



HUNTINGTON CONVENTION CENTER OF CLEVELAND

REQUEST FOR PROPOSALS

MAINTENANCE FOR ATRIUM ESCALATORS

**HUNTINGTON CONVENTION CENTER OF CLEVELAND
REQUEST FOR PROPOSALS**

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
ANNOUNCEMENT.....	3
INTRODUCTION	4
CRITICAL DATES	4
PROCEDURES.....	4-8
CONSIDERATION OF RESPONSES	8 - 9
FORM OF AGREEMENT	9 - 11
SCOPE OF WORK.....	11
ATTACHMENT A	12 -25
EXHIBIT I DESCRIPTION OF EQUIPMENT	15 - 16
EXHIBIT II.....	17 - 25
QUOTATION SHEETS	25

ADVERTISEMENT

Request for Proposals(RFP)

Notice is hereby given that ASM Global (also known as SMG), managing agent of the Huntington Convention Center of Cleveland (the Facility), is seeking bids from qualified Respondents for Maintenance for The Atrium building escalators.

All comments and questions concerning the Request for Proposals and the corresponding procedures and requirements must be addressed in writing , via email to the following:

Mark Jeckavitch – Director of Operations
Email: mjeckavitch@clevelandconventions.com

One complete set of Proposal Documents may be obtained by interested parties at no cost from the Huntington Convention Center of Cleveland's website at www.clevelandconventions.com . Respondents unable to obtain from web site may contact Mark Jeckavitch via email listed above.

A voluntary Pre-Bid Conference will be held on **Friday, April 25, 2025** at 1pm at the Mezzanine Board Room located within the Executive offices on the Mezzanine level of the Atrium.

Emailed responses will be received by **Monday, May 05, 2025** until 1:00 p.m. local time to Mark Jeckavitch via the email listed above. . ASM GLOBAL reserves the right to reject responses if not submitted by the time, date and at the place designated in the RFP. Any and all responses may be rejected if deemed in ASM GLOBAL's best interest.

ARTICLE 1

INTRODUCTION

1.1 PROJECT DESCRIPTION/LOCATION.

Opened in 2013 the Huntington Convention Center of Cleveland is located at 1 St. Clair Avenue NE, Cleveland, OH 44114.

The Convention Center features 225,000 sq. ft. of contiguous exhibit space as well as 35 meeting rooms totaling over 90,000 sq. ft. of meeting space.

The Atrium space of the Convention Center (formerly referred to as the Global Center for Health Innovation has approx. 50,000 sq. ft of usable meeting space.

The Facility is managed by ASM Global as agent for the Cuyahoga County Convention Facilities Development Corporation.

A tour of the Facility will be given upon request; please contact Mark Jeckavitch at 216-920-1431 or email mjeckavitch@clevelandconventions.com to make arrangements. Tours will be available to requesting parties immediately following the mandatory pre bid conference.

ARTICLE 2

CRITICAL DATES

2.1 The following are the critical dates and times:

Respondents Notification	Friday, April 18, 2025
Pre-Bid Conference	Friday, April 25, 2025 at 1 PM
Response Due Date	Monday, May 5, 2025 by 1:00 PM
*Selection	Friday, May 9, 2025
Projected Contract Commencement	June 28,2025

*This is a targeted date under optimal circumstances and is tentative based on actual selection factors.

2.2 Voluntary PRE-BID CONFERENCE

- 1.) A Pre-Bid Conference will be held on Friday, April 25, 2025 at 1 PM at the Huntington Convention Center of Cleveland's Mezzanine Board Room.

ARTICLE 3

PROCEDURES

3.1 FORM AND STYLE OF RESPONSES

1.) Responses must include the following:

- a) **Company History/Qualification:** Provide a detailed history and a statement of qualifications including a description of comparable services provided for comparable Facilities including dates, overall management and organizational approach. Identify the roles, qualifications, responsibilities and experience on similar projects of the personnel to be assigned to this project. Provide further detail regarding whether Provider has performed services like those described in Attachment A.
- b) **Financial Qualifications:** Provide evidence that Respondent has the financial ability to perform the Work. Respondent must provide their last financial statement. In the case of a subsidiary, statements must be on the operating entity. No statement of the parent or holding company is acceptable.
- c) **Certified Diversity Business:** Provider shall detail within its Response its commitment on a percentage basis of the total contract fee as well as provide its plan for meeting or exceeding the established participation goals as detailed below, including the policies and procedures to be used.

ASM Global has established an overall project goal of 30% with respect to the use of Minority Business Enterprise (MBE), Woman Owned Business Enterprises (WBE) and Small Business Enterprises (SBE) certified by either Cuyahoga County and/or the State of Ohio. Furthermore, the 30% participation goal shall be broken down into the following sub-categories and minimum participation percentages:

Spending Category	MBE	WBE	SBE	Total
Expenditure Percentage Relative to Total Contract Fee	18%	7%	5%	30%

Each Provider must commit to utilize Cuyahoga County Certified Diversity Businesses as listed within the County's web site <https://opd.cuyahogacounty.us/en-US/listing.aspx> or the state of Ohio's web site <https://das.ohio.gov/Divisions/Equal-Opportunity/Business-Certification/Minority-Business-Enterprise-MBE-Program> to meet the goals stated above relative to the total contract price (inclusive of any change orders or amendments). Evidence of such commitment shall be the responsibility of the Provider. SBE/WBE/MBE commitments may be met by one or a combination of the following:

- 1.) Provider's status as a Certified Diversity Business.

- 2.) Subcontracting part of the work to one (1) or more Certified Diversity Businesses.
- 3.) Purchasing materials or supplies used in performing the Services from one (1) or more Certified Diversity Businesses.

Providers that are unable to meet the goals set forth above must request a waiver or reduction to be included within their Response which clearly demonstrate their good faith efforts to reach the established goals. Failure to submit a request for reduction or waiver will cause the Response to be found incomplete and ASM Global reserves the right to reject the Response altogether.

- c) **References:** Provide five (5) references stating name, title, company, address and telephone number and total value of services performed for each reference.
- d) **Fees:** Provider must identify any applicable fees for their services within the enclosed Quotation Sheet within Attachment A.
- e) **Sub-Contractors:** Provider shall identify all sub-contractors which the Provider anticipates having a significant role in the services.
- f) **Certifications and Licenses:** Provider must provide all their licenses that are required by the State of Ohio, the County of Cuyahoga, OH and the City of Cleveland, OH.

- 2.) All Responses shall be typewritten without erasures or deletions.
- 3.) Each copy of the Response shall include the legal name of the Respondent and a statement identifying the Respondent as a sole proprietor, partnership, corporation or other legal entity as appropriate. Each copy shall be signed by the person or persons legally authorized to bind the Respondent to a contract. A Response by a corporation shall further give the state or incorporation and whether the Respondent is qualified to do business in the State of Ohio. A response submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Respondent.

3.2 PROPOSED TERMS OF THE BID

- 1.) All costs must be identified on the Quotation Sheet. If there are portions of the Work the Respondent can not price, provide fee schedules with an "estimated cost of service". ASM GLOBAL reserves the right to reject any Response that is incomplete or is not submitted on the forms provided.

3.3 SUBMISSION OF RESPONSES

- 1.) Submit properly executed Responses with any other documents required to be submitted via email to mjeckavitch@clevelandconventions.com The email shall identify the Respondent name and address, type of Response (i.e. Maintenance for Escalators) and the bid due date.
- 2.) **Emailed Responses shall be submitted no later than 1:00 p.m., EST. on the above noted date. Immediately thereafter, responses will be opened and acknowledged. . The Respondent shall assume full responsibility for timely delivery to the email designated for the receipt of Responses.**
- 3.) Submission of a Response signifies careful examination of the RFP and complete understanding of the nature, extent and location of the Work to be performed.
- 4.) Oral, telephonic or faxed Responses are invalid and will not receive consideration.

3.4 CLARIFICATION

Each Respondent shall carefully examine the site, all RFP documents and related materials as well as any addendum and will thoroughly familiarize themselves with all requirements prior to submitting a bid. Should a Respondent find discrepancies or ambiguities in, or omissions from the proposal documents, or should the Respondent be in doubt as to their meaning, Respondent shall at once, and in any event, not later than five (5) days prior to proposal due date, submit to ASM GLOBAL a written request for interpretation or correction thereof. The person submitting the request for clarification will be responsible to email the Director of Operations at mjeckavitch@clevelandconventions.com . Each Respondent is responsible for confirming receipt of any emailed materials to ASM GLOBAL.

Any interpretation or correction of the RFP will be made only by written addenda to all Respondents. No allowance will be made after bids are received for oversight, omission, error, or mistake by the Respondent or ASM GLOBAL. Addenda so issued will become part of the bid Documents and receipt thereof by the Respondent shall be acknowledged in the bid.

3.5 MODIFICATION OR WITHDRAWAL OF RESPONSE

- 1.) A Response may not be modified, withdrawn or canceled by the Respondent during the time period following the date designated for the opening of the Responses, and each Respondent so agrees in submitting a Response.
- 2.) Prior to the time and date designated for receipt of Responses, a Response submitted might be modified or withdrawn by notice to the party receiving Responses at the place designated for receipt of Responses. Such notice shall be in writing over the signature of

the Respondent. Change shall be so worded as not to reveal the amount of the original Response.

- 3.) Withdrawn Response may be resubmitted up to the date and time designated for the receipt of Responses provided that they are then fully in conformance with these Instructions to Respondents.

3.6 DUE DILIGENCE

- 1.) Prior to submitting a bid, each Respondent shall make all investigations and examinations necessary to ascertain conditions and requirements affecting operation of the proposed services. Failure to make such investigation and examinations shall not relieve the successful Respondent for the obligation to comply, in every detail, with all provisions and requirements, nor shall it be a basis for any claim whatsoever for alteration in any provision required by the Contract.

3.7 CONDITIONS AND LIMITATIONS

- 1.) The bids and any information made a part of the bids will become part of ASM GLOBAL's official files without any obligation on ASM GLOBAL's part to return them to the individual Respondent(s).
- 2.) This RFP and the selected Respondent(s) bid may, by reference, become part of any formal Contract between ASM GLOBAL and Respondent resulting from this solicitation.
- 3.) Respondent(s) shall not offer any gratuities, favors, or anything of monetary value to any official or employee of ASM GLOBAL for purpose of influencing consideration of a bid.

3.8 NO CONTACT POLICY

- 1.) Prior to the Response Due Date and after receipt of bids by ASM GLOBAL, and until the award of this Contract, no Respondent, subcontractor to Respondent shall contact or communicate, in any manner, with the following parties concerning matters directly related to this Contract:
 - a) any member of the Convention Center staff, ASM GLOBAL, any employee or agent thereof, except in the manner described herein; except as noted below in 3.8 - 2
 - b) any elected official or employee of the State of Ohio or the County of Cuyahoga, OH.
- 2.) All comments and questions (requests for information) concerning this Request for bid and the corresponding procedures and requirements must be addresses in writing via email to the following:

Mark Jeckavitch(Director of Operations)
Email: mjeckavitch@clevelandconventions.com

ASM GLOBAL will respond to all comments and questions to all Respondents within three to five (3-5) days of the request being received. All requests for information must be received by ASM GLOBAL at least five (5) days prior to the Response Due Date in order to receive consideration. ASM GLOBAL will not be responsible for comments and/or answers received in any manner other than as described above.

- 3.) Any contact violation of the above instructions shall be grounds for disqualification and/or rejection of a Response, and in the case of a subcontractor, the preclusion of that subcontractor providing services for the Project. Each Respondent is responsible for notifying its prospective subcontractors of these instructions.

ARTICLE 4

CONSIDERATION OF RESPONSES

4.1 OPENING OF RESPONSES

- 1.) The properly identified Responses received on time will be opened and acknowledged.
- 2.) To be considered for the award, a Respondent must be experienced and regularly in the business of providing the Scope of Services required by this RFP, and must have a business phone and be available for consultation.

4.2 REJECTION OF RESPONSES.

- 1.) ASM GLOBAL shall have the right to reject any or all Responses, reject a Response not accompanied by the data required by the RFP, or reject a Response, which is in any way incomplete or irregular.

4.3 ACCEPTANCE OF A RESPONSE

- 1.) It is the intent of ASM GLOBAL to award a contract to the qualified and responsive Respondent submitting the response which is in the best interest of the Facilities, provided the Response has been submitted in accordance with the requirements of the RFP. ASM GLOBAL shall have the right to accept the Response which in its judgment, is in the best interest of the Facilities.
- 2.) Following the evaluation of written bids, Respondent(s) may be requested to offer oral presentations to ASM GLOBAL. Failure to comply with such a request will disqualify Respondent from consideration.

4.4 TIME OF AWARD

- 1.) Responses will be irrevocable for 30 days from the date of opening. It is the intent of ASM GLOBAL to enter into contract negotiations with the Vendor under consideration for the provision of Services herein described of the highest quality obtainable for the most reasonable price.
- 2.) This RFP does not commit ASM GLOBAL to the awarding of a Contract.
- 3.) ASM GLOBAL will not be liable for any costs incurred in the preparation and/or presentation of the Responses.

ARTICLE 5 **FORM OF AGREEMENT BETWEEN THE CCC AND RESPONDENT**

5.1 FORM OF AGREEMENT

- 1.) The successful Respondent may be required to enter into a written contract with ASM GLOBAL. For informational purposes, several of the pertinent matters of the Agreement have been included below:
- 2.) The Response of the awarded Contractor, along with any addendum or amendments thereof, shall be incorporated into the Agreement.
- 3.) Term: The Contract under which this service shall be for a term of three (3) years beginning on June 28, 2025 and continuing on through June 27 2028 the “Initial Term”. At the conclusion of the initial term ASM GLOBAL shall have the right to extend the Agreement for up to 2 (two) one (1) year extensions (the Renewal Term) upon providing written notice at least forty-five (45) days prior to the expiration of the term. The Agreement shall not automatically renew at the conclusion of the term.

Despite anything contained herein to the contrary ASM GLOBAL may terminate this Agreement at any time and for any reason upon providing forty five (45) days notice to Provider without any liability.

- 4.) Indemnification: The Contractor shall defend, indemnify, and save harmless ASM GLOBAL PARENT INC., SMG, the County of Cuyahoga, OH and the Cuyahoga County Convention Facilities Development Corporation(CCCFDC) and their respective members, officers, directors, agents and employees from and against all claims, suits, judgements, expense, and costs of every kind and description, by reason of injury to persons or damage to property, resulting or alleged to result from any act or omission of the Contractor or his employees or agents.
- 5.) ASM GLOBAL will provide administration of the Agreement.
- 6.) Corporate Authority: All Ohio corporations must obtain a Certificate of Incorporation and a Certificate of Good Standing from the Office of the Secretary of State prior to

conducting business in the State of Ohio. If a firm is incorporated in a State other than Ohio, the firm must obtain a Certificate of Authority to do business from the Office of the Secretary of State prior to receipt of final contract award or utilization as a subcontractor.

- 7.) Conflicts of Interest: The Contractor must state in its proposal, as of the date of the Response that it knows of no conflicts of interest which would be created by its contract for the project. It will be the continuing duty of the selected Contractor to report all potential conflicts of interest to Operator.
- 8.) Prevailing Law: The Contractor and subcontractors must comply with all local, state, and federal laws, rules, and regulations applicable to this Agreement and to the services performed hereunder.
- 9.) Subcontracting: The Responses must contain a list of all firms which will participate in this project as a result of this Agreement. Although Respondents need not have a formal contract with proposed subcontractors at the time the Response is submitted, the Respondent may not change the composition of the team without written authorization of Operator. Additionally, ASM GLOBAL reserves the right of approval of all proposed subcontractors. Significant changes in the composition of the Project Team may constitute grounds for voiding the selection and commencing negotiations with the next highest ranked firm.

5.2 NON DISCRIMINATION

- 1.) ASM GLOBAL requires that Respondent shall not discriminate against any person or group of persons based upon race, creed, sex, sexual orientation, religion, color, age, veteran status, national origin or ancestry.

5.3 EVALUATION CRITERIA

- 1.) The successful Respondent shall be determined by the following criteria:
 - a) General Qualifications: Includes but not limited to Providers overall experience, resources, financial capabilities, qualifications and levels of service and responsiveness to be provided. Also, includes Providers detailed work and technical plans and approach to the services as well as their commitment to sustainability.
 - b) Financial Proposal: Includes the proposed pricing to perform the Services described within Attachment A.
 - c) Certified Diversity Business (SBE, WBE, MBE) participation.
 - d) References.
 - e) Oral Presentation/Interviews (optional)

- 2.) ASM GLOBAL reserves the right to award or not award the contract on the basis of the initial response and further reserves the right to engage Provider(s) to clarify items within their Response.

ARTICLE 6

SCOPE OF WORK

6.0 Respondent's services shall include, but not be limited to the following:

- 1.) **See Attachment "A"**

ATTACHMENT A

PART 1 – MAINTENANCE FOR ESCALATORS

1.0. SCOPE OF WORK

RFP INTENT

A. The purpose of this RFP is to state and define the terms and conditions under which the Provider shall provide full comprehensive maintenance and repair services for vertical transportation systems identified, and the terms and conditions under which ASM Global shall compensate the Provider for such services rendered.

B. It is the intent of this RFP to ensure all requirements, procedures, tests, inspections, service practices, component repairs, equipment renewals, system adjustments, filing procedures and recording documentation as referenced, mandated or otherwise implied herein are all inclusive, and to guarantee to ASM Global that absence or omission of a particular item of work, service or procedure shall not alleviate the Provider of the sole responsibility to provide such labor, expertise, materials, equipment, services or other procedures applicable to the agreement and practical requirements unless same is specifically excluded or prorated herein.

C. Minimum standards and requirements for services to be rendered shall be performed in accordance with the original equipment manufacturer (OEM) specifications, Maintenance Control Program (MCP) and relative time periods. Where there is no specific requirement for a routine preventive maintenance procedure, from the OEM. standard shall be employed unless there is no relative documentation available. The absence of both a contract requirement herein and the OEM. design standard shall cause the Provider to engage the services of a qualified engineer to formulate the relative standards and incorporate same as an addendum to this agreement with the Professionals' Seal and Stamp.

1.1.

2. The following list of equipment is provided as a means to establish the full comprehensive intent of this Agreement. Coverage shall include all associated parts, apparatus and procedures whether specifically defined or not and shall include the necessary hoisting, rigging or other procedures required for execution of the repair, replacement, adjustment, and service of equipment covered under this agreement. Provider's services shall include, but not be limited to the following as defined in attachment "A" herein.:

1. Perform full maintenance on eight (8) Atrium escalators as per the original manufactures' recommendations and specifications at the Huntington Convention Center of Cleveland as detailed herein and ensure compliance with any and all laws, ordinances, codes, rules, and regulations governing their safety.

2. Maintenance to include preventative maintenance, repairs, inspections, testing, violation repairs and equipment cleaning.
3. All violations and repairs to be corrected in a timely manner with a maximum time of 3 months.
4. All work to be performed in accordance with the original manufacturer specifications and the O & M manuals.
5. Coordinate schedule around Facility's availability to do work.
6. Availability of standard parts and equipment shall be stocked onsite/in vehicle or available within 24 hours.
7. Special order parts and equipment shall be available within 8 weeks.
8. Provide all temporary protection for work to be completed.
9. Contractor to provide emergency call back within two (2) hours on nights, weekends and holidays and (1) hour during normal business hours.
10. Service includes all call backs for "emergency minor callback adjustments" during regular working hours to correct a malfunction or adjust the equipment and requires immediate attention and is not caused by misuse, abuse or other factors beyond Contractor's control. If ASM GLOBAL authorizes Contractor to respond to callbacks outside of regular hours than standard billing rates will apply.
11. Contractor to provide up to four (4) complimentary service calls each year that would normally be billable, e.g., misuse of equipment. This service is limited to two (2) technician hours on site.
12. Contractor to make periodic equipment tests and maintenance inspections of all equipment . as required by the most current ASME A17.1 Safety Code for Elevators and Escalators and City and/or State inspection and testing requirements.
13. Upon request Contractor shall schedule tests and coordinate activities with the third party inspector designated by ASM GLOBAL.
14. Provider will provide minimum of 224 scheduled routine preventative maintenance service hours on site at the Facility per year of the Agreement. PM hours to include escalator cleaning and maintenance during the annual clean downs, but not the on-site testing time, standby and emergency call backs. Data shall be submitted to ASM Global detailing how the five hundred hours were spent.
15. Normal straight time working hours under an Agreement are defined as Monday through Friday from 7:30am – 4pm.

1.2 ESCALATORS

1. Regularly inspect, clean, lubricate, adjust, repair or replace included but not limited to:
 - a) Handrails - Replacement of handrails shall match existing Kone Handrails or ASM approved Engineering Approved Equal
 - b) Comb plates
 - c) Skirt Brushes
 - d) Caution Signage
 - e) Step to Skirt Gaps
 - f) Main Drive Chain
 - g) Step/Comb Indexing
 - h) Start and Stop Switches
 - i) Handrail Speed Devices

- j) Step Chains and Step Gaps
 - k) Access and Egress Surfaces
 - l) Demarcation and Tread Lighting
 - m) Step treads and Step Demarcations
 - n) Handrail Inlets Brushes and Devices
 - o) Internal Tracks, Guides and Drive Systems
 - p) Handrail Drive Rollers and Timing Devices
 - q) Noise, Vibrations and/or roughness in the ride.
 - r) Controllers, Motors, Brakes, Resistors, Transformer, and Coils.
 - s) Step Links
 - t) Tracks
 - u) Handrail guides
 - v) Comb plate finger sections
2. Periodically inspect and replace step rollers for smooth and quiet operation.
 3. Periodically examine, clean, adjust, repair or replace the operating and safety device switches and stop buttons. Test all operating, and safety devices as required by the manufacture and ASME A17.1 code. Clean down escalator truss and inspecting/testing of safety switches. A minimum of (8) escalators will be scheduled and cleaned down per year or as required to ensure compliance with any and all applicable laws, ordinances, codes, rules and regulations.
 4. Supply lubricants and parts in accordance with manufacturer's operation and maintenance specifications.
 5. Conduct annual evaluations or equipment performance including riding quality, step indexing, handrail and step chain condition and operation, main drive and handrail drive chain tensions and handrail tensions and report findings to ASM GLOBAL.
 6. Eight (8) escalators are located throughout the Atrium building at the Huntington Convention Center of Cleveland. The manufacturer of these eight (8) escalators is KONE, parallel configuration, and installed in 2024.

Part II GENERAL

1. Provide the regular maintenance mechanic with the required maintenance manuals and wiring diagrams to ensure proper maintenance procedures and methods are followed.
2. Complete Contractor Safety Compliance Form information in accordance with OSHA 29 CFR General Industry Standards.
3. Provide the required number of parts and cabinets to properly store “on-site: parts. The cabinets, maintenance books, wiring diagrams, etc. will be located on site at a secured location designated by the owner for the contractors use.
4. Maintain a high standard for housekeeping, cleanliness, recycling practices in accordance with building policy and where applicable use of green products.
5. ASM GLOBAL has the right for any unit that is suspended beyond 72 hours to impose a charge in the amount of \$750 to be deducted from the monthly invoice.
6. Provider agrees that it shall not discriminate against any person or group of persons based upon race, creed, sex, sexual orientation, religion, color, age, veteran status, national origin or ancestry.

2.1 LABOR

Provider shall provide, at its own expense, qualified, union or licensed labor in the applicable trades. Contractor, at ASM GLOBAL’s request, will remove or replace any employee at ASM GLOBAL’s discretion.

2.2 LICENSES AND LAWS

All licenses and/or permits will be provided by the Provider.

Provider shall at all times observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations and shall indemnify, save and hold harmless, ASM GLOBAL, and the Cuyahoga County Convention Facilities Development Corporation and all of their officers, agents and employees against any and all claims or liability arising from or in connection with the violation of any such law, ordinance, rule or regulation, whether such violation is caused by Provider, or its agents, employees, suppliers, or subcontractors.

2.3 RESPONSIBILITY

1. Repair or replace, as and when required:
 - a) Machines, rotating, electrical equipment, controller parts, worms, gears, thrust bearings, brake coils, brake linings, and all other mechanical and electrical parts required for the operation of the escalators.

2. Submit to the owner, proposals for repair or replacement of parts damaged by malicious action of others, or for alterations and additions not covered by the maintenance contract but required by the inspecting authorities.
3. Maintain Maintenance Log.
4. Maintain the check chart current, on the premises, and available for inspection by the owner at any time.
5. Provide annual updated MCP documents for escalators to include maintenance check charts, in a designated space/room specified by ASM GLOBAL.
6. Make all entries in ink, legibly, consecutively and without blanks.
7. All documents noted above shall be kept current, on the premises, and available for inspection/review by the ASM Global at any time.

2.4 COORDINATION WITH OWNER:

1. At the commencement of each routine maintenance inspection contact a representative specified by the owner.
2. Discuss the operation of the equipment and take immediate action on all problems.
3. Should a problem be of a nature that cannot be satisfactorily resolved during that visit, report back to the owner's representative explaining why it was not possible to correct the problem and when the problem will be resolved.

2.5 TIME TICKET

1. Show on each regular maintenance time ticket the division of work and detail the portion of that division completed.
2. Submit time ticket for each callback detailing exactly the cause and the action taken.
3. Electronic time tickets are acceptable to be delivered within one business day to the Owner's rep. via email web access.

2.6 PERSONNEL

1. Provider's personnel at all times must present a neat, uniformed and professional appearance and their movement in the building is within the requirements of their work.
2. Provider to provide proficient, competent, trained personnel with extensive escalator troubleshooting and knowledge.

2.7 REPAIRS

1. Advise ASM GLOBAL at least two weeks prior to scheduled repair work, outside the regular maintenance procedures.
2. Advise ASM GLOBAL immediately, of any non-scheduled repair work requiring equipment to be removed from service, as mutually agreed upon by both parties.
3. In all cases, communicate the status of repairs to ASM GLOBAL at the beginning and close of the normal working day.
4. In the case of all repairs, advise and discuss with the owner the merits of continuing in overtime to completion of the repair, and proceed with such overtime work when authorized in writing by ASM GLOBAL
5. Where possible, indicate the time required for completion of repairs.

2.8 SAFETY DEVICES

1. At no time permit the equipment to operate while any of the safety devices, mechanical or electrical are inoperative.

2.9 SAFETY INSPECTIONS

1. Carry out all instruction of the inspecting authorities within 30 days of notice of deficiency except for those items that are the responsibility of the owner and directives resulting from changes to the existing codes.

2.10 ASSISTANCE FOR INSPECTIONS

1. Provide all necessary cooperation and assistance to allow inspections of the equipment.
2. Provide a crew for required inspections and testing.

2.11 EQUIPMENT PERFORMANCE

1. Keep the equipment in substantially new condition; maintain its performance as new and in accordance with the performance criteria specified for the original installation.

2.12 PARTS

1. Keep on site the following spare parts (where applicable). Aftermarket parts will only be accepted if the original part is no longer made.. Utilized parts shall be replaced within 10 days.
 - a. An adequate supply of cleaning solvent, wipers, general-purpose oil, buffer oil, and any additional supplies needed to adequately service the equipment.
 - b. One (1) emergency stop switch
 - c. Two (2) escalator steps
 - d. Two (2) sets of demarcation step treads
 - e. One (1) demarcation light bulb and/or fixture
 - f. One (1) step tread light bulb and/or fixture
 - g. One (1) comb plate

2.13 TOOLS

1. Keep the following tools on site and in good working order.
 - a. One blower.
 - b. One door pressure gauge
 - c. One grease gun.
 - d. One rechargeable fluorescent portable light.
 - e. Signs state “REGULAR MAINTENANCE BEING PERFORMED”
 - f. One step ladder
 - g. Two hearing protection headsets.
 - h. One vacuum cleaner.
2. Arrange that the following tools are readily available, in good working order, from your local office.
 - a. One Thousand volt meter.
 - b. Cellular phone for each maintenance mechanic.
 - c. One Tachometer.

2.14 PERFORMANCE GUARANTEE

1. Provider’s failure to provide the specified Minimum Hours for routine preventive maintenance as outlined in this Agreement shall result in the Provider providing a refund for the unexpended hours at the “Straight Time Rate Hourly Selling Price” or overtime rate, if appropriate, for Maintenance Mechanics listed in this Agreement. If the Provider fails to provide the required Minimum Hours for routine preventive maintenance ASM GLOBAL has the right to immediately cancel the Agreement or to pursue any other available remedy. Preventive maintenance is defined as in this Agreement.
- 2.) If a unit is out of service for longer than seventy-two (72) consecutive hours including weekends and holidays, for non-scheduled repairs, ASM GLOBAL may impose a charge in the amount of \$750 to be deducted from the monthly invoice.

QUOTATION SHEET

MUST INCLUDE ALL CHARGES TO BE ASSESSED

PROJECT: Maintenance for Atrium Escalators

LOCATION: Huntington Convention Center

RESPONDENT:

DATE DUE: May 5, 2025, by 1:00 P.M.

INSTRUCTIONS AND CONDITIONS:

Price per item includes all labor, materials, and equipment per Attachment A and Exhibits I & II.

Year 1 (2025-26)	\$	_____
Year 2 (2026-27)	\$	_____
Year 3 (2027-28)	\$	_____
*Year 4 (2028-29)	\$	_____
*Year 5 (2029-30)	\$	_____
Regular Hourly Rate	\$	_____
Overtime/Holiday Hourly Rate	\$	_____
Provide Any discount available on service/part purchases.		_____ %

* Years 4 and 5 are each optional renewal terms subject to ASM GLOBAL granting.

THE PRICES INDICATED SHALL BE THE ACTUAL PRICE TO THE HCCC AND SHALL REMAIN CONSTANT AND SHALL NOT BE EFFECTED BY OUTSIDE INFLUENCES. BY SUBMITTING A RESPONSE VENDOR AGREES TO THIS.

READ ALL INSTRUCTIONS AND CONDITIONS BEFORE QUOTING.

COMPANY_____

COMPANY REP_____

PHONE_____

EMAIL_____