



Government Support Services – Contracting  
100 Enterprise Place  
Suite # 4  
Dover, DE 19904-8202

June 10, 2010

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER  
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: ROXANN M. PARKER  
STATE CONTRACT PROCUREMENT OFFICER II  
302-857-4555

SUBJECT: **AWARD NOTICE – Addendum #2 Effective August 1, 2011**  
**CONTRACT NO. GSS10046-ELEVATORMAINT**  
PREVENTATIVE MAINTENANCE, ELEVATORS AND ESCALATORS

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**KEY CONTRACT INFORMATION**

**1. MANDATORY USE CONTRACT:**

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**REF: Title 29, Chapter 6911(d) Delaware Code.** Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

**2. CONTRACT PERIOD:**

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Each contractor's contract shall be valid for a one (1) year period from August 1, 2010 through July 31, 2011. Each contract may be renewed for four (4) additional one (1) year period through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

**This contract has been extended for an additional year and is now in effect through July 31, 2012.**

**3. VENDOR:**

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Delaware Elevator, Inc.  
2210 Allen Drive  
Salisbury, MD 21801  
Phone: 800-787-0436 x 140  
Fax: 410-749-2116  
Contact: Terri Sterling  
Email: [tsterling@delawareelevator.com](mailto:tsterling@delawareelevator.com)  
EI#: 52-2048599

**4. SHIPPING TERMS:**

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F.O.B. destination.

**5. PRICING:**

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Prices will remain firm for the term of the contract year.  
**Pricing can be found on the Award Notice Pricing spreadsheet.**

**ADDITIONAL TERMS AND CONDITIONS**

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**6. BILLING:**

The successful vendor is required to **"Bill as Shipped" to the respective ordering agency(s).** Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

**7. PAYMENT:**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

**8. PRODUCT SUBSTITUTION:**

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

**9. ORDERING PROCEDURE:**

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

**10. REQUIREMENTS:**

This contract is issued to cover the Preventative Maintenance, Elevators and Escalators requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, or Volunteer Fire Company.

**11. HOLD HARMLESS:**

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

**12. NON-PERFORMANCE:**

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

**13. FORCE MAJEURE:**

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

**14. AGENCY'S RESPONSIBILITIES:**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.

**15. COMPETENCY OF THE BIDDER/BIDDERS QUALIFICATIONS:**

The Contractor shall:

- a. Be regularly engaged in the business of servicing elevators or escalators of the type, grade and character covered by the specifications.
- b. Have the financial, engineering and local organization and facilities to properly fulfill the requirements of the contract.
- c. The Contractor shall have the local organization and facilities located within two (2) hours of the equipment to be serviced to properly fulfill the requirements of this specification. In addition, the contractor shall certify that emergency callback services shall be provided as required within two (2) hours of notification of a problem by an authorized representative of the Government Support Services.

**16. ACCEPTANCE OF THE ELEVATORS:**

If the contractor finds that extra repair work is necessary to place the elevators in an acceptable condition, the Bidder shall so note the problem and the costs of such repair with the bid proposal. If such a written statement is not submitted, this will be construed as the Contractor accepting the condition of the elevators for normal operation. The cost for the aforementioned extra repair work to place the elevators in an acceptable condition will be included in determining the low bidder. The successful contractor must complete the extra work within the first month of the awarded contract.

**17. CHANGE ORDERS:**

During the term of this contract, it may become necessary to add elevators for maintenance due to expiration of manufacturer's warranty. In the event additions are required, the successful vendor shall maintain such equipment for the duration of the contract period under the terms and conditions herein. Cost to include any additional elevator(s) shall not exceed the monthly amount awarded to maintain equipment of like or similar characteristics.

**18. LOCAL WORKING CONDITIONS:**

The contractor shall cooperate with those in authority on the premises to prevent the entrance and/or exit of all workers and/or others whose presence is forbidden or undesirable. When bringing, storing or removing materials and equipment, the contractor shall observe all applicable rules and regulations in force in and around the premises of the various State buildings. The contractor will use all reasonable methods to avoid creating unnecessary dust, accumulation trash and debris or interfering unduly with the convenience, sanitation and/or routine of the building and to minimize the risk of loss or damage to, the property of the State and/or its employees. The contractor shall repair at their own expense any and all damage they may cause to the building or property, to the full satisfaction of the Director or their designee. They shall maintain the machine room hoist-way overhead in reasonable clean condition at all times.

**19. WORK RULES:**

All work performed and services rendered shall strictly conform to all laws, statutes, ordinances, and the applicable rules, regulations, methods and procedures of all governmental boards, bureaus, offices, commissions and other agencies including the latest regulations for the elevator industry.

**20. RIGHTS FOR INSPECTIONS AND TESTS:**

The Director or a designee reserves the right to make, or cause to be made, such inspections and tests as are deemed advisable to assure that the requirements of these specifications are being fulfilled. Should it be found that the standards herein specified are not being satisfactorily maintained, the Director or a designee may immediately demand that the contractor place the elevators in and condition to meet those requirements. If the contractor fails to comply with such demands within fourteen (14) days, it may be cause for termination of this contract under the default clause.

**21. VENDOR EMERGENCY RESPONSE POINT OF CONTACT:**

The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week to meet a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the current Delaware Emergency Operations Plan.

**22. ELEVATOR REPAIR AND/OR DOWN TIME:**

a. Elevator repair shall be on a twenty-four (24) hours per day, seven (7) days per week basis. Emergency call back response time shall be no more than 90 minutes.

b. Under no circumstances shall any shutdown or breakdown last longer than seventy-two (72) hours, including Saturday, Sunday and holidays. This shall include troubleshooting, procuring parts, installing parts, and placing the elevator or dumbwaiter back in safe uninterrupted operation. The contractor's inability to obtain parts, technical and/or engineering advice, etc. shall not be acceptable, and the contractor may be considered in default, giving sufficient justification to the Director to obtain these services from contractors who can provide the State with uninterrupted elevator and dumbwaiter service. The State may take over the work and prosecute it to completion by contract or otherwise, and the contractor and sureties shall be liable to the Division for any additional cost incurred before the termination of the contract.

**23. SPECIFICATION OF REQUIRED SERVICES:**

a. Contractor shall be required to maintain the entire elevator equipment as hereinafter described, using technicians trained and qualified in the proper maintenance of geared electric and hydraulic elevators, directly employed and supervised by same. These technicians shall be qualified to keep the equipment properly adjusted, and shall use all reasonable care to maintain the elevators in proper and safe operating condition.

b. Contractor shall regularly and systematically examine, adjust, clean lubricate, furnish lubricants, and when conditions warrant, shall repair or replace machine, motor, generator and bearings, brake magnet coils, brake shoes, brushes, windings, commutators, rotating elements, coils, contacts, resistors, magnet frames and other mechanical parts.

c. Contractor shall keep the guide rails properly lubricated at all times except where roller guides are used, and when necessary, renew guide shoe is or guide rollers in order to assure smooth and quiet operation.

d. Contractor shall periodically examine all safety devices and governors, and equalize the tension on all hoisting ropes.

e. Contractor shall renew all worn wire ropes as often as necessary to maintain an adequate factor of safety, and repair and/or replace conductor cables as necessary.

f. Contractor shall furnish genuine lubricants obtained from the manufacturer of the original equipment.

**SPECIFICATION OF REQUIRED SERVICES - (Continued):**

A. Contractor shall examine, lubricate, adjust, repair and/or replace the following accessory equipment:

1.	Interlocks	4.	Door Closers
2.	Car & Hatch Door Hangers	5.	Signal System
3.	Car & Hatch Door Operators		

B. NOTE: The following items of elevator equipment are not included for service under these specifications:

1.	Hoist way Enclosure	6.	Light Fixtures
2.	Hoist way Doors	7.	Power Switches & Feeder to Controller
3.	Cab	8.	Casings, cylinders, plungers and all under-ground piping and connections
4.	Cab Flooring	9.	Fire service combustion detectors
5.	Car Door Panels		

Contractor shall examine regularly and systematically all safety devices and governors. During the first inspection visit, each of the elevator safety devices shall be tested. Electric traction elevators shall have the five (5) year test performed in accordance with the current American National Standard Safety Code. The hydraulic elevators shall also be tested in accordance with the current American National Standard Safety Code. Test certificates shall be provided to the State on the successful completion of required tests.

**SPARE PARTS:**

The Contractor shall maintain an inventory of spare lending and replacement parts in their warehouse. The inventory shall include, but not be limited to, door operator motors, brake magnets, generator and motor brushes, controller switch contacts, selector switch contacts, solid state components, selector tapes, rollers, hoist way limit switches, guide rails, guide shoes, conductor cables, safety devices, plungers, pumps, operating valves, including all component parts of these items, where applicable. All replacement parts and materials shall function properly in the elevators on which they are to be used. The Contractor shall provide for replacement parts from the original manufacturer's parts; substitute parts may be utilized on approval of the Director of Government Support Services or designee.

**MATERIAL INVENTORY:**

The Contractor shall maintain a supply of contacts, coils, leads and generator brushes, lubricants, wiping cloths, and other minor parts in each elevator machine room for the performance of routine preventive maintenance.

**REPAIRS AND/OR RENEWALS:**

The Contractor shall be responsible for all necessary repairs, adjustments, and parts renewal to all elevator components except as hereinafter included. This also includes static loading of the car as required to set automatic control limit devices.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**REPAIRS AND/OR RENEWALS: (Continued)**

Repair or renewals necessitated by the using agency's negligence, accidents, misuse, storm, fire, flood, or water damage, or due to any other cause beyond the Contractor's control, shall be the responsibility of the State.

The State shall be responsible for repair or renewal of guiderails, cars and car enclosure and shaft way enclosures.

**TECHNICAL STANDARDS:**

- A. The item (s) material (s), or appliance (s) required by this invitation must conform to the standards of the "A.N.S.I. Practice for the Inspection of Elevators, Inspectors' Manual A17.2-1987" and the "A.N.S.I. Safety Code for Elevators, Dumbwaiters and Escalators, A17.1-1987" and revisions.

**ZONES:**

- NORTH ZONE:** Includes all of New Castle
- SOUTH ZONE:** Includes all of Sussex County
- CENTRAL ZONE:** Includes all of Kent County

**SPECIFIC REQUIREMENTS FOR DIVISION OF FACILITIES MANAGEMENT:**

**TYPE OF MAINTENANCE REQUESTED:**

- A. Full service maintenance shall include all necessary preventive maintenance, parts and labor, 24 hours per day, 7 days per week call back service.
- B. Preventative maintenance shall be performed in accordance with the manufacturer's specifications for the equipment serviced. The Contractor shall provide a schedule of preventative maintenance for each elevator and escalator. The schedule shall list procedure and time interval.

**ELEVATOR/ESCALATOR SERVICING AND SERVICE RECORDS:**

- A. Regular service work **which does not interfere with elevator and escalator operation** shall be performed during normal office working hours (8:00 a.m. to 4:30 p.m.). Emergency and after hours work shall be coordinated with those individuals listed on pages 21 – 33.
- B. Full service maintenance shall include all necessary preventative maintenance in accordance with the manufacturer's specifications for the equipment involved.
- C. It shall be the responsibility of the Contractor's service personnel to log in and out, where directed by the Division of Facilities Management's representative, each time a visit is made to the site or either a routine or a demand service check. A service ticket indicating the work accomplished shall be left with the Division's representative after each visit. Service ticket must be left at the maintenance office of Facilities Management in the respective zone.



**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**SPECIFIC REQUIREMENTS FOR DIVISION OF FACILITIES MANAGEMENT: (continued)**

- D. The contractor shall provide the required maintenance to comply with any violations of rules and regulations of the governing agencies and recommendations of casualty companies on due notice from the Division of Facilities Management, provided that such violation or recommendation did not exist prior to the date of this contract or after issuance by either party of a 30 day cancellation notice. The requirement of any new attachments or parts on the elevator and escalator in addition to those of the State of Delaware.

**ELEVATOR/ESCALATOR REPAIR AND/OR DOWN TIME:**

- A. Elevator/escalator repair shall be on a twenty-four (24) hours per day, seven (7) days per week basis. Emergency call back response time shall be no more than 90 minutes.
- B. Under no circumstances shall any shutdown or breakdown last longer than seventy-two (72) hours, including Saturday, Sunday and holidays. This shall include troubleshooting, procuring parts, installing parts, and placing the elevator, escalator, or dumbwaiter back in safe uninterrupted operation. The contractor's inability to obtain parts, technical and/or engineering advice, etc. shall not be acceptable, and the contractor may be considered in default, giving sufficient justification to the Director to obtain these services from contractors who can provide the State with uninterrupted elevator, escalator and dumbwaiter service. The Division of Facilities Management may take over the work and prosecute it to completion by contract or otherwise, and the contractor and sureties shall be liable to the Division for any additional cost incurred before the termination of the contract.

**SPECIFICATION OF REQUIRED ELEVATOR AND ESCALATOR SERVICES:**

- A. Contractor shall be required to maintain the entire elevator and escalator equipment as hereinafter described, using technicians trained and qualified in the proper maintenance of geared electric and hydraulic elevators and escalators (E-Series 5000), directly employed and supervised by same. These technicians shall be qualified to keep the equipment properly adjusted, and shall use all reasonable care to maintain the elevators and escalators in proper and safe operating condition.
- B. Contractor shall regularly and systematically examine, adjust, clean lubricate, furnish lubricants, and when conditions warrant, shall repair or replace machine, motor, generator and bearings, brake magnet coils, brake shoes, brushes, windings, commutators, rotating elements, coils, contacts, resistors, magnet frames and other mechanical parts.
- C. Contractor shall keep the guide rails properly lubricated at all times except where roller guides are used, and when necessary, renew guide shoe is or guide rollers in order to assure smooth and quiet operation.
- D. Contractor shall periodically examine all safety devices and governors, and equalize the tension on all hoisting ropes.
- E. Contractor shall renew all worn wire ropes as often as necessary to maintain an adequate factor of safety, and repair and/or replace conductor cables as necessary.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**SPECIFIC REQUIREMENTS FOR DIVISION OF FACILITIES MANAGEMENT: (continued)**

F. Contractor shall furnish genuine lubricants obtained from the manufacturer of the original equipment.

G. Contractor shall examine, lubricate, adjust, repair and/or replace the following accessory equipment:

1.	Interlocks	4.	Door Closers
2.	Car & Hatch Door Hangers	5.	Signal System
3.	Car & Hatch Door Operators		

H. NOTE: The following items of elevator equipment are not included for service under these specifications:

1.	Hoist way Enclosure	6.	Light Fixtures
2.	Hoist way Doors	7.	Power Switches & Feeder to Controller
3.	Cab	8.	Casings, cylinders, plungers and all under-ground piping and connections
4.	Cab Flooring	9.	Fire service combustion detectors
5.	Car Door Panels		

Contractor shall examine regularly and systematically all safety devices and governors. During the first visit, each of the elevator safety devices shall be tested. Electric traction elevators shall have the five (5) year test performed in accordance with the current American National Standard Safety Code. The hydraulic elevators shall also be tested in accordance with the current American National Standard Safety Code. Test certificates shall be provided to the Division of Facilities Management on the successful completion of required tests.

I. Escalator Specifications

Contractor shall examine regularly and systematically all safety devices and governors. During the first inspection visit, each of the escalator safety devices shall be tested. Escalators shall have the escalator test performed in accordance with the current American Society of Mechanical Engineers (ASME A17.1) Safety Code. Test certificates shall be provided to the Division of Facilities Management on the successful completion of required tests.

Contractor shall regularly and systematically examine, adjust, clean, lubricate, furnish lubricants, and when conditions warrant shall repair or replace escalator system components, such as control system, drive machinery and motor equipment, handrail drive system, safety switch system, guidance and alignment systems or other related escalator equipment to ensure safe operational conditions.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**SPECIFIC REQUIREMENTS FOR DIVISION OF FACILITIES MANAGEMENT: (continued)**

Type E-Series 5000® - Glass Balustrade Escalator System Components:

Control System

CPU board, brake control board, controller annunciator display, starter panel, control temperature switch, control power transformer, power supply board, isolation transformer, high voltage, upper and lower junction boxes.

Driver Machinery and Motor Equipment

AC motor, encoder, permanent magnet brake, gearbox, bull gear, ring and pinion gear, oil bucket and lower reversing station. The gear case will be periodically drained and flushed to remove sediment and grit and refilled with new gear oil.

Handrail Drive System

Handrails, handrail drive wheel, handrail roller cluster, handrail drive chain, handrail take-up device, and handrail guide assemblies.

Safety Switch System

Missing step detector, handrail inlet switches, step upthrust inlet switches, comb plate impact device, skirt switches, pit stop switches, access cover switches, out-of-level step switches, emergency stop switches, alarm on the stop switch cover, broken step chain switches, key start switches, brake temperature switch, and motor pit stop switch.

Guidance and Alignment Systems

Steps, rollers, step chains, handrail tracks, novatex boards, sprockets, pulleys, comb segments and comb plates, landing plates, lubricators, and comb lighting.

Balustrades and decks shall be examined, adjusted, properly fastened, and aligned.

Housekeeping

Clean escalator equipment, pits, pans, and balustrade interiors.

**SPARE PARTS:**

The Contractor shall maintain an inventory of spare lending and replacement parts in his warehouse for named elevators and escalators in this contract. The inventory shall include, but not be limited to, door operator motors, brake magnets, generator and motor brushes, controller switch contacts, selector switch contacts, solid state components, selector tapes, rollers, hoist way limit switches, guide rails, guide shoes, conductor cables, safety devises, plungers, pumps, operating valves, including all component parts of these items, where applicable. All replacement parts and materials shall function properly in the elevators/escalators on which they are to be used. The Contractor shall provide for replacement parts from the original manufacturer's parts; substitute parts may be utilized on approval of the Director or a designee.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**SPECIFIC REQUIREMENTS FOR DIVISION OF FACILITIES MANAGEMENT: (continued)**

**MATERIAL INVENTORY:**

The Contractor shall maintain a supply of contacts, coils, leads and generator brushes, lubricants, wiping cloths, and other minor parts in each elevator/escalator machine room for the performance of routine preventive maintenance.

**REPAIRS AND/OR RENEWALS:**

The Contractor shall be responsible for all necessary repairs, adjustments, and parts renewal to all elevator and escalator components except as hereinafter included. This also includes static loading of the car as required to set automatic control limit devices.

Repair or renewals necessitated by the using agency's negligence, accidents, misuse, storm, fire, flood, or water damage, or due to any other cause beyond the Contractor's control, shall be the responsibility of the Division of Facilities Management.

The Division of Facilities Management shall be responsible for repair or renewal of guiderails, cars and car enclosure and shaft way enclosures.

**TECHNICAL STANDARDS:**

The item (s) material (s), or appliance (s) required by this agreement must conform to the standards of the "A.N.S.I. Practice for the Inspection of Elevators, Inspectors' Manual A17.2-1987" and the "A.N.S.I. Safety Code for Elevators, Dumbwaiters and Escalators, A17.1-1987" and revisions.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**DOC SECURITY REQUIREMENTS & PROCEDURES**

1. **REQUIREMENTS**

The correctional facility has issued regulations to be observed by all Contractors working on the Project in order to minimize disruption to prison operations, maintain security and to facilitate the construction process. While working inside the prison facilities on a regular or occasional basis, it must be clearly understood that prison security requirements will at all times take precedence over construction operations. The Contractor shall comply with all such regulations.

2. **WORKING AT A DEPARTMENT OF CORRECTION FACILITY**

- a. In order for the Department of Correction (DOC) to ensure security on the job site, the Prime Contractor shall submit a list of all proposed workers who will be working on the site, to the DPC including their name, social security number, age, sex, race and date of birth. The list shall be used by the Department of Correction for a background check.
- b. Workers will not be permitted on the campus without approval. To arrange for a required escort, the Contractor shall notify DOC a minimum of twenty-four (24) prior to arrival at a DOC location.
- c. All tools, equipment, supplies, etc., shall be removed from the compound building daily.
- d. A list of tools must be supplied with each truck. Inventory shall be taken by the contractor at the beginning and end of each workday. Correctional Officers reserve the right to inspect and inventory all toolboxes, workmen and trucks. Report all missing tools immediately. Leave all unnecessary tools at the shop.
- e. Trucks should be kept clean of debris. Trash within the vehicle increases the amount of time it takes the guards to inspect the vehicles.
- f. Proper construction clothing is required. Short pants are not permitted.
- g. Contractors shall include a sufficient amount of time to enter and depart the facility in a given day. As an example of past projects at a Department of Correction site, it takes between one half to one hour to enter or leave the facility.
- h. Contractor is also advised that only limited movement will be permitted while inside the compound.
- i. Contractors are requested to notify the Director of custody of Operations upon the termination of worker's services in order that the identification card on file can be pulled and rendered inactive.
- j. Completion of "A" Short Form is required for all employees (see next page for "A" Short Form).

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**DOC SECURITY REQUIREMENTS & PROCEDURES**

**SHORT FORM "A"  
DELAWARE DEPARTMENT OF CORRECTION  
LIST OF PERSONNEL FOR BACKGROUND CHECK  
FOR ON-SITE WORK**

DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE/FAX: \_\_\_\_\_

CONTRACT NAME/NO: \_\_\_\_\_

NAME	RACE	DATE OF BIRTH	SSN #	DRIVER'S LICENSE NO.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**DOC SECURITY REQUIREMENTS & PROCEDURES**

3. **CONTRABAND/TOOL CONTROL**

a. Title 11, Section 1256 of the Delaware Code specifies that,

“a person is guilty of promoting prison contraband when: (1) they knowingly and unlawfully introduce any contraband into detention facility, or (2) being a person confined in a detention facility, they knowingly and unlawfully make, obtain, or possess any contraband.”

b. No one may introduce into or possess on the grounds of any institution of any of the following which are considered to be contraband except as noted.

1. Any intoxicating beverage.
2. Any narcotic, hypnotic, barbiturate, hallucinogenic drug, central nervous stimulant or prescription drug except as authorized or approved by an institution affiliated physician.
3. Any firearm or instrument customarily used or designed to be used as a dangerous weapon, or an explosive device, except as authorized or approved by an institution and/or Departmental Administration.
4. Any instrument that may be used as an aid in attempting an escape.
5. Hypodermic needle, syringe, or other article, instrument or substance specifically prohibited by the institution administration except as authorized.
6. An article of State property for the purpose of removing it from State property without authorization from administrative or supervisory personnel.

c. In addition to above, no inmate may possess:

1. Any tool, instrument or implement which could be used as a dangerous weapon except as are assigned by and used under the supervision of authorized personnel.
2. Money.
3. Inmates are not permitted to franchise with the public or contractors.

d. Private Contract Repair and Maintenance Workers: Private contracted or contract maintenance workers by, or under contract to perform services, maintenance repair or construction within the Institution must complete an inventory listing of all tools, toolboxes and related equipment prior to admittance into the Institution. A staff member as so assigned must escort tradesmen or other non-employee workers while in the. At entry control point's vehicles and personnel will be searched, to include any tools or relating equipment. No tools will remain on won work sites upon departure. Activities must perform as authorized with proper security and safety precautions.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**DOC SECURITY REQUIREMENTS & PROCEDURES**

e. Classification of Tools: It is difficult to classify every specific tool. However, the classification tools can be determined according to the following categories.

Restricted tools are items that can be used by inmates either in effecting an escape or causing date or serious injury. The following tools are typical examples:

- a. Diamond-point drills
- b. Ice picks
- c. Hones and sharpening stock.
- d. Metal cutters, blades
- e. Bolt cutters
- f. Cleaners
- g. Cutting torches
- h. Electric drills, portable
- i. Electric bench and portable grinders
- j. Files
- k. Gear pullers
- l. Diamond point and regular hacksaw blades.

f. Lost or stolen tools must be reported to security of the Department of Correction.

g. Broken saw blades must be removed from the property (not left or discarded on site).

**4. GENERAL REQUIREMENTS**

- a. When workers are finished for the day, all tools will be accounted for by the worker and escorting officer.
- b. Workers are not permitted to wander from the work area. Should a worker need to go to another area, they will be escorted by an officer.
- c. Should work require more than one day to complete the job, permission to construct and use temporary storage facilities is solely at the discretion of the prison authorities. The facility will not accept responsibility for any loss or damage to materials left on site. All tools and equipment should be removed daily.
- d. It is essential that construction operation and debris removal be conducted in a manner to assure that materials which might be used as weapons do not fall into the hands of inmates.
- e. Anything of unusual nature as loss of key, identification cards, tools, piping, etc., shall be reported immediately to the escorting officer.



**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**DOC SECURITY REQUIREMENTS & PROCEDURES**

- f. In the event that construction requires the description of plumbing, electrical power, etc., the Director of Custody of Operations must receive at least twenty four (24) hours advance notice in order to preserve security and not to disrupt routine activities. When temporary shutdown of service is unavoidable, the work shall be completed at night during a time when the institution's routine will not be interfered with.
- g. Workers will be denied access to controlled areas should they have relatives or close friends incarcerated in the facility.
- h. Workers shall be subjected to all rules and regulations and shall comply with the escorting officers' instruction accordingly.

**5. SPECIAL REQUIREMENTS**

- a. Materials shall be moved through the buildings using rubber tire vehicles which shall be properly controlled at all times to avoid damage to existing walls, floors, and ceiling surfaces, including doors and door and/or window frames.
- b. Water damage will not be tolerated and it is incumbent upon the contractor to take all steps necessary to keep the existing premises dry at all times.
- c. Certificates shall be on file with the Construction Manager prior to commencement of any welding.
- d. Existing streets, pavements, lawns, curbs and other finished surfaces disturbed or damaged by excavation or other construction activities shall be repaired and restored to their original conditions to the satisfaction of the Owner and local authorities.

**6. SITE SECURITY**

- a. The following regulations must be observed by all persons having any association with the construction of this project (employees, subcontractors, workers, service workers, manufacturer's representative, etc.):
  - 1. Photo Identification Card
    - a. Each trade subcontractor shall submit a list of workers who will be on site. The list will contain the following information on each employee:
      - 1. Name;
      - 2. Date of Birth;
      - 3. Social Security Number;
      - 4. Address.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**DOC SECURITY REQUIREMENTS & PROCEDURES**

6. **SITE SECURITY(continued)**

1. Photo Identification Card (continued)

- b. Each trade subcontractor will pick up the photo identification cards at the Main Gate (where they will be secured when not in use). They will transport the identification cards and issue the identification card upon arrival of the construction workers (after identifying the worker). The cards will be collected at the end of the day and returned to the Main Gate.

2. Assigning Workers to the Site

- a. Each trade subcontractor shall notify the Maintenance Superintendent twenty four (24) hours in advance, but not later than 12:00 Noon, on the previous work day before sending workers to the project site, so an officer can be assigned to accompany all their personnel.

3. Tools and Materials

- a. No tools or materials shall be left unguarded at any time, and they shall be removed from the working areas at the end of each working day or at anytime the works and assigned officer leave the area.

4. Prison Records

- a. Where a worker or representative visiting the institution has a prison record, the trade subcontractor shall be responsible for obtaining the particulars concerning their record, and notifying the institution at least seventy two (72) hours in advance of their visit. The institution will then notify the trade subcontractor and give or deny permission for that person to enter the institution. Any workers denied entrance to the institution must be replaced by the trade subcontractor or subcontractor at no additional cost.

5. Workmen Lunch Area/Searches

- a. Workers will be expected to stay in their respective working areas during their lunch period, unless leaving the grounds is permitted.
- b. All workers will be expected to submit to a search of themselves, their toolboxes, lunch containers, and/or their vehicles at any time, if the search is deemed necessary.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**DOC SECURITY REQUIREMENTS & PROCEDURES**

6. Prohibited Items
  - a. The following items are prohibited from being brought onto the prison grounds and construction site:
    1. Alcoholic beverages and drugs;
    2. Explosive and firearms.
7. Working Dress and Workers:
  - a. Workers will maintain proper attire while working at the institution.
8. It is forbidden to aid or abet the escape of any inmate, or to advise, connive or assist in any escape, or to conceal any inmate after escape, or withhold information pertaining thereto. Violation of this prohibition can result in prosecution and the law provides for punishment of fine and imprisonment.
9. It is likewise strictly forbidden to bring into or take out of the prison either for pay, or for favor, for any inmate, any article, without the proper authorization from the Maintenance Superintendent.
10. It is forbidden to roam at will throughout the prison. Workers are restricted to going directly to those places where the work is conducted and remaining away from all areas where they have no business to conduct.
11. It is prohibited to socialize, exchange pleasantries, or conduct business with inmates in traffic areas (hallways, center areas, etc. Also no affectionate or intimate behavior between official visitors and inmates is permitted.
12. All automobiles are to be parked in a location designated by the Maintenance Superintendent. Parked vehicles must always have the ignition and doors locked.
13. No photographs may be taken without proper authorization. No public news releases may be given without similar authorization.
14. Escorting of any person, not previously approved, onto the prison grounds or into the prison is prohibited.
15. The offering and/or giving of any tips, gratuities, fees, etc. to any inmates and/or prison personnel are strictly prohibited.
16. The use of indecent, abusive, or profane language is forbidden anywhere on the prison property.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**DOC SECURITY REQUIREMENTS & PROCEDURES**

17. Civilian or other clothing should not be left carelessly in places where it may be acquired and worn by inmates.
18. In the even an acquaintance, friend, or relative of contractor's employee should be an inmate of the institution at which work is being conducted, it is advisable that you communicate this confidentially to the Maintenance Superintendent.
19. Tools and Equipment Safety:
  - a. Flammable Liquids: Maintain flammable liquid (e.g., gasoline, fuels, etc.) in secure containers at all times, in compliance with OSHA regulations.
  - b. Tools: Maintain tools and related equipment (e.g. sprinkler heads, hydrants, wires, cables, ducts, manholes, posts, poles, signals, alarm boxes, etc.) at all times.
  - c. Powder Actuated Tools: Comply with Owner's and Maintenance Superintendent direction for control of powder used and stored.
20. Construction Personnel Vehicle Parking:
  - a. Parking spaces for privately owned vehicles operated by construction personnel may be limited.
  - B. The Maintenance Superintendent will assign areas within the prison site for parking. Sufficient space will be provided to park privately owned vehicles operated by construction personnel on site.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**NORTH ZONE**  
**GROUP 1**

**BILL TO:** Office of Management and Budget  
 Division of Facilities Management  
 Business Office  
 Haslett Armory  
 122 Wm. Penn St.  
 Dover DE 19901

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

**Shaun Burke**  
 Division of Facilities Management  
 Phone: (302) 577-8190

Elevators in DFM Buildings in New Castle County

#	Location	Type	Elevator #	Weight
84	New Castle County Courthouse	Zone	1,2,3,4,5,6	3500 lbs.
84	New Castle County Courthouse	Zone	7(Freight)	4500lbs.
84	New Castle County Courthouse	Zone	8,9,10,11	3000 lbs.
84	New Castle County Courthouse	Zone	12,13,14,15,16,17	4000 lbs.
92	Carvel Building	Dover	1,2,3,4,5	4000 lbs.
92	Carvel Building	Dover	6(Freight)	4000 lbs.
96	900 King Street	Dover	1,2	2500 lbs.
96	900 King Street	Dover	3(Freight)	3500 lbs.
	Training Center RM 24 920 French St. Wilmington, DE	Thyssen Krump	Hydraulic Elevator (2)	
39	Absalom Jones Community Ctr. 310 Kiamensi Rd. Wilmington, DE	Thyssen Krump	Hydraulic	2500 lbs
	<b><u>ESCALATORS</u></b>			
84	New Castle County Courthouse	Zone	1,2,3,4,5,6	9000 lbs.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**NORTH ZONE**  
**GROUP 2**

**BILL TO: DEPT. OF SERVICES FOR CHILDREN, YOUTH & THEIR FAMILIES**

Division of Administration  
 1825 Faulkland Road  
 Wilmington, DE 19805

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

**Eryl Roth**

Division of Management Support Services  
 Phone: (302) 633-2632

BLDG #	LOCATION OF EQUIPMENT	TYPE OF EQUIPMENT
2	Administration Building:	2 Adams Hydraulic Passenger Elevators 2500 lbs capacity

**NORTH ZONE**  
**GROUP 3**

**BILL TO: Mr. Eric Smeltzer**

Department of Correction  
 Maintenance Department  
 245 McKee Road  
 Dover, DE 19904

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

**Mr. Eric Smeltzer**

Department of Correction  
 Phone: (302) 739-5601

BLDG #	LOCATION OF EQUIPMENT	TYPE OF EQUIPMENT
	Howard R. Young Institution	(4) Westinghouse Hydraulic Passenger Elevators
	Plummer Work Release Center	(1) Wheelchair lift, 750 Lb. capacity
	Webb Correctional Facility	(1) Wheelchair lift, 750 Lb. capacity

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**NORTH ZONE**  
**GROUP 4**

**BILL TO:**  
 Del Dot Canal District  
 250 Bear Christiana Road  
 Bear, DE 19701

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

Mr. John Barczak  
 Del Dot Canal District  
 Phone: (302) 326-4535

BLDG #	LOCATION OF EQUIPMENT	TYPE OF EQUIPMENT
	Del Dot Canal District	1 General Elevator Electrical Control Systems
	Biddles Toll Plaza	1 General Elevator Model EP6015, Serial EH9627, 24 amps, 460 volts, 15 horse power, 60 cycles, 396 working pressure, 495 release pressure, 9 phase roto flow power unit

**NORTH ZONE**  
**GROUP 5**

**BILL TO:**  
 Department of Labor  
 4425 N. Market Street  
 Wilmington, DE 19802

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

Ms. Kris Brooks  
 Department of Labor  
 Phone: (302) 761-8024

BLDG #	LOCATION OF EQUIPMENT	TYPE OF EQUIPMENT
	Fox Valley Annex	Otis Freight Elevator

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**NORTH ZONE**  
**GROUP 6**

**BILL TO:** Ms. Amanda Ludlam  
 DHSS / DMS – Facility Operation  
 Herman Holloway Campus  
 1901 N. Dupont Hwy.  
 New Castle, DE 19720

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT  
 CALL THE CONTACT LISTED UNDER THE FOLLOWING LOCATIONS:**

#	Location	Type	Weight
07	Herman Holloway Campus 1901 N. DuPont Hwy New Castle, DE 19720 Amanda Ludlam 302-255-9299	Montgomery	4000 lbs.
08	Herman Holloway Campus Annex Building Amanda Ludlam 302-255-9299	Cemco	3500 lbs.
31	Herman Holloway Campus Kent/Sussex Bldg Amanda Ludlam 302-255-9299	Cemco	2500 lbs.
35	Herman Holloway Campus Carvel Bldg. Amanda Ludlam 302-255-9299	Energy	4000 lbs
27	Herman Holloway Campus Charles Debnam Bldg Amanda Ludlam 302-255-9299	Motion Control	2500 lbs.
38	Herman Holloway Campus Lewis Bldg Amanda Ludlam 302-255-9299	Cemco	2000 lbs.
	Herman Holloway Campus Medical Examiners Office Amanda Ludlam 302-255-9299	Cemco (2)	2500 lbs.



**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**NORTH ZONE GROUP 6 continued**

15	Governor Bacon Health Ctr. Rt. 9 Delaware City, DE William Yowell 302-836-2550 x 253 Chris McKinley 302-836-2550 x 225	US Elevator Virginia	3500 lbs. 3500 lbs.
	Emily P. Bissell Main Elevator #1 Newport Gap Pike Wilmington, DE Dave Amalfitano 995-8400x8443	Montgomery/Westinghouse	3500 lbs.
	Emily P. Bissell Main Elevator #2 Dave Amalfitano 995-8400x8443	Montgomery/Westinghouse	3500 lbs.
	Emily P. Bissell Linen/Laundry Dave Amalfitano 995-8400x8443	Street	3000 lbs.
	Emily P. Bissell Linen/Laundry Service Resident (entrance ramp) Dave Amalfitano 995-8400x8443	Westinghouse Thyssen/Krump	2500 lbs. 2500 lbs.
	Emily P. Bissell 1912 Service Elevator Dave Amalfitano 995-8400x8443	Westinghouse	2000 lbs.
HC54	Hudson State Service Center 501 Ogletown Rd. Newark, DE 19956 Basement Amanda Ludlam 302-255-9299	Westinghouse	3500 lbs.
HC55	Northeast State Service Center 1624 Jessup St. Wilmington, DE 19802 Basement Amanda Ludlam 302-255-9299	Cemco Deevilbiss	2500 lbs.
HC51	Porter State Service Center 511 W. 8 <sup>th</sup> St. Wilmington, DE 19801 Mech Room Amanda Ludlam 302-255-9299	Otis	2000 lbs.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**NORTH ZONE**

**GROUP 7**

**BILL TO:** Mr. Eddie Cunningham  
 DelTech  
 Administrative Services  
 400 Stanton – Christiana Road  
 Newark, DE 19713

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

Eddie Cunningham  
 Del Tech  
 302-454-3922

<b>CAMPUS</b>	<b>LOCATION</b>	<b>EQUIPMENT</b>
Wilmington Campus	West Building	Otis 2 passenger cars #1 type 2H ICL 4500 lbs.
Wilmington Campus	West Building	Otis #2 type 2H ICL 4500 lbs date 1983
Wilmington Campus	Southeast Bldg.	Schindler 2 passenger cars
Wilmington Campus	Parking Garage	MPH II Schindler #1E2A250G 4000 lbs. date 1996
Wilmington Campus	Parking Garage	#2E2A250 G date 1998 4500 lbs.
Wilmington Campus	Parking Garage	#3 EsA250G 6000 lbs. date 1998
Wilmington Campus	East Building	Passenger Traction, 6 landings 5F/1R
Wilmington Campus	East Building	Passenger Traction 5 Landings 5F
Wilmington Campus	East Building	Passenger Hydraulic, 3 Landings 3F/1R
Stanton Campus	A Wing	Model #590A63 Passenger 4000lbs.
	D Wing	Model #KMQ-30HB4- CVS001 passenger 4000 lbs.
	E Wing	Loading Dock

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**NORTH ZONE**  
**GROUP 8**

**BILL TO: Division of Parks and Recreation**  
Accounting Office  
89 Kings Highway  
Dover, DE 19901

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**  
Bud Nash  
302-632-0238

<b>Location</b>	<b>Equipment</b>	<b>Weight</b>
Blue Ball Barn 1914 West Park Dr. Wilmington, DE 19803	Otis Hydraulic	3500 lbs.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**CENTRAL ZONE**

**GROUP 1**

**BILL TO: Office of Management and Budget**  
Division of Facilities Management  
Business Office  
Haslett Armory  
122 Wm. Penn St.  
Dover DE 19901

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

**ROB KAPP**

Division of Facilities Management  
192 Transit Lane  
Dover, DE 19901  
Phone: (302) 739-4611

**GROUP 2**

**BILL TO: HISTORICAL AND CULTURAL AFFAIRS**

21 The Green  
Dover, DE 19901

**TO SCHEDULE EQUIPMENT WALK THROUGH**

Steve Deeney  
Phone: (302) 739-3315 or 632-1903

**GROUP 3**

**BILL TO: Mr. Eric Smeltzer**  
**Department of Correction**  
**245 McKee Road**  
**Dover, DE 19904**

**TO SCHEDULE EQUIPMENT WALK THROUGH**

**Eric Smeltzer**  
Phone: (302) 739-5601

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**GROUP 4**

**BILL TO:** Amanda Ludlam  
**DHSS / DMS – Facility Operation**  
Herman Holloway Campus  
1901 N. Dupont Hwy  
New Castle, DE 19720

**TO SCHEDULE EQUIPMENT WALK THROUGH**

Rodney Holderbaum  
Phone: (302) 223-1000 option 1

**GROUP 5**

**BILL TO:**  
**DelTech – Terry Campus**  
100 Campus Drive  
Dover, DE 19904

**TO SCHEDULE EQUIPMENT WALK THROUGH**

Eddie Cunningham  
(302) 857-1600

**GROUP 6**

**BILL TO:**  
**Division of Parks and Recreation**  
Accounting Office  
89 Kings Highway  
Dover, DE 19901

**TO SCHEDULE EQUIPMENT WALK THROUGH**

Bud Nash

302-632-0238

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**CENTRAL ZONE**

**GROUP 1**

Elevators in DFM Buildings in Kent County

#	Location	Type	Elevator #	Weight
01	Legislative Hall	Delaware (hydro)	1	4000 lbs.
01	Legislative Hall	Delaware (cable)	2	2000 lbs.
01	Legislative Hall	Delaware (manlift)	3	1000 lbs.
02	Jesse Cooper	Cemco (hydro)	1,2	3500 lbs.
<b>02</b>	<b>Jesse Cooper</b>	<b>Garaventa Stair Lift</b>		<b>Mod GSL1</b>
03	Townsend Building	Otis (cable)	1	3000 lbs
04	O'Neill Building	Westinghouse (hydro)	1	3000 lbs.
06	Tatnall Building	Cemco	1	2000 lbs.
08	Public Archives	Delaware (cable)	1	5000 lbs.
08	Public Archives	Schlinder (hydro)	2	2500 lbs.
08	Public Archives	Waupaca (hydro)	3	500 lbs.
14	Supreme Court	Gal (cable)	1	1000 lbs.
16	Haslett Armory	Otis (hydro)	1,2	3500 lbs.
19	Homeland Security	Otis ( hydro)	1	2000 lbs.
<del>38</del>	<del>Kent County Courthouse</del>	<del>United (cable)</del>	<del>4</del>	<del>2000 lbs.</del>
<del>38</del>	<del>Kent County Courthouse</del>	<del>Thyssen/Krupp (hydro)</del>	<del>2</del>	<del>2500 lbs.</del>
<del>38</del>	<del>Kent County Courthouse</del>	<del>Delaware (hydro)</del>	<del>3</del>	<del>1400 lbs.</del>
<del>38</del>	<del>Kent County Courthouse</del>	<del>Elevette (screw)</del>	<del>4</del>	<del>450 lbs.</del>
40	Massey Station	Cemco (hydro w/VC)	1	2500 lbs.
42	Kent County Family Court	Cemco (hydro)	1,2	2500 lbs.
42	Kent County Family Court	Matot (drum) DW	3	500 lbs.
50	Highway Administration	Otis (hydro)	1	2500 lbs.
50	Highway Administration	Otis (hydro)	2	3000 lbs.
50	Highway Administration	Thyssen-Krupp (hydro)	3	3500 lbs.
50	Highway Administration	Dover (manlift, screw)	4	750 lbs.
59	DEMA	Delaware (hydro)	1	4500 lbs.
75	Thomas Collins Building	Otis (hydro)	1,2	2500 lbs.
76	JP Court 7 & 16	Dover (hydro)	1	2100 lbs.
78	James Williams Service Center	Haughton (hydro)	1	4000 lbs.
82	William Penn Building	Cemco (hydro)	1	2000 lbs.
86	Richardson & Robbins	Westinghouse (hydro)	1	2500 lbs.
87	Delaware Development Office	Westinghouse (hydro)	1	2000 lbs.

(Rev. 6/8/11)

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**CENTRAL ZONE**

**GROUP 2**

Museums

BLDG #	LOCATION OF EQUIPMENT	TYPE
	Biggs Museum of American Art 406 Federal St. Dover, DE	1 Cemco Hydraulic Passenger Elevator
	State House Museum 25 The Green Dover, DE	1 Thyssen Krupp Oil Draulic Passenger Elevator
15	Old State House	1 Corbett hydraulic 1200 lbs.
	Governors Mansion	Lift

**GROUP 3**

BLDG #	LOCATION OF EQUIPMENT	TYPE
	Kent Work Release Center	(1) Otis Hydraulic Passenger Elevator

**GROUP 4**

**Delaware Hospital for the Chronically III  
 100 Sunnyside Rd.  
 Smyrna, DE 19977**

**Contact: Rodney Holderbaum Phone: 302-223-1000 option 1**

BLDG	MAKE	MODEL	TYPE	CAPACITY	PASS RATING
Prickett "N"	Otis		Traction	4000	
Prickett "S"	Otis		Traction	4000	
Medical Exam	Serge		Traction	4000	
GP II	Virginia Control		Hydraulic	3500	
Candee	Otis Drum		Traction	2500	16

**GROUP 5**

LOCATION	TYPE
Terry Building	(1) Westinghouse Elevator-Hydraulic 2500 lb. Capacity – Travel: two floors
Education & Training Building	(1) Montgomery elevator-hydraulic, model 411H – travel: two floors

**GROUP 6**

Location	Equipment	Weight
Killens Pond Nature Ctr 5025 Killens Pond Rd. Felton, DE 19943	Delaware Elevator, hydro	2500 lbs.

**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**SOUTH ZONE**

**GROUP 1**

**BILL TO: Office of Management & Budget**  
Division of Facilities Management  
Business Office  
Haslett Armory  
122 Wm Penn St.  
Dover DE 19901

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

BILL GIBBONS  
Division of Facilities Management  
Georgetown, DE 19947  
Phone: (302) 856-5817

**SOUTH ZONE**

**GROUP 1**

#	Location	Make	Type	Elevator #	Weight
33	Chancery Court	Otis	Hydro	1	2500 lbs
61	Family Court	Otis	Hydro	1,2	2500 lbs.
61	Family Court	Matot		Dumbwaiter	75 lbs.
64	Courthouse	DE Elevator	Hydro	1	2500 Lbs.



**SPECIFICATION OF REQUIRED SERVICES (Continued):**

**SOUTH ZONE**

**GROUP 2**

**BILL TO:**  
**DHSS / DMS – Facility Operation**  
 Herman Holloway Campus  
 1901 N. Dupont Hwy.  
 New Castle, DE 19720

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

JOHN FOX  
 Phone: (302) 856-5817

LOCATION	MAKE	MODEL	TYPE	CAPACITY	PASS RATING
Georgetown State Service Ctr. 546 S. Bedford Street Georgetown, DE 19947	Cemco	Ser 6000	Hydraulic	2000	12

**SOUTH ZONE**

**GROUP 3**

**BILL TO:**  
**Division of Parks and Recreation**  
 Accounting Office  
 89 Kings Highway  
 Dover, DE 19901

**TO SCHEDULE EQUIPMENT WALK THROUGH**

Bud Nash

302-632-0238

**GROUP 3**

Location	Equipment	Weight
Indian River Marina Park Office 39415 Inlet Rd. Rehoboth, DE 19971	Thyssen-Krupp, hydro	2500 lbs.