



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

July 11, 2012

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 #6 – EFFECTIVE Sept. 1, 2014**  
**CONTRACT NO. GSS12236-ELEVATOR\_INSP**  
**ELEVATOR AND ESCALATOR INSPECTIONS**

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TABLE OF CONTENTS  
OF  
KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT:.....	2
2. CONTRACT PERIOD: .....	2
3. VENDORS: .....	2
4. SHIPPING TERMS: .....	2
6. PRICING:.....	2
ADDITIONAL TERMS AND CONDITIONS.....	3



**KEY CONTRACT INFORMATION**

**1. MANDATORY USE CONTRACT:**

[\(Return to Table of Contents\)](#)

**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, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

**2. CONTRACT PERIOD:**

[\(Return to Table of Contents\)](#)

Each contractor's contract shall be valid for a one (1) year period from August 1, 2012 through July 31, 2013. Each contract may be renewed for one (1) 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, through July 31, 2014.

This contract has been extended for an additional month, through August 31, 2014.

**This contract has been extended for an additional month, through September 30, 2014.**

**3. VENDOR:**

[\(Return to Table of Contents\)](#)

National Elevator Inspection Services  
10855 Metro Court Suite B  
St. Louis, MO 63043

**Contact: Fran Delaney**

**Telephone: 800-886-6347 x 3815**

**Direct Line: 314-587-3815**

**Fax: 314-890-0605**

**Email: [fran.delaney@us.bureauveritas.com](mailto:fran.delaney@us.bureauveritas.com)**

FSF#0000034167

**4. SHIPPING TERMS:**

[\(Return to Table of Contents\)](#)

F.O.B. destination; freight pre-paid.

**5. PRICING:**

[\(Return to Table of Contents\)](#)

Prices will remain firm for the term of the initial contract year and can be found on the Award Notice Pricing Spreadsheet.

**ADDITIONAL TERMS AND CONDITIONS**

[\(Return to Table of Contents\)](#)

**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.

1. Hourly Billing

The hourly billing for re-inspections, as requested or required, shall reflect actual time spent on-site, time spent on research and report preparation, and up to a maximum of one (1) hour each way for travel time.

**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:**

A. On-Site Requirements

Every employee or associate under the direction of the vendor shall immediately upon entering a facility identify themselves to the building manager or representative with their current QEI photo certification card and conduct an opening conference explaining why they are there and how they will proceed. Upon completion of the service rendered they shall conduct a closing conference with the manager/representative informing them of their findings.

**NOTE:** Vendor is required to give a minimum of 48 hours notice, prior to any scheduled inspections.

**REQUIREMENTS (continued):**

B. Curriculum Vitae

The vendor shall provide a Curriculum Vitae (CV) outlining the qualifications of the supervisor responsible for this project and qualifications of any inspectors whose services will be utilized as a result of this contract. If new inspectors are added then this information shall be provided to the Building Manager prior to placing this person in service.

C. Certifications

Current copies of all required certification cards showing the expiration dates shall be provided to the Building Superintendent, Facility Manager, or Director of Administration for the respective locations.

D. Inspection and Test Reports

All inspections and tests shall be made on ASME/ANSI checklist for inspections and test or an approved equivalent and shall be accompanied by a list of infractions and recommendations for corrections and improvements.

E. Unsafe Conditions

Whenever, during the course of any survey, inspection or test, the vendor finds any serious deficiency in the safety features of the equipment or any other condition which in their judgment, renders the equipment unsafe, that equipment shall be immediately placed "OUT OF SERVICE". The vendor shall notify the building manager or representative of such condition immediately after placing the equipment out of service.

F. Initial Inspection/Survey

During the initial inspection/survey the vendor will be required to list the equipment numerically in accordance with direction from the building manager and provide the direction required to properly number all equipment.

G. Annual Certificate

The vendor shall provide a certificate of inspection for posting in/on each unit at the completion of the initial inspection and upon completion of each subsequent annual inspection thereafter.

H. The vendor shall be responsible for scheduling the required test with the designated elevator Maintenance contractor.

## **SPECIFICATION FOR ELEVATOR INSPECTION**

**This specification is issued to cover Elevator Inspection as required by the National Elevator Code for Elevators located in buildings under control of the Division of Facilities Management.**

### **New Castle County – Facilities Management**

Original Test Report must be filed with the Department of Licenses and Inspection, 800 French Street, Wilmington, DE 19801 with a copy to Mr. Art Cohen, Division of Facilities Management, 820 French Street, Wilmington, DE 19801.

### **Kent County – Facilities Management**

Submit Test Report to Mr. Doug Minner, Division of Facilities Management, 192 Transit Lane, Dover DE 19901.

### **Sussex County – Facilities Management**

Submit Test Report to Mr. Don Gerardi, Division of Facilities Management, 23708 Shortly Rd., Georgetown DE 19952.

## **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 and consider the regulations when preparing their bid.

### 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. Workmen 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, in their bid, 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 DOC Security Clearance Application is required for all employees. (application form follows requirements)

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 points vehicles and personnel will be searched, to include any tools or relating equipment. No tools will remain on work sites upon departure. Activities must be performed as authorized with proper security and safety precautions.

- d. Classification of Tools: It is difficult to classify every specific tool. However, the classification tools can be determined according to the following categories.
  - 1. 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.
- e. Lost or stolen tools must be reported to security of the Department of Correction.
- f. 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.



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4. GENERAL REQUIREMENTS: (continued)

- 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, workmen, service men, 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.

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 collect at the end of the day and returned to the Main Gate.

2. Assigning Men 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 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 workers 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 his record, and notifying the institution at least seventy two (72) hours in advance of his visit. The institution will then notify the trade subcontractor and give or deny permission for that person to enter the institution. Any worker denied entrance to the institution must be replaced by the trade subcontractor or subcontractor at no additional cost.

5. Worker 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.

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.
2. All automobiles are to be parked in a location designated by the Maintenance Superintendent. Parked vehicles must always have the ignition and doors locked.
3. 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.

SITE SECURITY (continued)

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.

**DELAWARE DEPARTMENT OF CORRECTION  
BUREAU OF PRISONS  
SECURITY CLEARANCE APPLICATION  
PLEASE PRINT CLEARLY**

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

**LIST ALL OTHER NAMES YOU HAVE USED INCLUDING MAIDEN, NICKNAMES, RELIGIOUS NAMES:**

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DOB: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_ SSN #: \_\_\_\_\_

SEX:  MALE  FEMALE RACE:  WHITE  BLACK  OTHER LICENSE #/STATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

DO YOU HAVE A CRIMINAL CONVICTION AND/OR ARREST ANYWHERE:  YES  NO IF YES, FILL OUT BELOW.

CITY/STATE OFFENSE OCCURRED: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNTRY (IF OTHER THAN USA): \_\_\_\_\_

OFFENSE: \_\_\_\_\_ SENTENCE: \_\_\_\_\_

ARE YOU PRESENTLY UNDER DEPT OF CORRECTION SUPERVISION:  YES  NO IF YES, WHAT:

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DO YOU HAVE A CRIMINAL ARREST OR CONVICTION, TO INCLUDE ANY CHARGES THAT WERE DISMISSED, NOLLE PROSSED, OR PARDONED?  YES  NO IF YES, WHAT: \_\_\_\_\_

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ARE YOU RELATED IN ANYWAY TO ANYONE INCARCERATED IN A DELAWARE INSTITUTION?:  YES  NO

IF YES, NAME OF INMATE AND YOUR RELATIONSHIP TO THEM: \_\_\_\_\_

REASON FOR CLEARANCE: \_\_\_\_\_ DATE OF ACTIVITY: \_\_\_\_\_

VOLUNTEER/VENDOR/CONTRACTOR: \_\_\_\_\_ COMPANY: \_\_\_\_\_

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**PLEASE READ AND SIGN:**

I understand that my criminal record information will be verified by prison authorities. I also understand that my application may be rejected by any reason.

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

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**The following is the result of DELJIS and NCIC records check:**

**DELAWARE WANTS/WARRANTS:** \_\_\_\_\_ **DELAWARE CRIMINAL HISTORY:** \_\_\_\_\_

**NCIC WANTS/WARRANTS:** \_\_\_\_\_ **NCIC CRIMINAL HISTORY:** \_\_\_\_\_

Award Notice- Addendum #6

Contract No.GSS12236-ELEVATOR\_INSP

GSS12236-ELEVATOR\_INSP  
ELEVATOR AND ESCALATOR INSPECTIONS  
**EQUIPMENT LIST**

**Kent County Facilities Management  
Doug Minner 302-739-4611**

Bldg.#	Name/Quantity	Make	Capacity in Pounds	Type
01	Legislative Hall (2)	Delaware	4000	Hydro
		Delaware	2000	Traction
		(Virginia Control)		
02	Jesse Cooper (2)	Cemco		Hydro
		Cemco		Hydro
03	Townsend Building (4)	Otis	3000	Traction
		Otis	3000	Hydro
		Rewland	1000	Screw
		Rewland	1000	Screw
13	Hall of Records (1)	Shindeler	2500	Hydro
	Archives	Delaware Elevator	5000	Hydro
08	Tatnall Building (1)	Cemco-United	2000	Hydro
14	Supreme Court (1)	GAL	1000	Traction
16	Haslett Armory (2)	Otis	3500	Hydro
19	Public Safety (1)	Otis	2500	Hydro
38	Kent County Courthouse (3)	Otis	3500	Hydro
	Kent County Courthouse (5)	Otis	3000	Hydro
42	Kent Co. Family Court (2)	Cemco	2500	Hydro
		Cemco	2500	Hydro
50	Highway Administration (4)	Thyssen-Krupp	2500	Hydro
		Thyssen-Krupp	3000	Hydro
		Thyssen-Krupp	3500	Hydro
		V Wheelchair lift	750	Bell Screw
75	Thomas Collins Bldg. (2)	Otis	2500	Hydro
		Otis	2500	Hydro
78	James Williams Center (1)	Haughton	4000	Hydro
82	William Penn Bldg. (1)	Cemco United	1500	Hydro
86	Richardson & Robbins Bldg. (1)	Westinghouse	2500	Hydro

Award Notice- Addendum #6  
 Contract No.GSS12236-ELEVATOR\_INSP  
**Kent County Facilities Management – Cont’d**  
**Doug Minner**

Bldg.#	Name/Quantity	Make	Capacity in Pounds	Type
87	Delaware Development (1)	Westinghouse	2000	Hydro
59	DE Emerg Oper Ctr (1)	Delaware Elevator	4500	
76	JP Court #7-16 (1)	Dover Elevator	2100	Hydro
40	Massey Station	Cemco	2500	Hydro

**New Castle County, Facilities Management**  
**Art Cohen 302-577-8190**

Bldg.#	Name/Quantity	Make	Capacity in Pounds	Type
84	New Castle County Courthouse (17) elevators	Kone (4)	3000	Traction
		Kone (6)	3500	Traction
		Kone (6)	4000	Traction
		Kone (1)	4500	Traction
		Chair lifts (2)	750	Lift
92	Carvel State Office Bldg. (6) elevators Haughton	Tyssen (5)	4000	Traction
		Dover (1)	4000	Traction
96	900 King Street (3)	Dover (2)	2500	Traction
		Dover (1)	3500	Traction
98	Surplus Services Bldg-DeCity			Mat. lift
39	Absolom Jones School	Chair lifts (2)		Lift
<b>10N24</b>	<b>Education Building 920 French St. Wilm., DE</b>	<b>Thyssen Krupp</b>	<b>2500</b>	<b>Hydro</b>

Wilmington Dept. of Services for Children, Youth & Their Families, DMSS Maintenance (302)633-2632

**Eryl Roth 302-633-2632**

Bldg.#	Name/Quantity	Make	Capacity in Pounds	Type
#2	1825 Faulkland Road	(2) Adams	2000	Hydraulic

Facilities Management Escalators

**Art Cohen 302-577-8190**

Bldg.#	Name/Quantity	Make	Capacity in Pounds	Type
84	New Castle County Court House (6)	Kone E Series	9,000	

Award Notice- Addendum #6  
 Contract No.GSS12236-ELEVATOR\_INSP

**Sussex County, Facilities Management  
 Don Gerardi 302-856-5817**

<b>Bldg.#</b>	<b>Name/Quantity</b>	<b>Make</b>	<b>Capacity in Pounds</b>	<b>Type</b>
33	Chancery Court	Otis	2500	Hydro
61	Sussex Co. Family Court (3)	Otis	2500	Hydro
		Otis	2500	Hydro
		Matot	Dumbwaiter	Traction
64	Sussex Court House	Delaware	2500	Hydro

**New Castle County - DelTech  
 Eddie Cunningham 302-454-3922**

<b>Bldg.#</b>	<b>Name/Quantity</b>	<b>Make</b>	<b>Capacity in Pounds</b>	<b>Type</b>
	Wilmington Campus (2) West Building	Otis	4500	
	Southeast Building (1)	Otis	4500	
	Parking Garage (1)		4500	
	Parking Garage (1)		6000	
	Stanton Campus – A Wing (1)		4000	Passenger
	D Wing (1)		4000	Passenger
	E Wing (1)			Loading Dock



**New Castle County – DHSS/DMS-Facility Operations**

<b>Bldg.#</b>	<b>Name/Quantity</b>	<b>Make</b>	<b>Capacity in Pounds</b>	<b>Type</b>
	Herman Holloway Campus 1901 N. Dupont Highway New Castle, DE 19720 Contact: Amanda Ludlam Phone: 302-255-9299			
07	Main Building	Montgomery	4000	Cable
08	Annex Building	Cemco	3500	Hydraulic
31	Kent/Sussex	Cemco	2500	Hydraulic
35	Carvel Building	Energy	4000	Hydraulic
27	Charles Debnam	Motion Control	2500	Hydraulic
	Medical Examiners Office	Cemco	2500	Hydraulic
		Cemco	2500	Hydraulic
	Governor Bacon Health Center Route 9 Delaware City, DE 19706 Phone: 302-836-2550 Contact: William Yowell ext. 253 Cell: 302-388-9314 Chris McKinley ext. 225 Cell: 302-668-8643			
15	Tilton Building	US Elevator /Hollister	3500	Hydraulic
		Virginia	3500	Cable
	Emily P. Bissell Newport Gap Pike Wilmington, DE Contact: Dave Amalfitano Phone: 302-995-8400 ext.8443			
	Main Elevator #1	Montgomery/ Westinghouse	3500	Traction
	Main Elevator #2	Montgomery/ Westinghouse	3500	Traction
	Linen/Laundry	Street	3000	Hydraulic
	Linen/Laundry Services	Westinghouse	2500	Traction
	Resident (Entrance Ramp)	Thyssen/Krump	2500	Hydraulic
	1912 Service Elevator	Westinghouse	2000	Traction
	Hudson State Service Center 501 Ogletown Road Newark, DE 19956 Contact: Amanda Ludlam Phone: 302-255-9299			
HC 54	Basement	Westinghouse	2000	Hydraulic

11	Medical Building Northeast State Service Center 1624 Jessup Street Wilmington, DE 19802 Contact: Amanda Ludlam Phone: 302-255-9299	Cemco – ESI Control	2000	Hydraulic
HC55	Basement	Cemco	2000	Hydraulic
				Hydraulic
	Porter State Service Center 511 W. 8 <sup>th</sup> Street Wilmington, DE 19801 Contact: Amanda Ludlam Phone: 302-255-9299			
HC51	Mechanics Room	Otis	1500	Traction

**Kent County – DeITech  
 Eddie Cunningham 302-857-1600**

Bldg.#	Name/Quantity	Make	Capacity in Pounds	Type
	Terry Building (1)	Westinghouse	2500	Hydraulic
	Educational Training Building (1)	Montgomery		Hydraulic

**Kent County – DHSS/DMS-Facility Operations**

Bldg.#	Name/Quantity	Make	Capacity in Pounds	Type
	Delaware Hospital for the Chronically Ill 100 Sunnyside Road Smyrna, DE 19977 Contact: Rodney Holderbaum Phone: 302-223-1000 option 1			
	Pritchett “N”	Otis	4000	Traction
	Pritchett “S”	Otis	4000	Traction
	Medical Exam	Serge	4000	Traction
	GP II	Virginia Control	3500	Hydraulic
	Candee	Otis Drum	2500	Traction

**Historical and Cultural Affairs  
 Manny Carrar 739-3315, 242-1033 cell**

Bldg.#	Name/Quantity	Make	Capacity in Pounds	Type
	Biggs Museum of American Art 406 Federal St. Dover, DE	Cemco	4000	Hydraulic
	State House Museum 25 The Green Dover, DE	Thyssen Krupp	2100	Oil Drulic
	John Dickinson Plantation Dover, DE			Chair Lift

Award Notice- Addendum #6  
 Contract No.GSS12236-ELEVATOR\_INSP  
**Sussex County – DHSS/DMS-Facility Operations**

Bldg.#	Name/Quantity	Make	Capacity in Pounds	Type
	Georgetown State Service Center 546 S. Bedford Street Georgetown, DE 19947 Contact: John Fox Phone: 302-934-8031	Cemco, Series 6000	2000	Hydraulic

**Department of Correction**  
**Eric Smeltzer 302-739-5601**

Bldg.#	Name/Quantity	Make	Capacity in Pounds	Type
	Howard R Young Institution (4)	Westinghouse		Hydraulic
	Plummer Work Release Center (1)	Wheelchair Lift	750	Wheelchair Lift
	Web Correctional Facility (1)	Wheelchair Lift	750	Wheelchair Lift
	Morris/KWRC Work Release Center	Wheelchair Lift	750	elevator
	Hazel D Plant Work Release Ctr.	Shindler elevator	3500	elevator

**Department of Labor**  
**Herman Rodriguez 302-761-8025**

Bldg.#	Name/Quantity	Make	Capacity in Pounds	Type
	Department of Labor Fox Valley Annex 19 Lea Blvd. Wilmington, DE 19802	Otis	2500	Freight

**DNREC/Div. of Parks and Recreation**  
**Eric Dawson 302-739-9222**

Bldg.#	Name/Quantity	Make	Capacity in Pounds	Type
	Blue Ball Barn 1914 West Park Dr. Wilmington, DE 19803	Otis	3500	Hydraulic
	Killens Pond Nature Center 5025 Killens Pond Rd. Felton, DE 19943	Delaware Elevator	2500	Hydraulic
	Indian River Marina Park Office 39415 Inlet Rd. Rehoboth, DE 19971	Thyssen-Krupp	2500	Hydraulic

**DeIDOT**  
**Tom Simperts 302-838-4910**

<b>Bldg.#</b>	<b>Name/Quantity</b>	<b>Make</b>	<b>Capacity in Pounds</b>	<b>Type</b>
	Biddles Toll Plaza 2111 DuPont Hwy. Middletown, DE 19709	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	2000	Hydraulic

**John Barczak 302-326-4535**

	Canal District Admin Office 250 Bear Christiana Rd. Bear, DE 19701	1 Kone w/Hollister-Whitney 201-205 over speed governors	2500	Cable driven
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**Michael Haddadin 302-366-7210**

	DelDot/DMV Toll Operations Newark Plaza 1200 Whitaker Rd. Newark, DE 19702	Energy Philadelphia Dumbwaiter	500	freight
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**Delaware Army National Guard**  
**Chris Slicer 302-326-7217 or Luis Velazquez 302-326-7216**

<b>Bldg.#</b>	<b>Name/Quantity</b>	<b>Make</b>	<b>Capacity in Pounds</b>	<b>Type</b>
	Army Aviation Support Facility 33 Corporate Circle New Castle, DE 19720	Thyssen Krupp (2)	2500 3500	Hydraulic

**DELAWARE STATE UNIVERSITY AND APARTMENTS**

**William McMahan 857-7959 or 363-2083 (cell)**

<b>BLDG</b>	<b>MAKE</b>	<b>MODEL</b>	<b>TYPE</b>	<b>CAPACITY</b>	<b>STOPS</b>
Science Center - N	Otis		Hydr	3000	3
Science Center - S	Otis		Hydr	4500	3
Science Center - S	Otis		Hydr	3000	3
Harberium	Access		Hydr	1400	2
Administration	VA Control		Hydr	3500	4
Administration	VA Control		Hydr	3500	4
Price	VA Control		Hydr	2500	2
Delaware Hall	ESH		Hydr	2100	2
W. Jason Library	ESH		Hydr	4000	6
E. Jason Library	ESH		Hydr	2000	5
ETV Building	ESH		Hydr	2500	2
Evers	Porch Lift		Vert Platform	450	2
Thompson Bldg	Porch lift		Vert. platform	400	2
Humanities Bldg					
Lockerman Hall	National		Vert. platform	750	2
Old Science Bldg	Otis		Hydr	3000	3
Stadium Lift	Porch lift		Vert platform	750	2
Warren Franklin	Otis		Hydr	3000	6
Wynder Towers	ESH		Hydr	2500	6
MBNA	VA Control		Hydr	4500	6
MBNA	VA Control		Hydr	3000	3
Wellness Center	VA Control		Hydr	3500	2
Student Center	VA Control		Hydr	5000	3
Student Center	VA Control		Hydr	3500	3
<b>APARTMENTS:</b>					
Building #1	VA Control		Hydr	3500	4
Building #1	VA Control		Hydr	3500	4
Building #2	VA Control		Hydr	3500	4
Building #2	VA Control		Hydr	3500	4
Building #3	VA Control		Hydr	3500	4

**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.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.

- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
  
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.