufactured, mined or grown in any state that gives or requires a preference to supplies produced, manufactured, mined or grown in that state. The amount of the preference shall be equal to the amount of the preference applied by the other state for that particular supply.

The following is a list of states which have been found by the Department of General Services to have applied a preference for in-state supplies and the amount of the preference:

STATE	PREFERENCE
1. Alaska	7% (applies only to timber, lumber, and manufactured lumber products originating in the state)
2. Arizona	5% (construction materials produced or manufactured in the state only)
3. Hawaii	10%
4. Illinois	10% for coal only
5. Iowa	5% for coal only
6. Louisiana	4% meat and meat products
	4% catfish
	10% milk & dairy products
	10% steel rolled in Louisiana
	7% all other products
7. Montana	5% for residents *
	3% for non-residents*
	*offering in-state goods, supplies, equipment and materials
8. New Mexico	5%
9. New York	3% for purchase of food only
10. Oklahoma	5%
11. Virginia	4% for coal only
12. Washington	5% (fuels mined or produced in the state only)
13. Wyoming	5%

B. The Reciprocal Limitations Act requires the Commonwealth to give preference to those bidders offering printing performed in Pennsylvania as against those bidders offering printing performed in any state that gives or requires a preference to printing performed in that state. The amount of the preference shall be equal to the amount of the preference applied by the other state for that particular category of printing.

The following is a list of states which have been found by the Department of General Services to have applied a preference for in-state printing and the amount of the preference:

STATE	PREFERENCE
1. Hawaii	15%
2. Idaho	10%
3. Louisiana	3%
4. Montana	8%
5. New Mexico	5%
6. Wyoming	10%

C. The Reciprocal Limitations Act, also requires the Commonwealth to give resident bidders a preference against a nonresident bidder from any state that gives or requires a preference to bidders from that state. The amount of the preference shall be equal to the amount of the preference applied by the state of the nonresident bidder. The following is a list of the states which have been found by the Department of General Services to have applied a preference for in-state bidders and the amount of the preference:

STATE	PREFERENCE
1. Alaska	5%(supplies only)
2. Arizona	5%(construction materials from Arizona resident dealers only)
3. California	5%(for supply contracts only in excess of \$100,000.00)

- |                   |   |
|-------------------|---|
| 4. Connecticut    | 10%(for supplies only)  |
| 5. Montana        | 3%  |
| 6. New Mexico     | 5%(for supplies only)   |
| 7. South Carolina | 2%(under \$2,500,000.00)<br>1%(over \$2,500,000.00)   |
|                   | This preference does not apply to construction contracts nor where the price of a single unit exceeds \$10,000. |
| 8. West Virginia  | 2.5%(for the construction, repair or improvement of any buildings)  |
| 9. Wyoming        | 5%  |

D. The Reciprocal Limitations Act also requires the Commonwealth not to specify, use or purchase supplies which are produced, manufactured, mined or grown in any state that prohibits the specification for, use, or purchase of such items in or on its public buildings or other works, when such items are not produced, manufactured, mined or grown in such state. The following is a list of the states which have been found by the Department of General Services to have prohibited the use of out-of-state supplies:

STATE	PROHIBITION
-------	-------------

- |    |              |  |
|----|--------------|--|
| 1. | Alabama      | Only for printing and binding involving "messages of the Governor to the Legislature", all bills, documents and reports ordered by and for the use of the Legislature or either house thereof while in session; all blanks, circulars, notices and forms used in the office of or ordered by the Governor, or by any state official, board, commission, bureau or department, or by the clerks of the supreme court . . ./and other appellate courts/; and all blanks and forms ordered by and for the use of the Senate and Clerk or the House of Representatives, and binding the original records and opinions of the Supreme Court . . ./and other appellate courts/   |
| 2. | Georgia      | Forest products only   |
| 3. | Indiana      | Coal   |
| 4. | Michigan     | Printing   |
| 5. | New Jersey   | For legislative printing and bidders for all of the following items:*<br>automotive parts, farm machinery, stainless steel tableware, kitchen small wares, major household appliances, chain link fence, portable sanitation units, glass, glazier supplies, storage batteries, spark plugs and filters, automotive glass, dental casting, prosthetic devices, pianos, musical instruments, carpet and cushion, shades, upholstery materials and supplies, room air conditioning, electrical supplies, plumbing supplies, hardware supplies, fasteners, lumber, building supplies, audiovisual/video equipment, fire extinguishers, fire hose, motor oils, fuel oil, sporting goods, photographic supplies, police equipment and supplies, venetian blinds, drapes, cheese, fresh fruit and vegetables, ammonia, bleach, pails, cleaning soaps, toilet cleaner, bowl cleaner, sponges, paper towel dispensers, water hose, course paper products, corrections department uniforms fine paper and paper cups. |
| 6. | New Mexico   | Construction   |
| 7. | Ohio         | Only for House and Senate bills, general and local laws, and joint resolutions; the journals and bulletins of the Senate and house of Representatives and reports, communications, and other documents which form part of the journals; reports, communications, and other documents ordered by the General Assembly, or either House, or by the executive department or elective state officers; blanks, circulars, and other work for the use of the executive departments, and elective state officers; and opinions of the Attorney General.   |
| 8. | Rhode Island | Only for food for state institutions.  |

\*If the bid discloses that the bidder is offering to supply one of the above-listed products from the listed state (or in the case of New Jersey, if the bid discloses that the bidder is from New Jersey and it is offering one of the above-listed items), it shall be rejected. Contractors are prohibited from supplying these items from these states.

## II. CALCULATION OF PREFERENCE

In calculating the preference, the amount of a bid submitted by a Pennsylvania bidder shall be reduced by the percentage preference which would be given to a nonresident bidder by its state of residency (as found by the Department of General Services in Paragraph C above). Similarly, the amount of a bid offering Pennsylvania goods, supplies, equipment or materials shall be reduced by the percentage preference which would be given to another bidder by the state where the goods, supplies, equipment or materials are produced, manufactured, mined or grown (as found by the Department of General Services in Paragraphs A and B above).

THIS FORM MUST BE COMPLETED AND RETURNED WITH THE BID

III. STATE OF MANUFACTURE

All bidders must complete the following chart by listing the name of the manufacturer and the state (or foreign country) of manufacture for each item. If the item is domestically produced, the bidder must indicate the state in the United States where the item will be manufactured. This chart must be completed and submitted with the bid or no later than two (2) business days after notification from the Issuing Office to furnish the information. Failure to complete this chart and provide the required information prior to the expiration of the second business day after notification shall result in the rejection of the bid.

ITEM NUMBER	NAME OF MANUFACTURER	STATE (OR FOREIGN COUNTRY) OF MANUFACTURE
1. Hoist Machine	Hollister-Whitney Elevator	Illinois
2. Hoist Motor	Magill Corp.	Illinois
3. Door Panels	H&B Elevator	Minnesota
	Gunderlin, LTD	Florida
	Columbia Elevator Products	Connecticut
4. Controller	Virginia Controls	Virginia
	Motion Control Engineering	California

IV. BIDDER'S RESIDENCY

A. In determining whether the bidder is a nonresident bidder from a state that gives or requires a preference to bidders from that state, the address given on the first page of this invitation to bid shall be used by the Commonwealth. If that address is incorrect, or if no address is given, the correct address should be provided in the space below:

Correct Address:

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B. In order to claim the preference provided under Section I.B., Pennsylvania resident bidders must complete the following or have such information on file with the Issuing Office:

1. Address of bidder's bona fide establishment in Pennsylvania at which it was transacting business on the date when bids for this contract/requisition were first solicited:

Eastern Elevator Service & Sales Co.

518 Verla Drive, P.O. Box 158

Windber, PA 15963

2. a. If the bidders is a corporation:

(1) The corporation  is or  is not incorporated under the laws of the Commonwealth of Pennsylvania.

(a) If the bidder is incorporated under the laws of the Commonwealth of Pennsylvania, provide date of incorporation:

(b) If the bidder is not incorporated under the laws of the Commonwealth of Pennsylvania, it must have a certificate of authority to do business in the Commonwealth of Pennsylvania from the Pennsylvania Department of State as required by the Pennsylvania Business Corporation Law (15 P.S. §2001). Provide date of issuance of certificate of authority:

(2) The corporation  is or  is not conducting business in Pennsylvania under an assumed or fictitious name. If the bidder is conducting business under an assumed or fictitious name, it must register the fictitious name with the Secretary of the Commonwealth and the office of the prothonotary of the county wherein the registered office of such corporation is located as required by the Fictitious Corporate Name Act, as amended 15 P.S. §51 et seq. Corporate bidders conducting business under an assumed or fictitious name must provide date of registry of the assumed or fictitious name:

Date of Filing 02-07-1990 Entity # 1550410

b. If the bidder is a partnership:

(1) The partnership  is or  is not conducting business in Pennsylvania under an assumed or fictitious name. If the bidder is conducting business under an assumed or fictitious name, it must file with the Secretary of the Commonwealth and the office of the prothonotary the county wherein the principal place of business is located as required by the Fictitious Name Act of May 24, 1945, P.L. 967, as amended 54 P.S. §28.1. Partnerships conducting business under an assumed or fictitious name must provide the date of filing of the assumed or fictitious name with the Secretary of the Commonwealth:

(2) The partnership  is or  is not a limited partnership formed under the laws of any jurisdiction other than the Commonwealth of Pennsylvania. If the bidder is an Out-of-state limited partnership, it must register with the Pennsylvania Department of State as required by the Act of July 10, 1981, P.L. 237, as amended, 59 Pa. C.S.A. §503. Out-of-state limited partnerships must provide the date of registry with the Pennsylvania Department of State:

c. If the bidder is an individual:

He or she  is or  is not conducting business under an assumed or fictitious name. If the bidder is conducting business under an assumed or fictitious name, he or she must file with the Secretary of the Commonwealth and the office of the prothonotary in the county wherein the principal place of business is located as required by the Fictitious Name Act of May 24, 1945, P.L. 967, as amended, 54 P.S. §28.1. Individuals conducting business under an assumed or fictitious name must provide the date of filing of the assumed or fictitious name with the Secretary of the Commonwealth:

## MEMORANDUM

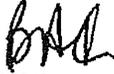
### PA Department of Public Welfare Bureau of Equal Opportunity

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Date: May 2, 2011

Subject: Evaluation and Determination  
RFP: W-0557-0905  
Effective Date: Within 120 days  
RE: Refurbish Food Service Elevator Bldg. 1 – South Mountain  
Minimum Participation Levels: MBE 5% WBE 3%

To: Greg Kratzer, Projects Manager  
Division of Facilities & Property Management

From: Brenda A. Kates, Chief   
Contract Compliance Division

Pursuant to the Department of General Services Field Procurement Handbook-Part III, this office has evaluated the bid documents forwarded for this project. As a result of the evaluation, we have determined the following:

The bid submission of Eastern Elevator Service & Sales at \$171,500.00 is responsive since the bidder did submit the required MBE/WBE Contract/Solicitation and Commitment Statement, along with sufficient evidence from which to evaluate the bidder's responsibility. All work will be done in house by the contractor's employees.

Immediately upon award of this contract, the name, address and amount of the award to the awardee should be forwarded to this office.

If you need additional assistance or have any questions, please contact me at (717) 787-9695.

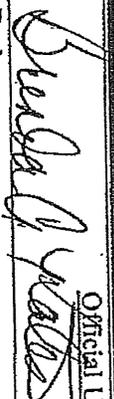
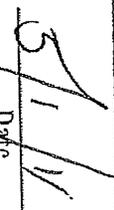
## MBE/WBE SUBCONTRACTOR AND SUPPLIER SOLICITATION AND COMMITMENT FORM

(1) Company Name: Eastern Elevator Service & Sales Address: 518 Verla Drive Winder, PA 15963 Telephone: 814-467-8350 FAX: 814-467-6662 E-Mail Address: steve.izing@easternlevator.com Contact Person: Steve Izing	(2) Contract Number: W-0557-0905 Bid Opening Date: 04-27-2011 Bid Amt. (Bid Base #1): \$ 1771,500.00
Important Note: Failure to complete this Form and submit it with the bid will be sufficient cause for rejection of the bid as NOT RESPONSIVE. SEE INSTRUCTIONS ON REVERSE SIDE	

ALL FIRMS SOLICITED OR WHICH HAVE PROVIDED UNSOLICITED QUOTES MUST BE INCLUDED ON THIS FORM.

(3) Company Name, Address, Zip Code Tel. No. with Area Code Contact Person's Name	(4) MBE WBE	(5) Type of Work to be Performed and/or Material to be Supplied	(6) Total Dollar Amount of Quote Received	(7) Total Commitment Dollar Amount
SEE ATTACHED STATEMENTS				

**NOTE:**  
 Minimum Participation Levels (MPLs): MBE - 5% WBE - 3%.  
 A presumption of responsibility may be made if the dollar commitments to MBEs/WBEs reflect these minimum participation levels.

Official Use Only Reviewer 	Date 
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied



# EASTERN ELEVATOR SERVICE AND SALES COMPANY

www.easterelevator.com

April 27, 2011

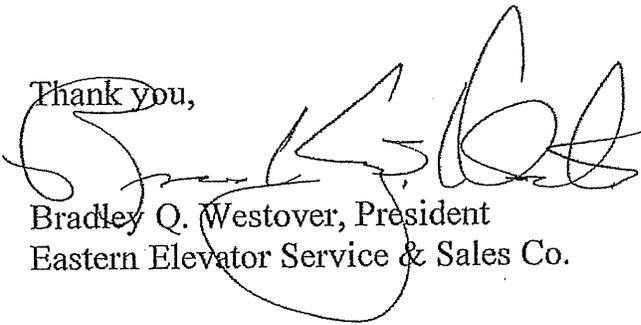
Commonwealth of Pennsylvania  
Department of Public Welfare  
P.O. Box 2675  
Harrisburg, PA 17105-2675

RE: Project No. W-0557-0905  
Refurbish Food Service Elevator Unit # 24

Dear Sirs:

Elevator components are very specialized, and are produced by a small number of companies; unfortunately, these companies are not MBE/WBE. Therefore, we are unable to meet the MBE/WBE Participation Goals.

Thank you,



Bradley Q. Westover, President  
Eastern Elevator Service & Sales Co.

**Corporate Office**

P.O. Box 158  
518 Verla Dr.  
Windber, PA 15963  
(800) 388-8350

Accounting Fax:  
(814) 467-5686

Construction Fax:  
(814) 467-6662

Maintenance/Service Fax:  
(814) 467-5034

CERTIFICATE OF MBE/WBE SUBCONTRACTOR AND SUPPLIER SOLICITATION & COMMITMENT FORM

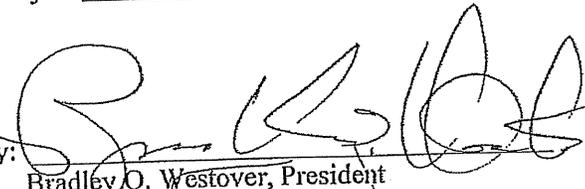
I, Bradley O. Westover, do hereby certify that Eastern Elevator Service & Sales Co. has the capability to self-perform the scope of work and will not require Subcontractors. All work will be performed In House for the following project:

Project: Refurbish Food Service elevator # 24 - South Mountain Restoration Center

For: Department of Public Welfare

Project # W-0557-0905

I have attached our management plan, and field employee data, which will further verify the ability of Eastern Elevator Service & Sales Co. to self-perform this work.

By:   
Bradley O. Westover, President

Eastern Elevator Service & Sales Co.  
Name of Company

814-467-8350  
Telephone Number of Contractor

NOTARY PUBLIC

Mary E. Weyandt

4-25-11

(Date)

My Commission Expires  
COMMONWEALTH OF PENNSYLVANIA

Notarial Seal  
Mary E. Weyandt, Notary Public  
Paint Twp., Somerset County  
My Commission Expires June 4, 2014  
Member, Pennsylvania Association of Notaries

EASTERN ELEVATOR SERVICE & SALES CO., INC.

Management & Personnel Plan

Attachment #1

Company Officers & Key Executives:

Bradley Q. Westover – President/Treasurer  
Ronald L. Westover – Vice President/Secretary  
Sally A. Westover – Administrative Supervisor

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Descriptions

**Department Executive:** Must be an officer of the company and is authorized to make all financial and contractual decisions for the department.

**Salesperson:** Solicits and assists in preparing the bid for projects. Salesperson must obtain the bid documents, prepare computer-generated estimate, and negotiate until sale is finalized.

**Administrative Assistant (Construction Department):** Assist with all aspects of the project as directed by the Department Executive. Assigned tasks include but are not limited to: Preparation of bid documents, computer-generated estimate, contract administration, project document tracking, accounts receivable billing and collections, and accounts payable postings.

**Administrative Assistant (Modernization & Service Department):** Assist with all aspects of the project as directed by the Department Supervisor. Assigned tasks include but are not limited to: Preparation of bid documents, computer-generated estimate, contract administration, project document tracking, dispatching of project team, and accounts receivable billing and collections.

**Supervisor:** Assists with all aspects of the project as directed by Department Executive. Assigned tasks include but are not limited to: Scheduling and coordinating all project material deliveries, scheduling projects and completing employee assignments.

**Field Superintendent (Construction Department):** Assists with all aspects of the project as directed by the Project Executive. Assigned tasks include but not limited to: Verification of all field dimensions, preparation of project installation plan and safety plan, and offers project technical support.

**Manager (Modernization & Service Department):** Assists with all aspects of the project as directed by the Project Executive. Assigned tasks include but not limited to, verification of all field dimensions, preparation of computer-generated estimate, preparation of project installation plan and safety plan, and offers project technical support.

**EASTERN ELEVATOR SERVICE & SALES COMPANY**  
**Management & Personnel Plan**

<b>Construction Department</b>
<b>Staff</b>
<b>Department Executive (Ronald L. Westover)</b>
<b>Salesperson (1)</b>
<b>Administrative Assistant (1)</b>
<b>Supervisor (1)</b>
<b>Project Liaison (1)</b>
<b>Field Superintendent (1)</b>
<b>Field Employees (2 Teams)</b>

Project Sequence	Staff Assignment
<b>Design Consultation</b>	<b>Department Executive</b>
<b>Preparation of Quotation and Bid Documents</b>	<b>Department Executive, Salesperson &amp; Administrative Assistant</b>
<b>Sale Follow-up</b>	<b>Salesperson</b>
<b>Design &amp; Layout</b>	<b>Department Executive &amp; Salesperson</b>
<b>Ordering of Materials</b>	<b>Department Executive</b>
<b>Pre-Construction Survey(s)</b>	<b>Field Superintendent</b>
<b>Tracking &amp; Receiving of Materials</b>	<b>Supervisor</b>
<b>Scheduling &amp; Mobilization</b>	<b>Supervisor &amp; Field Superintendent</b>
<b>Delivery of Materials (Initial &amp; Ongoing)</b>	<b>Project Liaison</b>
<b>On-Site Construction</b>	<b>Field Employees (Team)</b>
<b>Inspection &amp; Close-Outs</b>	<b>Project Liaison</b>
<b>Warranty Period</b>	<b>Project Liaison</b>
<b>Cost Analysis</b>	<b>Office Manager &amp; Accounting Consultant</b>

**EASTERN ELEVATOR SERVICE & SALES COMPANY**  
**Management & Personnel Plan**

<b>Modernization &amp; Service Department</b>
<b>Staff</b>
<b>Department Executive (Bradley Q. Westover)</b>
<b>Manager (2)</b>
<b>Administrative Assistant (1)</b>
<b>Field Employees (4 Teams)</b>

<b>Project Sequence</b>	<b>Staff Assignment</b>
<b>Design Consultation</b>	<b>Department Executive</b>
<b>Preparation of Quotation and Bid Documents</b>	<b>Department Executive, Supervisor &amp; Administrative Assistant</b>
<b>Sale Follow-up</b>	<b>Administrative Assistant</b>
<b>Ordering of Materials</b>	<b>Supervisor</b>
<b>Tracking &amp; Receiving of Materials</b>	<b>Administrative Assistant</b>
<b>Scheduling &amp; Mobilization</b>	<b>Supervisor</b>
<b>Delivery of Materials (Initial &amp; Ongoing)</b>	<b>Administrative Assistant</b>
<b>On-Site Construction</b>	<b>Field Employees (Team)</b>
<b>Inspection &amp; Close-Outs</b>	<b>Supervisor</b>
<b>Warranty Period</b>	<b>Administrative Assistant</b>
<b>Cost Analysis</b>	<b>Office Manager &amp; Accounting Consultant</b>

**EASTERN ELEVATOR SERVICE & SALES COMPANY**  
**Management & Personnel Plan**

<b><u>Maintenance (Routine Monthly Service) Department</u></b>
<b><u>Staff</u></b>
<b>Department Executive (Bradley Q. Westover)</b>
<b>Salesperson (2)</b>
<b>Supervisor (1)</b>
<b>Dispatcher (1)</b>
<b>Field Employees (20 Technicians)</b>

Project Sequence	Staff Assignment
Preparation of Quotation and Contract Documents	Department Executive & Salesperson
Contract & Sales Follow-up	Salesperson
Contract Management & Scheduling	Supervisor
Dispatching	Dispatcher
Maintenance – On-Site Service	Field Technician
Cost Analysis	Office Manager & Accounting Consultant

DEPARTMENT OF PUBLIC WELFARE  
DIVISION OF FACILITIES AND PROPERTY MANAGEMENT  
P. O. BOX 2675  
1401 NORTH SEVENTH STREET  
HARRISBURG, PENNSYLVANIA 17105-2675

CLARIFICATION NO.: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Project Agency No.: \_\_\_\_\_

Project Title: \_\_\_\_\_ Bid Date: \_\_\_\_\_

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

The following explanation and clarification of the project specifications or drawings are provided herein. These items are hereby incorporated into the contract documents as a part of the work.

SPECIFICATIONS:

DRAWINGS:

Project Designer: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

DEPARTMENT OF PUBLIC WELFARE  
DIVISION OF FACILITIES AND PROPERTY MANAGEMENT  
P. O. BOX 2675  
1401 NORTH SEVENTH STREET  
HARRISBURG, PENNSYLVANIA 17105-2675

BULLETIN NO.: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Project No.: \_\_\_\_\_

Project Title: \_\_\_\_\_ Bid Date: \_\_\_\_\_

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

The following changes in the project specifications or drawings are provided herein. These items are hereby incorporated into the bid documents as a part of the work and will affect the bid proposal.

SPECIFICATION CHANGES:

DRAWING CHANGES:

Project Designer: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Please sign and date this Bulletin and attach a copy to the Bid Proposal. Bid will be rejected if this completed Bulletin is not included with the Bid Proposal.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

## PROOF OF VISIT

**Department of Public Welfare (DPW)  
Division of Facilities and Property Management**

DPW Project No. W-0557-0905  
Food Service Elevator Renovation  
Samuel G. Dixon Building (Bldg. #1)  
South Mountain Restoration Center

Vendor's Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

- I visited the Project site and reviewed the work to be completed prior to submitting a Bid Proposal.

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

### ESCORTED BY:

Signature of  
Facility Representative: \_\_\_\_\_

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

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

### SPECIAL NOTE TO BIDDER:

**One signed copy of this Proof of Visit form must be returned with your Bid.  
You may keep one copy for your records.**

**SAMPLE – NOTICE OF AWARD – over \$25,000.**

[Facility Letterhead]

Date

Contractor's Name  
Address  
Address

RE: DPW Project #:  
[Project Title]  
Amount of Contract - \$00,000.  
Base Bid # \_\_\_\_\_

Gentlemen:

The Department of Public Welfare has determined that your firm has submitted the lowest responsible and responsive bid to perform work on this project. Required bonds and insurance documents must be completed and returned to [Name of Facility] in accordance with Article 9, Contract Surety and Insurance, before any work may begin.

Issuance of this Notice of Award shall not constitute a waiver of the Department's right to rescind the award. Please note that you will not have a commitment from the Department of Public Welfare until you have received a fully executed contract and a Notice to Proceed.

No off-site work should be commenced until you receive the fully executed contract and Notice to Proceed. The Facility will notify you of the date, time, and place of the Initial Job Conference, if required. Please remember that the number of calendar days allotted for completion of this contract is calculated from the effective date listed on the Notice to Proceed.

Sincerely,

[Name ]  
[Title]

**SAMPLE – NOTICE OF AWARD – \$25,000. and under**

[Facility Letterhead]

Date

Contractor's Name  
Address  
Address

RE: DPW Project #:  
[Project Title]  
Amount of Contract - \$00,000.  
Base Bid # \_\_\_\_\_

Gentlemen:

The Department of Public Welfare has determined that your firm has submitted the lowest responsible and responsive bid to perform work on this project. Required insurance documents must be completed and returned to [Name of Facility] in accordance with Article 9, Insurance, before any work may begin.

Issuance of this Notice of Award shall not constitute a waiver of the Department's right to rescind the award. Please note that you will not have a commitment from the Department of Public Welfare until you have received a fully executed contract and a Notice to Proceed.

No off-site work should be commenced until you receive the fully executed contract and Notice to Proceed. The Facility will notify you of the date, time, and place of the Initial Job Conference, if required. Please remember that the number of calendar days allotted for completion of this contract is calculated from the effective date listed on the Notice to Proceed.

Sincerely,

[Name ]  
[Title]

Department of Public Welfare Division of Facilities and Property Management 1401 North 7 <sup>th</sup> Street P. O. Box 2675 Harrisburg, Pennsylvania 17105-2675	<b>APPROVAL FOR MILESTONE PAYMENT</b>	Project No.:
		Project Title:
		Location:
		Funds Commitment #:

Application is made for Milestone payment as shown below:

1. Milestone # \_\_\_\_\_: \$ \_\_\_\_\_

2. Description of Milestone:

The undersigned attest Completion of the Contractual Work conforming to Milestone # \_\_\_\_\_.

_____	_____	_____
Contractor/Owner	Facility Representative	DFPM Designer
Phone No.: _____	Phone No.: _____	Phone No.: _____
Date: _____	Date: _____	Date: _____

(After reviewed/approved and signed by above entities, attach invoice from Contractor including vendor's address and vendor's SAP #) and forward to DPW's Comptrollers for payment.)

**PREVAILING WAGES PROJECT RATES**

**Project Name:** W-0557-0905 Refurbish Food Service Elevator, Building 1 - Samuel G. Dixon Bldg.  
**Awarding Agency:** DPW - Office of Mental Health & Substance Abuse Services  
**Contract Award Date:** 3/25/2011  
**Serial Number:** 11-01165  
**Project Classification:** Building  
**Determination Date:** 2/25/2011  
**Assigned Field Office:** Harrisburg  
**Field Office Phone Number:** 717-787-4763  
**Toll Free Phone Number:** 800-932-0665

**Franklin County**

<b>Building</b>	<b>Effective Date</b>	<b>Expiration Date</b>	<b>Hourly Rate</b>	<b>Fringe Benefits</b>	<b>Total</b>
Asbestos & Insulation Workers	6/28/2010		\$30.63	\$20.13	\$50.76
Asbestos & Insulation Workers	6/27/2011		\$33.88	\$18.88	\$52.76
Boilermakè (Commercial, Institutional, and Minor Repair Work)	1/1/2010		\$23.59	\$15.15	\$38.74
Boilermakers	1/1/2011		\$37.35	\$28.12	\$65.47
Bricklayers, Stone Masons, Pointers, Caulkers, Cleaners	5/3/2009		\$27.84	\$14.13	\$41.97
Bricklayers, Stone Masons, Pointers, Caulkers, Cleaners	10/4/2009		\$27.84	\$14.18	\$42.02
Bricklayers, Stone Masons, Pointers, Caulkers, Cleaners	5/2/2010		\$29.77	\$14.22	\$43.99
Carpenters (Drywall Hangers, Instrument Men, Soft Floor Layers)	6/1/2009		\$24.79	\$9.68	\$34.47
Carpenters (Drywall Hangers, Instrument Men, Soft Floor Layers)	6/1/2010		\$25.33	\$10.14	\$35.47
Carpenters (Drywall Hangers, Instrument Men, Soft Floor Layers)	6/1/2011		\$25.85	\$10.61	\$36.46
Cement Finishers	5/1/2009		\$24.00	\$15.70	\$39.70
Cement Finishers	5/1/2010		\$24.00	\$17.45	\$41.45
Dockbuilder/Pile Driver Divers	1/1/2010		\$29.95	\$12.25	\$42.20
Dockbuilder/Pile Driver Divers	1/1/2011		\$30.35	\$13.10	\$43.45
Dockbuilder/Pile Driver Divers	1/1/2012		\$30.85	\$13.70	\$44.55
Dockbuilder/Pile Driver Divers	1/1/2013		\$31.45	\$14.20	\$45.65
Drywall Finisher	5/1/2009		\$22.15	\$9.14	\$31.29

## PREVAILING WAGES PROJECT RATES

Building	Effective Date	Expiration Date	Hourly Rate	Fringe Benefits	Total
Drywall Finisher	5/1/2010		\$22.15	\$10.24	\$32.39
Drywall Finisher	5/1/2011		\$22.15	\$11.49	\$33.64
Electric Lineman	5/31/2009		\$37.27	\$15.43	\$52.70
Electric Lineman	5/31/2010		\$35.73	\$17.12	\$52.85
Electric Lineman	5/30/2011		\$36.57	\$17.34	\$53.91
Electric Lineman	11/28/2011		\$37.42	\$17.57	\$54.99
Electric Lineman	5/28/2012		\$38.30	\$17.81	\$56.11
Electric Lineman	11/26/2012		\$39.18	\$18.04	\$57.22
Electricians	12/1/2009		\$27.45	\$15.41	\$42.86
Electricians	6/1/2010		\$27.55	\$16.52	\$44.07
Electricians	6/1/2011		\$27.55	\$17.97	\$45.52
Electricians	6/1/2012		\$27.55	\$19.52	\$47.07
Elevator Constructor	1/1/2009		\$37.33	\$21.20	\$58.53
Elevator Constructor	1/1/2010		\$38.84	\$22.82	\$61.66
Elevator Constructor	1/1/2011		\$40.33	\$24.44	\$64.77
Elevator Constructor	1/1/2012		\$41.84	\$26.06	\$67.90
Elevator Tender (Use Elevator Apprentice or Constructor)	1/1/2008		\$0.00	\$0.00	\$0.00
Glazier	5/1/2009		\$25.05	\$7.53	\$32.58
Glazier	5/1/2010		\$23.64	\$9.44	\$33.08
Glazier	5/1/2011		\$24.64	\$9.44	\$34.08
Glazier	5/1/2012		\$26.14	\$9.44	\$35.58
Iron Workers (Bridge, Structural Steel, Ornamental, Precast, Reinforcing)	7/1/2009		\$27.07	\$21.85	\$48.92
Iron Workers (Bridge, Structural Steel, Ornamental, Precast, Reinforcing)	7/1/2010		\$27.77	\$23.09	\$50.86
Iron Workers (Bridge, Structural Steel, Ornamental, Precast, Reinforcing)	7/1/2011		\$31.22	\$21.85	\$53.07
Laborers (Class 01 - See notes)	7/1/2009		\$18.05	\$9.19	\$27.24
Laborers (Class 01 - See notes)	7/1/2010		\$18.27	\$10.14	\$28.41
Laborers (Class 02 - See notes)	7/1/2009		\$18.20	\$9.19	\$27.39
Laborers (Class 02 - See notes)	7/1/2010		\$18.42	\$10.14	\$28.56
Laborers (Class 03 - See notes)	7/1/2009		\$18.30	\$9.19	\$27.49
Laborers (Class 03 - See notes)	7/1/2010		\$18.52	\$10.14	\$28.66

**PREVAILING WAGES PROJECT RATES**

<b>Building</b>	<b>Effective Date</b>	<b>Expiration Date</b>	<b>Hourly Rate</b>	<b>Fringe Benefits</b>	<b>Total</b>
Laborers (Class 04 - See notes)	7/1/2009		\$17.05	\$9.19	\$26.24
Laborers (Class 04 - See notes)	7/1/2010		\$17.27	\$10.14	\$27.41
Landscape Laborer	7/1/2009		\$18.25	\$9.05	\$27.30
Landscape Laborer	7/1/2010		\$18.25	\$9.90	\$28.15
Landscape Laborer (Skilled)	7/1/2009		\$18.67	\$9.05	\$27.72
Landscape Laborer (Skilled)	7/1/2010		\$18.67	\$9.90	\$28.57
Landscape Laborer (Tractor Operator)	7/1/2009		\$18.97	\$9.05	\$28.02
Landscape Laborer (Tractor Operator)	7/1/2010		\$18.97	\$9.90	\$28.87
Millwright	6/1/2008		\$32.71	\$14.29	\$47.00
Millwright	5/1/2010		\$28.91	\$13.99	\$42.90
Millwright	5/1/2011		\$30.27	\$14.63	\$44.90
Operators (Class 01 - see notes)	7/1/2008		\$24.57	\$12.13	\$36.70
Operators (Class 01 - see notes)	7/1/2009		\$25.47	\$12.63	\$38.10
Operators (Class 01 - see notes)	7/1/2010		\$26.37	\$13.13	\$39.50
Operators (Class 02 -see notes)	7/1/2008		\$21.89	\$12.13	\$34.02
Operators (Class 02 -see notes)	7/1/2009		\$22.79	\$12.63	\$35.42
Operators (Class 02 -see notes)	7/1/2010		\$23.69	\$13.13	\$36.82
Operators (Class 03 - see notes)	7/1/2008		\$20.34	\$12.13	\$32.47
Operators (Class 03 - see notes)	7/1/2009		\$21.24	\$12.63	\$33.87
Operators (Class 03 - see notes)	7/1/2010		\$22.14	\$13.13	\$35.27
Operators (Class 04 - Chief of Party (Surveying and Layout))	7/1/2008		\$19.94	\$12.13	\$32.07
Operators (Class 04 - Chief of Party (Surveying and Layout))	7/1/2009		\$20.84	\$12.63	\$33.47
Operators (Class 04 - Chief of Party (Surveying and Layout))	7/1/2010		\$21.74	\$13.13	\$34.87
Operators (Class 04 - Instrument Person (Surveying & Layout))	7/1/2008		\$18.94	\$12.13	\$31.07
Operators (Class 04 - Instrument Person (Surveying & Layout))	7/1/2009		\$19.84	\$12.63	\$32.47
Operators (Class 04 - Instrument Person (Surveying & Layout))	7/1/2010		\$20.74	\$13.13	\$33.87
Operators (Class 04 - Rodman/Chainman (Surveying and Layout))	7/1/2008		\$18.49	\$12.13	\$30.62
Operators (Class 04 - Rodman/Chainman (Surveying and Layout))	7/1/2009		\$19.39	\$12.63	\$32.02
Operators (Class 04 - Rodman/Chainman (Surveying and Layout))	7/1/2010		\$20.29	\$13.13	\$33.42

## PREVAILING WAGES PROJECT RATES

Building	Effective Date	Expiration Date	Hourly Rate	Fringe Benefits	Total
Painters Class 1 (see notes)	5/1/2009		\$22.17	\$8.97	\$31.14
Painters Class 1 (see notes)	5/1/2010		\$22.17	\$10.07	\$32.24
Painters Class 1 (see notes)	5/1/2011		\$22.17	\$11.32	\$33.49
Painters Class 2 (see notes)	5/1/2009		\$24.05	\$8.97	\$33.02
Painters Class 2 (see notes)	5/1/2010		\$24.05	\$10.07	\$34.12
Painters Class 2 (see notes)	5/1/2011		\$24.05	\$11.32	\$35.37
Painters Class 3 (see notes)	5/1/2009		\$28.05	\$8.97	\$37.02
Painters Class 3 (see notes)	5/1/2010		\$28.05	\$10.07	\$38.12
Painters Class 3 (see notes)	5/1/2011		\$28.05	\$11.32	\$39.37
Pile Driver Diver Tender (Building, Heavy, Highway)	1/1/2010		\$29.95	\$12.25	\$42.20
Pile Driver Diver Tender (Building, Heavy, Highway)	1/1/2011		\$30.35	\$13.00	\$43.35
Pile Driver Diver Tender (Building, Heavy, Highway)	1/1/2012		\$30.85	\$13.60	\$44.45
Pile Driver Diver Tender (Building, Heavy, Highway)	1/1/2013		\$31.45	\$14.10	\$45.55
Pile Driver Divers (Building, Heavy, Highway)	1/1/2007		\$40.40	\$10.77	\$51.17
Pile Driver Divers (Building, Heavy, Highway)	1/1/2010		\$44.39	\$12.25	\$56.64
Pile Driver Divers (Building, Heavy, Highway)	1/1/2011		\$45.53	\$13.00	\$58.53
Pile Driver Divers (Building, Heavy, Highway)	1/1/2012		\$46.28	\$13.60	\$59.88
Pile Driver Divers (Building, Heavy, Highway)	1/1/2013		\$47.18	\$14.10	\$61.28
Plasterers	5/1/2009		\$22.48	\$14.18	\$36.66
Plasterers	5/1/2010		\$22.48	\$15.93	\$38.41
Plumbers	5/1/2011		\$31.92	\$20.56	\$52.48
Plumbers and Steamfitters	5/1/2009		\$30.27	\$18.16	\$48.43
Plumbers and Steamfitters	5/1/2010		\$31.07	\$19.36	\$50.43
Roofers (Composition)	5/1/2009		\$30.00	\$23.10	\$53.10
Roofers (Composition)	5/1/2010		\$30.75	\$24.95	\$55.70
Roofers (Shingle, Slate, Tile)	5/1/2009		\$23.25	\$13.62	\$36.87
Sheet Metal Workers	6/1/2009		\$29.56	\$29.12	\$58.68
Sheet Metal Workers	6/1/2010		\$29.59	\$29.69	\$59.28
Sheet Metal Workers	6/1/2011		\$29.59	\$30.44	\$60.03

**PREVAILING WAGES PROJECT RATES**

<b>Building</b>	<b>Effective Date</b>	<b>Expiration Date</b>	<b>Hourly Rate</b>	<b>Fringe Benefits</b>	<b>Total</b>
Sheet Metal Workers	6/1/2012		\$29.59	\$31.44	\$61.03
Sign Makers and Hangars	7/1/2009		\$24.17	\$15.99	\$40.16
Sign Makers and Hangars	5/21/2010		\$24.33	\$16.37	\$40.70
Sprinkersfitters	1/1/2010		\$33.85	\$17.60	\$51.45
Sprinkersfitters	1/1/2011		\$33.35	\$18.45	\$51.80
Sprinkersfitters	4/1/2011		\$34.18	\$18.45	\$52.63
Sprinkersfitters	1/1/2012		\$34.18	\$18.60	\$52.78
Sprinkersfitters	4/1/2012		\$35.21	\$18.65	\$53.86
Sprinkersfitters	1/1/2013		\$35.21	\$18.80	\$54.01
Terrazzo Finisher	5/1/2009		\$26.54	\$14.37	\$40.91
Terrazzo Finisher	5/1/2010		\$27.89	\$14.42	\$42.31
Terrazzo Setter	5/1/2009		\$25.86	\$17.27	\$43.13
Terrazzo Setter	5/1/2010		\$27.21	\$17.32	\$44.53
Tile & Marble Finisher	5/1/2009		\$21.48	\$12.39	\$33.87
Tile & Marble Layer	5/1/2009		\$24.20	\$13.81	\$38.01
Tile & Marble Layer	5/1/2010		\$24.95	\$13.81	\$38.76
Tile & Marble Layer	5/1/2011		\$25.90	\$13.81	\$39.71
Truckdriver class 1(see notes)	1/1/2009		\$24.05	\$11.35	\$35.40
Truckdriver class 1(see notes)	1/1/2010		\$24.80	\$11.95	\$36.75
Truckdriver class 2 (see notes)	1/1/2009		\$24.23	\$11.44	\$35.67
Truckdriver class 2 (see notes)	1/1/2010		\$24.98	\$12.04	\$37.02
Truckdriver class 3 (see notes)	1/1/2009		\$24.74	\$11.69	\$36.43
Truckdriver class 3 (see notes)	1/1/2010		\$25.49	\$12.29	\$37.78

## PREVAILING WAGES PROJECT RATES

Heavy/Highway	Effective Date	Expiration Date	Hourly Rate	Fringe Benefits	Total
Carpenter Welder	1/1/2009		\$27.99	\$12.16	\$40.15
Carpenter Welder	1/1/2010		\$28.94	\$12.56	\$41.50
Carpenter Welder	1/1/2011		\$29.18	\$13.57	\$42.75
Carpenter Welder	1/1/2012		\$29.93	\$13.92	\$43.85
Carpenter Welder	1/1/2013		\$30.69	\$14.26	\$44.95
Carpenters	1/1/2009		\$27.28	\$12.16	\$39.44
Carpenters	1/1/2010		\$28.23	\$12.56	\$40.79
Carpenters	1/1/2011		\$28.47	\$13.57	\$42.04
Carpenters	1/1/2012		\$29.22	\$13.92	\$43.14
Carpenters	1/1/2013		\$29.98	\$14.26	\$44.24
Cement Finishers	1/1/2009		\$26.72	\$12.97	\$39.69
Cement Finishers	1/1/2010		\$27.62	\$13.42	\$41.04
Iron Workers	7/1/2008		\$26.67	\$20.49	\$47.16
Laborers (Class 01 - See notes)	1/1/2009		\$23.20	\$12.65	\$35.85
Laborers (Class 01 - See notes)	1/1/2010		\$23.65	\$13.55	\$37.20
Laborers (Class 02 - See notes)	1/1/2009		\$23.36	\$12.65	\$36.01
Laborers (Class 02 - See notes)	1/1/2010		\$23.81	\$13.55	\$37.36
Laborers (Class 03 - See notes)	1/1/2009		\$23.85	\$12.65	\$36.50
Laborers (Class 03 - See notes)	1/1/2010		\$24.30	\$13.55	\$37.85
Laborers (Class 04 - See notes)	1/1/2009		\$24.30	\$12.65	\$36.95
Laborers (Class 04 - See notes)	1/1/2010		\$24.75	\$13.55	\$38.30
Laborers (Class 05 - See notes)	1/1/2009		\$24.71	\$12.65	\$37.36
Laborers (Class 05 - See notes)	1/1/2010		\$25.16	\$13.55	\$38.71
Laborers (Class 06 - See notes)	1/1/2009		\$21.55	\$12.65	\$34.20
Laborers (Class 06 - See notes)	1/1/2010		\$22.00	\$13.55	\$35.55
Laborers (Class 07 - See notes)	1/1/2009		\$24.20	\$12.65	\$36.85
Laborers (Class 07 - See notes)	1/1/2010		\$24.65	\$13.55	\$38.20
Laborers (Class 08 - See notes)	1/1/2009		\$25.70	\$12.65	\$38.35
Laborers (Class 08 - See notes)	1/1/2010		\$26.15	\$13.55	\$39.70
Operators (Class 01 - see notes)	1/1/2009		\$26.09	\$14.44	\$40.53
Operators (Class 01 - see notes)	1/1/2010		\$26.89	\$14.99	\$41.88

**PREVAILING WAGES PROJECT RATES**

<b>Heavy/Highway</b>	<b>Effective Date</b>	<b>Expiration Date</b>	<b>Hourly Rate</b>	<b>Fringe Benefits</b>	<b>Total</b>
Operators (Class 02 -see notes)	1/1/2009		\$25.81	\$14.44	\$40.25
Operators (Class 02 -see notes)	1/1/2010		\$26.61	\$14.99	\$41.60
Operators (Class 03 - See notes)	1/1/2009		\$22.17	\$14.44	\$36.61
Operators (Class 03 - See notes)	1/1/2010		\$22.97	\$14.99	\$37.96
Operators (Class 04 - See notes)	1/1/2009		\$21.68	\$14.44	\$36.12
Operators (Class 04 - See notes)	1/1/2010		\$22.48	\$14.99	\$37.47
Operators (Class 05 - See notes)	1/1/2009		\$21.47	\$14.44	\$35.91
Operators (Class 05 - See notes)	1/1/2010		\$22.27	\$14.99	\$37.26
Piledrivers	1/1/2009		\$28.85	\$12.00	\$40.85
Piledrivers	1/1/2010		\$29.95	\$12.25	\$42.20
Piledrivers	1/1/2011		\$30.35	\$13.10	\$43.45
Piledrivers	1/1/2012		\$30.85	\$13.70	\$44.55
Piledrivers	1/1/2013		\$31.45	\$14.20	\$45.65
Steamfitters (Heavy and Highway - Gas Distribution)	5/1/2010		\$30.27	\$26.09	\$56.36

## Lobbying Certification and Disclosure

Commonwealth agencies will not contract with outside firms or individuals to perform lobbying services, regardless of the source of funds. With respect to an award of a federal contract, grant or cooperative agreement exceeding \$100,000 or an award of a federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000, all recipients must certify that they will not use federal funds for lobbying and must disclose the use of non-federal funds for lobbying by filling required documentation. The Contractor will be required to complete and return a Lobbying Certification Form and a Disclosure of Lobbying Activities Form, along with their signed contract. These forms will be made attachments to the contract.

1. Lobbying Certification Form **must** be signed by the contractor.
2. Disclosure of Lobbying Activities. If the contractor has no Lobbying Activities to disclose, "N/A" may be written across the face of this form.

# Lobbying Certification Form

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

Eastern Elevatro Service & Sales Co.



## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1<sup>st</sup> tier. Subawards include, but are not limited to, subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee" then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CGDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixed, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter last name, first name and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform and the dates(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Empty reporting area for disclosure of lobbying activities.

