

## **Appendix A Supplemental– Scope of Work Supplemental – Addendum 2**

The State of Delaware is requesting Vendors submit a proposal to address the following request for an On-Site Elevator and Escalator Technician (OSEET). Proposals should include a resume of the person the vendor is submitting as the Technician, detailing all licenses, certifications and qualifications. Upon award, the Technician must successfully complete a Delaware Department of Corrections (DDOC) Security Clearance Application. All requirements detailed in the scope of work apply as well as the additional requirements detailed below.

- On-Site Elevator and Escalator Technician
  - The On-Site Elevator and Escalator Technician (OSEET) will remain on the premises for the mandatory, normal working hours of 7:30AM – 5:30PM, Monday through Friday, with breaks according to State of Delaware Labor Laws. State Holidays will be followed and the Technician will not be required on those days;
  - The Vendor will also provide for 24 hour emergency response contact information. After hours emergency response will follow the terms and conditions of the original RFP Scope of Work
  - Facilities to be covered include:
    - Leonard L. Williams Justice Center (LLWJC) formerly New Castle County Courthouse 500 North King Street Wilmington, DE
    - Carvel State Office Building (CSOB) 820 N French Street, Wilmington, DE
    - 900 King St; 900 N King Street, Wilmington, DE
  - The On-Site Elevator and Escalator Technician (OSEET) will provide all necessary diagnosis and repair services for any emergency situation at the above locations. Emergency calls are the top priority for the OSEET and the response time should be within 15 minutes of the initial call.
  - The OSEET will be responsible for the preventative maintenance of all elevators and escalators located at these locations as detailed in the scope of work in the RFP
  - The On-Site Elevator and Escalator Technician's employer, the Vendor, will provide tools, communication devices, vehicle and all other necessary supplies for this assignment. The Division of Facilities Management will provide an office or equipment storage location for the OSEET.
  - The OSEET is an employee of the Vendor as per RFP Section B, General Provisions, #21. Temporary personnel are not State employees unless and until they are directly hired.

- The OSEET must submit weekly written updates on accomplishments for the week to include but not be limited to preventative maintenance (PM) and a synopsis of each emergency situation, etc no later than Wednesday, at 12:00 noon. These reports can be submitted electronically. The State reserves the right to add to the weekly report requirements.
- When a repair is necessary, the OSEET must provide the County Superintendent and the Division of Facilities Maintenance Deputy Director with an assessment report detailing required repairs, estimated down time, and cost summary, for approval prior to beginning any repair work. This assessment report will be submitted within 30 minutes after identification of an issue or a mutually agreed upon deadline
- All other term requirements from the original RFP Scope of Work are applicable to this supplemental scope of work.

The elevators and escalators covered under this scope of work only include the following:

<b>Location</b>	<b>Type</b>	<b>Elevator #</b>	<b>Weight</b>
<b><u>ELEVATORS</u></b>			
Leonard L. Williams Justice Center, formerly called New Castle County Courthouse	Zone	1,2,3,4,5,6	3500 lbs.
Leonard L. Williams Justice Center, formerly called New Castle County Courthouse	Zone	7(Freight)	4500lbs.
Leonard L. Williams Justice Center, formerly called New Castle County Courthouse	Zone	8,9,10,11	3000 lbs.
Leonard L. Williams Justice Center, formerly called New Castle County Courthouse	Zone	12,13,14,15,16,17	4000 lbs.
Leonard L. Williams Justice Center, formerly called New Castle County Courthouse	Chair lift	VMX00020	750 lbs
Leonard L. Williams Justice Center, formerly called New Castle County Courthouse	Chair lift	VMX00008	750 lbs
Carvel Building	Dover	1,2,3,4,5	4000 lbs.
Carvel Building	Dover	1,2,3,4,5 test of safety equipment	4000 lbs.
Carvel Building	Dover	6(Freight)	4000 lbs.
900 King Street	Dover	3, 4(Freight)	3500 lbs.
<b><u>ESCALATORS</u></b>			
Leonard L. Williams Justice Center, formerly called New Castle County Courthouse	Zone	1,2,3,4,5,6	9000 lbs.