



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

September 19, 2013

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

FROM: PAMELA BARR  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **AWARD NOTICE – Addendum #9 Effective Feb 3, 2016**  
**CONTRACT NO. GSS13046-ELEVATORMAINT**  
**PREVENTATIVE MAINTENANCE, ELEVATORS AND ESCALATORS**

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**GOVERNMENT SUPPORT SERVICES – CONTRACTING**  
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202  
PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV

## **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, 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 October 1, 2013 through September 30, 2014. Each contract may be renewed for four (4) additional one (1) year periods 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 one (1) year through September 30, 2015.

**This contract has been extended for one (1) year, through Sept. 30, 2016.**

### **3. VENDORS**

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This Contract has been Multi-Awarded in accordance with Delaware Code, Title 29, Chapter 6926. The State reserves the right to utilize either or any awarded vendor at their discretion.

#### **GSS13046-ELEVATORMAINTV01**

Delaware Elevator, Inc.  
2210 Allen Drive  
Salisbury, MD 21801  
Contact: Terri Sterling  
Phone: 800-787-0436 x 140  
Fax: 888-678-7369  
Email: [tsterling@delawareelevator.com](mailto:tsterling@delawareelevator.com)  
FSF#: 0000029853

#### **GSS13046-ELEVATORMAINTV02**

##### **SEND PO'S TO:**

Otis Elevator Company  
4999 Fairview Ave.  
Linthicum, MD 21090

##### **SEND PAYMENT TO:**

Otis Elevator Company  
PO Box 905454  
Charlotte, NC

**Contact: Alexander Lee**

**Service: 800-233-6847**

**Cell: 410-299-4548**

**Fax: 860-353-2920**

**Email: [Alexander.Lee@otis.com](mailto:Alexander.Lee@otis.com)**

**FSF#:0000003011**

### **4. SHIPPING TERMS**

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

### **5. PRICING**

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Prices will remain firm for the term of the contract year. Pricing can be found on the 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.
- 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>.

## **15. COMPETENCY OF THE CONTRACTOR/CONTRACTOR 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 contractor 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, remove water from pit of service elevators, 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.

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

- C. Contractor shall keep the guide rails properly lubricated at all times except where roller guides are used, and when necessary, renew guide shoe 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.
- 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 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.

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 solicitation 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.

**ELECTRICIAN LICENSURE REQUIREMENT**

As a result of enactment of HB 180, effective June 30, 2012, anyone providing electrical services in Delaware must hold a Delaware professional license as an electrician. It is illegal for unlicensed persons to provide electrical services. Performing "electrical services" or "electrical work" is defined by the Board to mean any activity that is covered by the National Electrical Code (NEC) as adopted by the Delaware State Fire commission.

For licensure clarification please contact the Division of Professional Regulations at: <http://dpr.delaware.gov/>

**ZONES**

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



**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. As part of the Bid Quotation reply section the Bidder 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 facility managers listed for each location.
- B. Routine maintenance at New Castle Courthouse and Carvel Building is required to be done after hours. Bidders should quote price for these facilities at after hour's rate.
- C. Full service maintenance shall include all necessary preventative maintenance in accordance with the manufacturer's specifications for the equipment involved.
- D. 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.
- E. 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, remove water from pit of service elevators, 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.
- 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.

**SPECIFICATION OF REQUIRED ELEVATOR AND ESCALATOR SERVICES (continued)**

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.

**Division of Facilities Management**

**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.

## **DOC SECURITY REQUIREMENTS & PROCEDURES**

### **1. REQUIREMENTS**

The correctional facility has issued regulations to be observed by all Contractors, their subcontractors (if any) and employees and other firms providing services for or otherwise assigned to or working on the Project in order to minimize disruption to prison operations and maintain security. 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 delivery 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 Contracting Officer including their name, social security number, age, sex, race and date of birth. This list shall include all sub-contractors (if any), and any vendors requiring access to within the secure perimeter of the facility. Successful background check will need to be completed before any workers will be permitted inside of any facility.
- b. Delivery drivers will not be permitted on the campus without approval.
- c. All tools, equipment, supplies, etc., shall be removed from the compound building daily.
- d. Proper clothing is required.
- e. 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.
- f. Contractor is also advised that only limited movement will be permitted while inside the compound.
- g. Contractors are requested to notify the Maintenance Supervisor upon the termination of worker's services in order that the identification card on file can be pulled and rendered inactive.
- h. Completion of Security Clearance Application is required for all employees who will be working in any DOC facility (see next page for Security Clearance Application).

Award Notice AN9  
Contract No. GSS13046-ELEVATORMAINT

**SECURITY CLEARANCE APPLICATION  
BUREAU OF PRISONS  
PLEASE PRINT CLEARLY**

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

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

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

SEX: MALE / FEMALE RACE: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_ State: \_\_\_\_\_

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

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

PHONE: HOME: (\_\_\_\_\_) \_\_\_\_\_ WORK: (\_\_\_\_\_) \_\_\_\_\_

**DO YOU HAVE A CRIMINAL CONVICTION AND/OR ARREST ANYWHERE, TO INCLUDE TRAFFIC TICKETS? NO/YES (IF YES, COMPLETE BELOW). HAVE YOU EVER BEEN ARRESTED ANYWHERE WHETHER CONVICTED/DISMISSED/NOLLE PROSSED OR PARDONED: NO /YES (IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE UTILIZE THE BACK OF THIS FORM.**

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

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

**ARE YOU PRESENTLY UNDER DEPT. of CORRECTION SUPERVISION: NO/YES (IF YES, WHAT):** \_\_\_\_\_

**ARE YOU RELATED TO OR KNOW ANYONE INCARCERATED AT A DOC FACILITY: NO/ YES**

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

REASON FOR CLEARANCE: \_\_\_\_\_ DATE OF ACTIVITY: \_\_\_\_\_ COMPANY/  
ORGANIZATION \_\_\_\_\_

**COMPANY/ORGANIZATION EMAIL ADDRESS:** \_\_\_\_\_

**PLEASE READ AND SIGN:**

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

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

The following is the result of the DELJIS and NCIC records checks:

DELAWARE WANTS/WARRANTS \_\_\_\_\_ DELWARE CRIMINAL HISTORY \_\_\_\_\_

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

DELJIS/NCIC INVESTIGATOR \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ APPROVAL EXPIRES ON: \_\_\_\_\_ IF DENIED, PLEASE INDICATE REASON BELOW:

**DENIED \_\_\_\_\_ (1) Dishonest/incomplete application; (2) Active pending warrants/capiases; (3) Felony convictions or incarceration for a felony in past five years; (4) Misdemeanor convictions or incarceration for misdemeanor in past two years; (5) DUI conviction past two years; (6) Trafficking/delivery and/or possession of controlled substance conviction past ten years; (7) Other (See Investigation for info).**

Reviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_

3. CONTRABAND/TOOL CONTROL

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

“a person is guilty of promoting prison contraband when: (a) The person knowingly and unlawfully introduces any contraband into detention facility; (b) The person possesses with intent to deliver any contraband to any person confined within a detention facility; or (c) Being a person confined in a detention facility, the person knowingly and unlawfully makes, obtains, or possesses any contraband.”

**DEPARTMENT OF CORRECTION  
DAILY CONTRACTOR TOOL & EQUIPMENT INVENTORY**

The contractor tool/equipment form shall be completed and signed by all contractor personnel prior to entering a DOC facility. The following requirements apply:

1. A new tool & equipment inventory form shall be prepared, signed and dated each day.
2. This form shall serve as an inventory of all work and personal equipment carried into a Department of Correction facility and will serve to ensure that the inventoried equipment is removed from the facility at the end of the work day.
3. Each piece of work and personal equipment noted on this form shall be described in sufficient detail so that it can easily be identified and matched to the inventory by a Department of Correction staff.
4. Department of Correction strongly recommends that when work/personal equipment is to be carried into a Department of Correction facility on a repetitive basis, the equipment be marked with a unique identifier (e.g. personnel initials + number) so that it can be matched to the same unique identifier noted on the tool/equipment form.
5. Prior to entering and exiting secured areas of a Department of Correction facility, the daily tool/equipment inventory shall be reviewed and signed by the escorting officer.
6. If, prior to exiting a secured area, the preparer of this form determines that he or she cannot account for each piece of equipment, then he or she shall immediately notify the escorting officer.
7. If, prior to exiting a secure area, a Department of Correction staff cannot identify each tool or piece of equipment and reconcile it to the items inventoried on this form, then the Department of Correction staff will hold the group of contractor employees in the secure area until the discrepancy is resolved.
8. **All** tools and equipment being brought into the institution will be inventoried. Every job box will have an exact inventory of all tool boxes and equipment stored in that box. The box must be lockable and remained locked when not in use. **There are no exceptions to this rule.** List all tools for example hand tools (e.g. hammers, pliers, wrenches, and screwdrivers), electrical tools (e.g. measuring equipment, splicing equipment), power tools (e.g. drills, saws demolition equipment) and supplies (e.g. saw blades, drill bits). List all other equipment (e.g. two –way radios, writing pads, pens, pencils, etc). However, the list may be expanded to cover equipment specific to a scope of work or project. Fasteners will be inventoried prior to items entering the institution when deemed necessary by the Superintendent who must work in conjunction with the Warden’s office on a project-by-project basis. Their decision will be based on any potential security risk if lost. For example type of: nails, tap cons, lag bolts (approximately by weight or by box refer to how the item is sold and purchased). No fasteners will be left on any jobsite unless they are secured in a locked job box and approved by security.
9. Items not permitted include, but are not limited to: firearms, medicines, pocket knives, leather man tools, tobacco, matches, lighters, gum, beer, alcohol of any kind, glass bottles or containers, aluminum cans, metal knives spoons or forks, music radios, i-Pods, newspapers, fliers, or magazines.
10. Laptop computers, cameras, cell phones, and pagers are restricted items and their use can only be approved in writing, in advance by the Warden or his designee. Failure to declare an item at the sally port will result in that item being confiscated.

**Contractor Name:** \_\_\_\_\_ **Signature & Date:** \_\_\_\_\_

Tool and Equipment Inventory

<b>IN</b>		<b>OUT</b>	
<b>Date</b>		<b>Date</b>	
<b>Contractor Name and Signature</b>		<b>Contractor Name and Signature</b>	
<b>Staff Signature</b>		<b>Staff Signature</b>	
<b>Time IN</b>		<b>Time OUT</b>	

<b>Item Description</b>	<b>Size, Type, Color or Other Identifying Information</b>	<b>Quantity</b>	<b>Unique Identifier</b>	<b>Verify (check)</b>

#### 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, once entering controlled areas, are not permitted to wander from the work area. Should a worker need to go to another area, he/she will be escorted by an officer.
- c. Should work require more than one day to complete, 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.
- 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 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.

#### 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 workmen, 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. Badge or ID Number;
      - 4. Address.



- 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 Workmen 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 workmen to the project site, so an officer can be assigned to accompany all his 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 workmen and assigned officer leave the area.
4. Prison Records
  - a. Where a workman 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 workmen denied entrance to the institution must be replaced by the trade subcontractor or subcontractor at no additional cost.
5. Workmen Lunch Area/Searches
  - a. Workmen will be expected to stay in their respective working areas during their lunch period, unless leaving the grounds is permitted.
  - b. Workmen 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. Tobacco Products
    3. Explosive and firearms.
7. Working Dress and Workmen:
  - a. Workmen 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.
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 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.

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

**BILL TO:** Office of Management and Budget  
 Division of Facilities Management  
 Business Office  
 Haslett Armory  
 122 Martin Luther King Blvd. South  
 Dover DE 19901

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

**Art Cohen**  
 Division of Facilities Management  
 Phone: (302) 577-8190

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

**NORTH ZONE:** Elevators in DFM Buildings in New Castle County

#	Location	Type	Elevator #	Weight
84	New Castle County Courthouse <b>(after hours)</b>	Zone	1,2,3,4,5,6	3500 lbs.
84	New Castle County Courthouse <b>(after hours)</b>	Zone	7(Freight)	4500lbs.
84	New Castle County Courthouse <b>(after hours)</b>	Zone	8,9,10,11	3000 lbs.
84	New Castle County Courthouse <b>(after hours)</b>	Zone	12,13,14,15,16,17	4000 lbs.
84	New Castle County Courthouse <b>(after hours)</b>	Chair lift	VMX00020	750 lbs
84	New Castle County Courthouse <b>(after hours)</b>	Chair lift	VMX00008	250 lbs.
92	Carvel Building	Dover	1,2,3,4,5	4000 lbs.
92	Carvel Building ( <b>after hours</b> )	Dover	1,2,3,4,5 test of safety equipment	4000 lbs.
92	Carvel Building ( <b>after hours</b> )	Dover	6(Freight)	4000 lbs.
96	900 King Street	Dover	1,2	2500 lbs.
96	900 King Street	Dover	3, 4(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
39	Absalom Jones School	Access Chair Lifts (2)	Lifts	
	<b><u>ESCALATORS</u></b>			
84	New Castle County Courthouse	Zone	1,2,3,4,5,6	9000 lbs.

**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

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

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) 857-5261

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
	Probation and Parole 314 Cherry Lane New Castle	2-stop Hydraulic passenger elevator
	Hazel D Plant Work Release Center 620 Baylor Rd. New Castle	(1) Shindler Model 51B-187 3500 lb. Capacity

**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

Tom Simperts

BLDG #	LOCATION OF EQUIPMENT	TYPE OF EQUIPMENT
	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

John Barczak

	Canal District Admin. Bldg 250 Bear Christiana Rd. Bear, DE 19701	1 Kone 2500 lb. capacity elevator w/Hollister-Whitney 201/205 over speed governors, cable driven
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**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

**NORTH ZONE**

**GROUP 6**

**BILL TO:** Lola Ellison  
 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 Lola Ellison 302-255-9299	Montgomery	4000 lbs.
08	Herman Holloway Campus Annex Building Lola Ellison 302-255-9299	Cemco	3500 lbs.
31	Herman Holloway Campus Kent/Sussex Bldg Lola Ellison 302-255-9299	Cemco	2500 lbs.
35	Herman Holloway Campus Carvel Bldg. Lola Ellison 302-255-9299	Energy	4000 lbs
27	Herman Holloway Campus Charles Debnam Bldg Lola Ellison 302-255-9299	Motion Control	2500 lbs.
38	Herman Holloway Campus Lewis Bldg Lola Ellison 302-255-9299	Cemco	2000 lbs.
	Herman Holloway Campus Medical Examiner's Office Lola Ellison 302-255-9299	Cemco (2)	2500 lbs.

**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.
	Governor Bacon Tilton Building	2 units	
	Governor Bacon Medical Building	1 unit	
	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.
	Emily P Bissell Loading Dock	Cemco sidewalk elev 2 stop	
HC54	Hudson State Service Center 501 Ogletown Rd. Newark, DE 19956 Basement Lola Ellison 302-255-9299	Westinghouse	3500 lbs.
HC55	Northeast State Service Center 1624 Jessup St. Wilmington, DE 19802 Basement Lola Ellison 302-255-9299	Cemco Deevilbiss	2500 lbs.
HC51	Porter State Service Center 511 W. 8 <sup>th</sup> St. Wilmington, DE 19801 Mech Room Lola Ellison 302-255-9299	Otis	2000 lbs.

**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  
 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	Southeast Bldg	1 Schindler freight elevator
Wilmington Campus	Parking Garage	#2E2A250 G date 1998 4500 lbs.
Wilmington Campus	East Building	Passenger Traction, 6 landings 5F/1R
Wilmington Campus	East Building	Passenger Traction 5 Landings 5F
Wilmington Campus	East Building	Freight 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

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

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

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



**NORTH ZONE**  
**GROUP 9**

**BILL TO:** DelDOT/DMV/Toll Operations  
 Newark Plaza  
 1200 Whitaker Rd.  
 Newark, DE 19702

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

Michael Haddadin  
 302-366-7210

<b>Location</b>	<b>Equipment</b>	<b>Weight</b>
Newark Plaza 1200 Whitaker Rd. Newark, DE 19702	Energy Philadelphia freight elevator ( dumbwaiter)	500 lbs.

**NORTH ZONE**  
**GROUP 10**

**BILL TO:** Delaware Army National Guard  
 Joint Force Headquarters  
 First Regiment Rd.  
 Wilmington, DE 19808  
 Attn: Bill Davis

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

Chris Slicer or Luis Velazquez  
 302-326-7217 302-326-7216

<b>Location</b>	<b>Equipment</b>	<b>Weight</b>
Army Aviation Support Facility 33 Corporate Circle New Castle, De 19720	Thyssen Krupp, hydro elevators (2)	2500 lb 3500 lb
Armed Forces Reserve Ctr 250 Airport Rd New Castle, DE 19702	Virginia Control, hydro 1&2 2 landings/2 openings	

**CENTRAL ZONE**  
**GROUP 1**

**BILL TO:** Office of Management and Budget  
Division of Facilities Management  
Business Office  
Haslett Armory  
122 Martin Luther King Blvd., South  
Dover DE 19901

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

**Bill Gibbons**  
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**

Manny Carrar  
Phone: (302) 739-3315 or 242-1033

**GROUP 3**

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

**TO SCHEDULE EQUIPMENT WALK THROUGH**

Eric Smeltzer  
Phone: (302) 857-5261

**GROUP 4**

**BILL TO:** Lola Ellison  
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**

Bill Ayres 857-1814

**GROUP 6**

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

**TO SCHEDULE EQUIPMENT WALK THROUGH**

**Eric Dawson**  
Call 302-739-9222

**GROUP 7**

**BILL TO:**  
Delaware State University  
Attn: Accounts Payable  
1200 North DuPont Highway  
Dover, DE 19901-2277

**TO SCHEDULE EQUIPMENT WALK THROUGH**

Karen Fair  
302-857-6204

**GROUP 8**

**BILL TO:** Dover Police Dept.  
400 S. Queen St.  
Dover, DE 19904

**TO SCHEDULE EQUIPMENT WALK THROUGH**

Mark Moore  
302-736-4461

**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.
03	Townsend Building	Otis (cable)	1	3000 lbs
04	O'Neill Building	Westinghouse (hydro)	1	3000 lbs.
08	Tatnall Building	Cemco	1	2000 lbs.
13	Public Archives	Delaware (cable)	1	5000 lbs.
13	Public Archives	Schlinder (hydro)	2	2500 lbs.
13	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	Public Safety	Otis ( hydro)	1	2000 lbs.
38	Kent County Courthouse	Otis (hydro)	1	3500 lbs
38	Kent County Courthouse	Otis (hydro)	2	3500 lbs
38	Kent County Courthouse	Otis (hydro)	3	3000 lbs
38	Kent County Courthouse	Otis (hydro)	4	3000 lbs
38	Kent County Courthouse	Otis (hydro)	5	3000 lbs
38	Kent County Courthouse	Otis (hydro)	6	3000 lbs
38	Kent County Courthouse	Otis (hydro)	7	3000 lbs
38	Kent County Courthouse	Otis (hydro)	8	3500 lbs
38	Kent County Courthouse	Otis (hydro)	9, 10, & 11	Added 10/8/14
	Old Kent County Courthouse	Wheelchair lifts (3)		Added 10/8/14
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.

**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
	John Dickinson Plantation	Chair Lift
	Governor's 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 Ill  
 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	(2) 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.

**GROUP 7**

**DELAWARE STATE UNIVERSITY AND APARTMENTS**

<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	Otis		Traction	2500	2
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
Baker Annex	Thyssen		Hydro		2
Memorial Hall	Cemco		Hydro		2
Optical Science Bldg	VA Control		Hydro	5000	4
<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
<b>THE COMMONS:</b>					
1570 N. Dupont Hwy	Poor condition		Traction		7
1570 N. Dupont Hwy	Poor condition		Traction		7

10/21/15

**GROUP 8**

**Dover Police Dept.**

<b>Location</b>	<b>Equipment</b>	<b>Weight</b>	<b>Stops</b>
Dover Police Dept. 400 S. Queen St. Dover, DE 19904	Virginia Control, Hydro,	3000	3

**SOUTH ZONE  
 GROUP 1**

**BILL TO:** Office of Management & Budget  
 Division of Facilities Management  
 Business Office  
 Haslett Armory  
 122 Martin Luther King Blvd., South  
 Dover DE 19901

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT**

**Don Gerardi**  
 Division of Facilities Management  
 23708 Shortly Rd.  
 Georgetown, DE 19947  
 Phone: (302) 856-5817

**SOUTH ZONE  
 GROUP 1**

<b>#</b>	<b>Location</b>	<b>Make</b>	<b>Type</b>	<b>Elevator #</b>	<b>Weight</b>
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.

**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 St. 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  
 Eric Dawson  
 Call 302-739-9222**

**GROUP 3**

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