

Agreement No. Resolution No. 080831

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND Otis Elevator

This Agreement is entered into this Wednesday, January 1, 2025, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and Otis Elevator, hereinafter called "Contractor."

* * *

Whereas, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and

Whereas, it is necessary and desirable that Contractor be retained to perform service and maintenance of elevator and escalator systems throughout the County of San Mateo's building portfolio.

Now, therefore, it is agreed by the parties to this Agreement as follows:

1. Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

Exhibit A—Services

Exhibit B—Payments and Rates

Exhibit C--Pricing Sheet

Exhibit D--Elevator Inventory List

2. Services to be performed by Contractor

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed Two Million Five Hundred and Nine Thousand Two Hundred and Four Dollars and Zero Cents (\$2,509,204.00). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

4. Term

Subject to compliance with all terms and conditions, the term of this Agreement shall be from Wednesday, January 1, 2025 through Monday, December 31, 2029.

5. Termination

This Agreement may be terminated by Contractor or by the Director or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

6. Contract Materials

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "contract materials") prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law.

7. Relationship to Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

8. Hold Harmless

a. General Hold Harmless

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

(A) injuries to or death of any person, including Contractor or its employees/officers/agents;

(B) damage to any property of any kind whatsoever and to whomsoever belonging;

(C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or

(D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

9. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

10. Insurance

10.1. General Requirements

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

10.2. Workers’ Compensation and Employer’s Liability Insurance

Contractor shall have in effect during the entire term of this Agreement workers’ compensation and employer’s liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

10.3. Liability Insurance

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor’s operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

- (a) Comprehensive General Liability..... \$1,000,000
- (b) Motor Vehicle Liability Insurance..... \$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

11. **Compliance With Laws**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, regulations, and executive orders, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance, as well as any required economic or other sanctions imposed by the United States government or under state law in effect during the term of the Agreement. Such services shall also be performed in accordance

with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law, regulation, or executive order, the requirements of the applicable law, regulation, or executive order will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

12. Non-Discrimination and Other Requirements

12.1. General Non-discrimination

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

12.2. Equal Employment Opportunity

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

12.3. Section 504 of the Rehabilitation Act of 1973

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

12.4. Compliance with County's Equal Benefits Ordinance

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

12.5. Discrimination Against Individuals with Disabilities

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

12.6. History of Discrimination

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California

Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

12.7. Reporting; Violation of Non-discrimination Provisions

Contractor shall report to the County Executive Officer the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Executive Officer, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Executive Officer.

To effectuate the provisions of this Section, the County Executive Officer shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

12.8. Compliance with Living Wage Ordinance

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

13. Compliance with County Employee Jury Service Ordinance

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent

they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply unless this Agreement's total value listed in the Section titled "Payments", exceeds two-hundred thousand dollars (\$200,000); Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value exceeds that threshold amount.

14. Retention of Records; Right to Monitor and Audit

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

15. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

16. Controlling Law; Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any

other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

17. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: Greg Arnott/Administrative Assistant
Address: 555 County Center, Basement, Redwood City, CA, 94063
Telephone: (650) 363-1870
Email: garnott@smcgov.org

In the case of Contractor, to:

Name/Title: Alexandra Busse, Account Manager
Address: 1070 Commercial St, Ste. 106, San Jose, CA 95112
Telephone: (408) 210-4659
Email: alexandra.busse@otis.com

18. Electronic Signature

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

19. Payment of Permits/Licenses

Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

20. Prevailing Wage

When applicable, Contractor hereby agrees to pay not less than prevailing rates of wages and be responsible for compliance with all the provisions of the California Labor Code, Article 2- Wages, Chapter 1, Part 7, Division 2, Section 1770 et seq. A copy of the prevailing wage scale established by the Department of Industrial Relations is on file in the office of the Director of Public Works, and available at www.dir.ca.gov/DLSR or by phone at 415-703-4774. California Labor Code Section 1776(a) requires each contractor and subcontractor keep accurate payroll

records of trades workers on all public works projects and to submit copies of certified payroll records upon request.

Additionally,

- No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations

21. Rehabilitation Act of 1973

Refer to the attachment required to be completed by the Contractor.


22. Prison Rape Elimination Act (PREA) of 2003

Contractor shall comply with the Prison Rape Elimination Act (PREA) of 2003 (Federal Law 42. U.S.C. 15601 ET. Seq.), and applicable PREA Standards including but not limited to those regarding preventing, reporting, monitoring, and eradicating any form of sexual abuse within San Mateo County Sheriff's Office Facilities/Programs /Offices owned, operated or contracted. Failure to comply with PREA, including PREA Standards and related San Mateo County Sheriff's Office Policies, may result in termination of the contract.

SIGNATURE PAGE TO FOLLOW

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: Otis Elevator

<small>DocuSigned by:</small>  <small>B7AE98B380FA4F7...</small>	12/3/2024	Andrea Koch
Contractor Signature	Date	Contractor Name (please print)

COUNTY OF SAN MATEO

By:  Resolution No. 080831
President, Board of Supervisors, San Mateo County

Date: December 10, 2024

ATTEST:

By: 
Clerk of Said Board

Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

Contractor shall perform service and maintenance of elevator and escalator systems throughout the County of San Mateo's building portfolio. There are currently 68 elevators and two escalators at various County facilities. The Contractor shall provide all labor, materials, tools, appurtenances, and equipment required as well as any other items and details not mentioned in the scope but required to perform the services and as needed and directed by the Director of Public Works or the Director's designee.

Please see attached **Exhibit D** for the County of San Mateo's **Elevator Inventory List** that contains the locations and other relevant information of the elevators to be serviced under this Agreement.

Detailed Scope of work is as follows:

Traction Elevators

The work to be performed by the Contractor shall consist of furnishing all material, labor, tools and equipment necessary to provide full preventative maintenance repair service on the equipment described in this Agreement.

- Contractor shall maintain all equipment in good operating condition in accordance with manufacturer's specifications; and should conditions warrant, repair or replace the equipment and/or any components of the equipment, including without limitation, the following:
 - Machine, drive sheave, drive sheave shaft bearings, brake pulley, brake coil, brake contact, linings, seals and component parts, gears, worms, thrusts.
 - Motor and motor generator, motor and generator windings, rotating element, commutator, brushes, brush holders and bearings.
 - Controller, selector and dispatching equipment, all relays, solid state components, resistors, condensers, transformers, contacts, leads, dashpots, timing devices, computer devices, computer monitors, keyboards, CRT's and lobby display panels, steel selector tape or cable and mechanical and electrical driving equipment.
 - Governor, governor sheave and shaft assembly, bearings, contacts, and governor jaws.
 - Deflector, car and counterweight sheaves, bearings, car and counterweight buffers, car and counterweight guide rails and brackets, hoistway top and bottom limit switches, governor tension sheave assembly and compensating sheave assembly.
 - Guide rails and their support brackets unless their failure is related to seismic activity or building settling.
 - Hoistway door interlocks, hoistway door hangers, bottom door guides and auxiliary door closing devices. Automatic power operator, car door hanger, car door contact, door protective devices, and all related door equipment and devices.
 - For freight elevators with vertical lifting or collapsible car gates and bi-parting, vertical lifting doors or gates, the contractor shall keep all doors and gates in balance for easy operation and renew or replace retiring cams, replace worn astragals, door guides and pull straps.
 - Load-weighing equipment, car frame, safety mechanisms, platform, platform sub-flooring, elevator car and counterweight roller and/or slide guides, gibs or rollers, ventilation fans, emergency lighting systems, signal and operating fixtures, including lights, buzzers and gongs in all signal and operating fixtures.
 - Renew all suspension means as often as recommended by the original equipment manufacturer and as required by AHJ adopted Code to maintain an adequate factor of safety. Equalize the tension on all hosting ropes as recommended by manufacture.
 - Shorten and re-shackle suspension means if stretching makes this necessary.
 - Contractor shall check the condition and operation of all door protection devices and all operating fixture lamps on each car at every visit. If the door devices and/or operating fixture lamps are inoperative, they shall be repaired within one business day. If, in the Contractor's opinion, the door protection devices are not maintainable, they shall be replaced at no cost to the County.

- Seismic triggers and/or derailment devices; collision switches.
- Fire related elevator controls.
- Make corrections and respond to discrepancies identified by the local elevator enforcing authorities.
- Repair or replace conductor cables and hoistway and machine room elevator wiring.

Hydraulic Elevators

The work to be performed by the Contractor shall consist of furnishing all material, labor, tools and equipment necessary to provide full preventative maintenance repair service on the equipment described in this Agreement.

- Contractor shall maintain all equipment in good operating condition in accordance with manufacturer's specifications; and should conditions warrant, repair or replace the equipment and/or any components of the equipment, including without limitation, the following:
 - Materials and services covered by traction elevators as applicable.
 - Complete pumping plant, valves, exposed piping, fittings, piston (unless damaged by cylinder failure), packing, tank, heaters, mufflers and oil coolers.
 - If flexible hose and fitting assemblies are used, they shall be changed as required by ASME A 17.1 Code or sooner if necessary.
 - Furnish all oils, lubricants, packing and other materials required.
 - Contractor shall monitor system hydraulic fluid levels on a monthly basis and notify the County if hydraulic fluid is added to the tank due to an unaccountable loss of fluid. Contractor shall also make the County aware of the implication of possible underground leaking, and, with the County's approval, remove any unit from service when an underground leak is suspected. If applicable, contractor shall provide a proposal with complete description of the procedure for individual testing the integrity of the cylinder and underground to/from oil line.

Wheelchair Lifts, Platform Lifts and Dumbwaiters

The work to be performed by the Contractor shall consist of furnishing all material, labor, tools and equipment necessary to provide full preventative maintenance repair service on the equipment described in this Agreement.

- Contractor shall maintain all Equipment in good operating condition in accordance with manufacturer's specifications; and should conditions warrant, repair or replace the Equipment and/or any components of the equipment, including without limitation, the following:
 - Materials and services covered by Traction Elevators or Hydraulic Elevators as applicable.
 - Contractor shall operate all wheelchair lifts on a bi-weekly basis to verify their proper function. Each bi-weekly test shall be recorded with the date and technician's initials in a log that shall be available for State and County inspections.

Escalators

The work to be performed by the Contractor shall consist of furnishing all material, labor, tools and equipment necessary to provide full preventative maintenance repair service on the equipment described in this Agreement.

- Contractor shall maintain all equipment in good operating condition in accordance with manufacturer's specifications; and should conditions warrant, repair or replace the equipment and/or any components of the equipment, including without limitation, the following:
 - Materials and services covered by Traction Elevators as applicable.
 - Machine, brake, sprockets, gears, drive, handrail and step chains, chain and step rollers and bearings, comb plates, step treads, tracks, all bearings for sprockets, sheaves, newel wheels, contacts, coils, skirt switches, Novatex Boards, (if applicable), bull gears, handrail guides, guards and all safety devices.
 - Contractor will be on site during all state inspections.

- All light fixtures and lamps which are mounted on or in the escalator unit.

Routine Escalator Maintenance Requirements

- **Semi-Weekly** – Examine running unit, check for handrail damage, check handrail drive clean and adjust as necessary, check operation of stop buttons, handrail inlet switches, key start switches, and upper and lower skirt switches, check trim, inner panels, skirts for loose fastenings, correct/replace as required, check for broken comb segments, step treads or risers, replace as required, apply skirt lubrication, check lower station movement, spring length, and chain switch.
- **Monthly** – Check and clean controller, check ring gear oil level (add as required), lubricate handrail drive chains, glass balustrade, and step chains, clean upper and lower pits. Check operation of upper and lower access cover, inspection switches, pit switches, gearbox oil and clean breather.
- **Quarterly** – Service non-reversing device, clean inside of handrail, clean guide as required, check handrail speed sensor, check brake operation and adjust if required, check motor couplings and grommets, check missing step detector and comb impact-trip force.
- **Semi Annually** – Lubricate upper station main bearings (4), lubricate handrail (drive) sheave bearings (if applicable), lubricate lower station bearings (2).
- **Annually** – Adjust Novatex boards, replace if required, check operation of broken step, out of level, and step up-thrust switches, change ring gear oil, clean lower end pans up through 30-degree area, clean pans and tracks of upper and lower truss, lubricate drive motor (maximum 5 pumps), change gear box oil, clean breather.

Routine Elevator Maintenance Requirements

The Contractor shall maintain the elevator equipment speed in feet per minute and the performance for elevators as indicated under "Basic Performance Requirements".

- If the actual performance time of the elevator does not meet the times established for elevators of the speed and type of control, the Contractor shall restore the performance of the elevator to its optimum potential as agreed upon by the Contractor and Director of Public Works or Director's designee.
- If, in the Contractor's opinion, the equipment is inherently designed so that it cannot meet these criteria, the Contractor shall so state.
- If there are no exceptions taken, performance shall be provided as specified hereinafter.

Basic Performance Requirements:

- Electric elevators shall be adjusted to meet the following basic performance standards and shall maintain these standards for the life of the agreement.
- Operating Characteristics:
 - Starting, acceleration, stopping and leveling shall be smooth and free from jars or bumps.
 - Full speed riding shall be without swaying or vibration.
 - Elevator and door operation shall be quiet.
 - Stop made upon operation of emergency stop switch shall be more rapid than a routine stop but not violent.
 - Door pressure shall be maintained below 30 pounds in closing.
- Group Supervisory Systems:
 - Group control systems shall operate at design criteria for the lifetime of the agreement.

Individual Elevator Performances:

- Performance requirements shall be as follows:
 - Maintain accuracy leveling of +/- 3/8" for Traction Elevators and 1/2" for Hydraulic Elevators under all loading conditions.

- Brake-To-Brake Times for Traction Elevators based on 13'-6" floor heights or less:
 - 7.5-8.0 Seconds Maximum for Geared Equipment
 - 5.5-6.0 Seconds Maximum for Gearless Equipment
- Floor-to-Floor Times for hydraulic Elevators based on 13'-6" floor heights or less
 - 12.5 Seconds Maximum
- Door Open Times shall be no more than:
 - 3'-0" Single Slide
 - 2.2-2.5 Seconds
 - 3'-6" Center Opening
 - 2.0-2.2 Seconds
 - 3'-6" Single Slide
 - 2.8-3.0 Seconds
 - 3'-6" Two Speed Side Open
 - 2.2-2.4 Seconds
 - 4'-0" Center Opening
 - 2.4-2.6 Seconds
 - 4'-0" Two Speed Side Open
 - 2.4-2.6 Seconds
- Door Standing Times:
 - Car Call
 - 3.0 Seconds
 - Hall Call
 - 5.0 Seconds
- Door Close Times
 - Minimum without exceeding kinetic energy and closing force allowed by Code

Special Testing

- Elevators provided with fire service shall have their Phase I recall system (and Phase II operations, if applicable) tested by Contractor in accordance with applicable code requirements. Where tests are required, Contractor shall provide such test and the results shall be recorded with date and technician's initials in a log available for State and County inspection. The Youth Service Center (YSC) elevators and the Maple Street Correctional Center will be tested monthly, all others will be done annually or what is required by code. The San Mateo Medical Center (SMMC) elevators recall need to be tested monthly and provide the Owner test record documentation for The Joint Commission reports. Tests will be performed after normal business hours or weekends or as determined by the Owner. The Contractor will assist in Fireman's Service testing and/or Emergency Power testing ,if required, Test will be performed after hours or weekends or as determined by the Owner at no additional charge.
- Elevators with derailment devices, seismic switches or other special circuitries shall be checked at least once every year to make certain that these devices are operating correctly and as designed. County's Representative and the Contractor shall arrange for mutual acceptable dates to perform the tests. Emergency Power operation will be tested by County and, if elevator system fails, Contractor shall make corrections and retest.
- The Contractor shall periodically examine the car safety devices and governors and conduct an annual no load test and shall, during the term of the agreement, or more often, if required by applicable law, ordinance or regulation, but no less than every five (5) years, perform one (1) full load, full speed test of the safety mechanism, over-speed governors, car and counter weight buffers. The car balance shall be checked electrically and the governor set. If required, the governor shall be recalibrated and sealed for proper tripping speed. These tests shall be witnessed by the County's Representative and a written report shall be furnished indicating the results of such test. All tests shall conform to the requirements of ASME A 17.1 and/or local code testing requirements.
- Traction elevators shall have a load test performed during the term of the agreement or more often if required by applicable law, ordinance or regulation. It shall comply with the State of California's Elevator Safety Order.. The report shall conform to the requirements of the State with the test witnessed by the County's Representative.

- Contractor shall create a form for each car describing test and deliver a signed copy to the County's Representative after each test has been concluded. This form will also describe any malfunctions along with any corrective action taken.

Wiring Diagrams

A complete set of all wiring diagrams for the elevator systems covered under the agreement shall be maintained in their respective machine rooms. All changes in circuitry made by the Contractor shall be properly recorded on the machine room copies of diagrams including the date of change and name of person making same. The wiring diagrams are the property of the County and are to remain in their respective machine room.

Housekeeping

During the first three (3) months the agreement is in effect, the Contractor shall thoroughly clean all elevator hoistways, pits, car tops, controller interiors including filters and machine rooms. In addition, during the same period of time, all car and hoistway door tracks, hangers, interlocks and closers shall be cleaned, lubricated and adjusted. Continuing cleaning must be on going and at the following minimum intervals or more frequently where conditions warrant.

- **Quarterly** - Car tops, pits, and machine rooms.
- **Semi-Annually** - Hoistways and door equipment.

The exterior of the machinery and any other parts of the equipment subject to rust shall be properly painted and presentable at all times. The motor windings and controller coils shall be periodically treated with proper insulating compound. The Contractor shall keep the elevator machinery rooms clean.

All debris, including but not limited to: wiping rags, empty oil cans, trash from pits, etc. resulting from this work, shall be promptly removed by the Contractor.

Stock of Materials

The Contractor shall keep in each elevator machine room an adequate supply of contacts, switch parts, coils, conductors, springs, holders, resistors, relays, lamps, condensers, tubes, transformers, car and hall buttons, fuses, and other parts which are required for prompt replacement and repair, together with an adequate supply of lubricants and wiping rags. All supplies should be stored in metal cabinets. Closed metal containers must be used for storage of oily rags. All necessary cabinets, shelves, and containers are to be provided and paid for by the Contractor and shall become the property of the County. All use, storage, and disposal of hazardous and/or waste materials of any type shall be in compliance with all Federal, State, Local and Cal/HCAI requirements.

In addition, the Contractor shall keep in the buildings where the elevators are located or in a warehouse within fifty (50) miles of the elevator locations or reasonably obtainable within 24 hours:

- One set of motor brushes and holders for each type of motor and generator.
- One door operator motor of each type used
- Hanger sheaves for car and hoistway doors
- Two complete door interlocks
- One set of generator bearings for each type of generator
- One set of brake linings for each type of break
- Parts for door protective devices
- Power supplies
- Coils, relays, motor brushes and all other parts as needed to assure prompt replacement in the event of the shutdown of any elevator
- SCR drive components
- One spare control board of each type installed
- Cylinder head packing and pump motor belts

Schedules and Records

All service technicians shall check in with the facilities manager, or his designee and will sign in and sign out in the log book upon arrival and departure. Log books will be located in the basement of 455 County Center in Redwood City, the Stationary Engineer's shop located at 70 Loop Road in San Mateo and in the Health and Hospital shop located at 222 W. 39th Avenue in San Mateo. The technician will log out when leaving, indicating if the problem was resolved or update the status of the car or escalator.

Contractor shall provide a work schedule for each machine room. A copy of each schedule shall be provided to the Facilities Customer Service Center.

These work schedules shall be designed for each type of equipment and documented in the contractors Maintenance Control Program (MCP). Equipment to be serviced, such as gearless, geared elevators, hydraulic elevators, lifts, etc., shall conform to the manufacturer's recommended practice for the particular equipment specified. They shall show the kind and frequency of service and lubrication proposed by the Contractor for the duration of the agreement. However, in no case shall the schedule be less than the minimum requirement on on-site routine servicing man-hours indicated in the Elevator Inventory lists.

All inspections, lubrication, adjustments, tests, cleaning, routine repairs and other preventative maintenance activities shall be performed in accordance with schedules submitted by the Contractor.

Schedules posted shall be the chart type, which shall be initialed by the serviceman when each scheduled inspection is performed.

Contractor shall also maintain an accurate and complete log of all work performed in addition to routine service at each location. These logs shall include call back service describing the nature of all complaints and their resolution. The logs shall be kept in the equipment room at each location. In addition to the specified machine room log, Contractor's workmen or supervisor shall log in and out of each facility/building on each and every visit. This includes but is not limited to, routine maintenance, trouble calls, repairs and supervisor visits. These logs will remain the property of the County.

For all Hydraulic Elevators, Contractor shall maintain an accurate and complete log of all additions of hydraulic fluid to the system. This log shall include an explanation for each fluid addition. The County is to be notified whenever there is an unaccounted fluid loss from the hydraulic system.

At the County's request, Contractor shall deliver a copy of the callback and repair log for any elevator covered by this Agreement.

All forms required for the above schedules, monthly work sheets, call back records and performance reports must be approved by the County.

Contractor shall notify the Facilities Customer Service Center.

Personnel

Contractor agrees that all services shall be performed by trained maintenance and repair personnel, directly employed and supervised by the Contractor. All work shall be performed by a mechanic who is, at a minimum, at the Journeyman level. Apprentices may not work alone but may assist the mechanic as needed. If the County becomes dissatisfied with the performance of any person assigned to perform services under this Agreement, Contractor agrees, upon request from the County's Representative, to promptly assign other qualified personnel to perform these services.

Contractor's service personnel shall wear uniforms which bear Contractor's name or other appropriate symbol which identifies them as employees of the Contractor and such uniforms shall be clean and in good condition. Contractor's personnel shall have available, photo identification that confirms their current employment with the Contractor.

Special Provisions

- Any work not specifically mentioned but which is needed to make the maintenance complete shall be performed without additional cost
- Contractor shall perform, coordinate and complete the requirements, in cooperation with any other contractors or trades doing any work on the County's properties, promptly, diligently, and in

a good workmanlike manner to the full and complete satisfaction and acceptance of the County. Contractor shall perform the requirements in a manner that will not impede or obstruct the ongoing operations of the County

- Unless otherwise stated in the solicitation, references to items or processes by trade names, models or catalog numbers are to be regarded as establishing a standard of quality and not construed as limiting competition
- Contractor shall guarantee that a member of their supervisory personnel regularly engaged in inspection and supervision will visit each elevator covered by this Agreement at least semi-annually to observe the quality of maintenance meets the specified and intended standards called for by this Agreement and shall provide a written report of findings from each visit to the County. The Supervisor shall schedule each visit with the County's Representative responsible for that building so that the County Representative may accompany the Supervisor. The Contractor shall provide the Supervisor's visitation schedule within 30 days after the award.
- The Contractor warrants that they can maintain the equipment covered by the agreement to its original design capabilities based on the equipment on the equipment condition as surveyed and all the technical information available at the time of award of the agreement.
- The Contractor shall provide monthly preventative maintenance of equipment as indicated by Federal, State, County and municipal laws, but not less than the hours prescribed in the Elevator Inventory lists of the agreement. Time expended on monthly preventative maintenance, at a minimum, shall consist of examination, adjustment, cleaning and lubricating the equipment. All lubrication frequencies and types of lubricants will meet the manufacturer's specifications. Any hours associated with trouble calls, repairs or replacement of equipment, that are not a result of missed preventative maintenance as evidenced by the maintenance records, is to be considered as additional time beyond that is required for monthly preventative maintenance service. (See Exclusions)
- Contractor shall provide personnel necessary to accompany and assist the State Elevator Unit's representatives in the inspection of the County's elevators for issuance of operating permits.
- At the County's reasonable request, the Contractor will provide a hall call traffic analysis report on any or all elevators covered by the agreement. The Analyzer shall be capable of gathering and printing information about the elevator performance and group operation.
- Trouble Calls Response Times: In the event an elevator is shut down with trapped passengers, Contractor shall guarantee thirty (30) minutes response time during 8 a.m. to 5 p.m., Monday-Friday, and one (1) hour response time from 5 p.m. to 8 a.m. daily and on holidays. Any trouble calls made between 8:00 a.m. and 5:00 p.m., Monday-Friday shall be considered regular time calls .

In the event an elevator is shut down without trapped passengers, Contractor shall guarantee sixty (60) minutes response time during 8 a.m. to 5 p.m. Monday-Friday, and two (2) hours response time from 5 p.m. to 8 a.m. daily and on holidays.

- Performance Guarantee: If an elevator is out of service for longer than two (2) consecutive workdays for a non-scheduled repair, the monthly maintenance cost of that unit will be credited to the next monthly billing. All repairs shall be pre-scheduled in writing.

If the Contractor does not respond in the time frames listed above in "Trouble Calls" (I), the following month's billing will be credited in the amount of \$500 for each trouble call.

If during thirty (30) consecutive days, the County experiences three (3) call backs on the same unit for the same problem, the monthly maintenance cost of that unit will be credited to the next monthly billing.

- Firefighter Service "Testing": Contractor shall perform and keep records of monthly and annual firefighter's service testing as part of the services included under the agreement.

Other Terms

Adding or Dropping Sites: To add additional sites or locations, the Contractor and County shall discuss the new scope of work and mutually agree to the new terms, using the existing hourly rates listed in the

agreement. In order to drop a location from the agreement without penalty, the County must notify the Contractor thirty (30) days prior to the cancellation of services for that particular location. After said services are cancelled, the amount for that location will be taken off of all future invoices to the County.

Background Clearance: All technicians entering the Hall of Justice and all correctional facilities will have to be cleared by jail security after a full background check is conducted. All technicians will also have to present a current driver's license upon arrival.

Exclusions

The following work is excluded from the scope of this Agreement and is not the responsibility of the Contractor:

- 1) Power supply feeder wires up to the elevator controls, building mainline disconnect switches and building mainline fuses.
- 2) Repair or replacement of products of combustion detectors for fire recall.
- 3) Car enclosures finishes and overhead lamps for cab illumination; hoistway enclosures; hoistway door panels and frames.
- 4) Other items, caused by vandalism or negligence by persons other than the Contractor or the contractor's representatives and employees, excluding wear and tear. Contractor shall obtain the County's prior written approval to repair problems related to vandalism. Payment will not be made for any unauthorized work. For all vandalism and/or negligence related repairs that result in additional cost to the County, Contractor shall furnish the following:
 1. A time ticket showing date, time and labor expended for the repair;
 2. A description for the work performed along with any materials provided including material costs;
 3. The technician's name;
 4. Building and equipment identification;
 5. Written authorization signed by the Director of Public Works or the Director's designated Representative authorizing said repairs.
- 5) New attachments as may be recommended or directed by insurance companies or by federal, state, or municipal or other governmental authorities.
- 6) Buried cylinders and buried piping.
- 7) Escalators balustrades and decking.
- 8) Obsolete Equipment and Replacement of obsolete equipment: obsolete equipment and components will be at the County of San Mateo's expense. Obsolete equipment (including, but not limited to, assemblies, parts, components, or systems) are defined as follows: an item for which the original design is no longer manufactured or reproduced by a reputable elevator equipment manufacturer/supplier. (No longer manufactured shall be defined as equipment or components that an existing reproducible design does not exist therefore requiring design and manufacture of subject equipment or component), or the original item has been replaced with an item of different design (so long as the different design requires an unreasonable upgrade to the original equipment). Within ninety (90) days of executing the agreement, Contractor shall inspect the Vertical Transportation Equipment for Obsolete Components and provide the County of San Mateo with a list of such Obsolete Components which is subject to The County of San Mateo's prior review and approval. Contractor shall provide a letter from the manufacturer stating the item is obsolete. The County of San Mateo and Contractor agree, if required, to have all obsolescence claims reviewed by an independent third-party elevator consultant for final approval. Based on industry standards the independent third-party will determine what is unreasonable upgrade to the equipment. Failure to provide a list of obsolete equipment and components within ninety (90) days will be considered acceptance of all existing equipment and components to be available and included in the terms of the agreement. Except for exclusions above, all other components of the Vertical Transportation Equipment are fully covered by the agreement.

Any additional work must be authorized in writing upon the request of the Director of Public Works, or his designated representative. As needed work shall be authorized in writing using change orders or task orders.

Task Order Negotiation, Authorization, and Amount and Method of Payment:

- A. Negotiation: Contractor shall be entitled to payments in consideration for work performed per above, and based on the hourly rates set forth in Exhibit B. Separate and individual “not-to-exceed” (NTE) cost proposals may be requested from Contractor during the term of the Agreement. The Department shall review the proposal as to scope, cost and delivery schedule.
- B. Task Order Authorization: Each task order shall include specific work requirements, time frames for completion and NTE cost amount, which shall be mutually agreed upon by Contractor and County in writing prior to commencement of each task order. Once a proposal is found to be acceptable, a task order authorization shall be issued, as needed and at the Department’s sole discretion for each individual project or scope of work as defined in the task order. Contractor shall commence work upon receipt of task order authorization. Contractor agrees to complete the approved project or task order work for an amount equal to or less than the approved project or task order NTE amount and within the time limits set forth in the approved project or task order timetable.
- C. Amount and Method of Payment: The Contractor may have several task orders assigned by the County as part of this agreement. Payment shall not be made for any work unless approved and authorized in advance by the County. Total payments to the Contractor for all task orders assigned will not be greater than the NTE amount authorized under the agreement and may be less than the NTE amount of the agreement. With respect to the as-needed work under this agreement, the number of task orders issued is indeterminate, the resulting total payments to the Contractor may be significantly less than the additional approved amount under the agreement. The Contractor’s fee schedule rates shall not be adjusted unless approved in writing by the Contractor and the County. Invoice(s) may be submitted by Contractor according to progress achieved and recognized by the Department, for payment by the County thirty (30) working days from date of receipt, provided that the invoices are complete and absent errors and/or corrections as may be found upon review of invoice(s).

Reimbursable Expenses:

Reasonable and necessary expenses related to the services performed and actually incurred shall be reimbursed at cost, or as stipulated in Exhibit “B”, Payments, upon submission of an expense report with backup documentation and County approval. Reimbursable expenses shall be included in the “not-to-exceed” cost proposals. Reimbursable expenses are defined as job-related expenses directly incurred by the Contractor in the performance of services provided under the Agreement.

Changes in Work:

Upon agreement by both County and Contractor, any substantive changes to the timeline, “not-to-exceed” amount, or scope of work of a task order must be approved in writing and will result in a change to the task order. All other terms and conditions of the Agreement shall remain in full force and effect.

Exhibit B

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

5 Year pricing for the agreement is as follows:

Pricing for Year 1:

Health and Hospital – 20 Units	\$8,750/month or \$105,000/Year
FMO – 55 Units	\$30,635/month or \$367,620/Year
Year 1 Total:	\$ 39,385/month or \$ 472,620/Year

3% YOY price increase for Y2 – Y5.

Contractor Price Sheet with description and annual breakdown is attached as **Exhibit C**.

Otis Full Hourly Rates for the County of San Mateo 2025

LABOR BILLING RATES	MECHANIC	HELPER
Straight Time	\$ 397.00	\$ 277.00
Mon - Sat After Hours OT	\$ 596.00	\$ 416.00
Sundays/Holidays	\$ 794.00	\$ 553.00

Note:

Rates subject to an annual escalation of 3%.

Parts excluded from the basic scope of work shall be at Otis' cost plus a maximum markup of 20%.

Contractor shall comply with prevailing wage laws as determined by the Department of Industrial Relations.

Invoices shall be submitted to the Department of Public Works at the completion of service. Payment will be made within thirty (30) days of receipt in the Accounting Division, a written itemized invoice identifying the Agreement number, complete scope of work, specific work completed, location of work, and breakdown of charges.

In any event, the total payment for services of Contractor shall not exceed \$2,509,204, and the County shall have the right to withhold payment if the County determines that the quantity and/ or quality of the work performed is unacceptable.

Remit invoices to: County of
San Mateo Department of
Public Works Attn:
Accounting Unit
555 County Center, 5th Floor
Redwood City, CA 94063 Email:
dpw_accounting@smcgov.org

EXHIBIT C
PRICING SHEET

Line Item	Description	No. of Elevators	Frequency	Monthly	Year One Annual	Year Two Annual	Year Three Annual	Year Four Annual	Year Five Annual
1	Hall of Justice, 400 County Center, Redwood City (Elevators)		7 Monthly	\$4,585.00	\$55,020.00	\$ 56,670.60	\$ 58,370.72	\$ 60,121.84	\$ 61,925.49
2	Hall of Justice, 400 County Center, Redwood City		2 Monthly	\$2,520.00	\$30,240.00	\$ 31,147.20	\$ 32,081.62	\$ 33,044.06	\$ 34,035.39
3	COB 1, 455 County Center, Redwood City (Elevators)		3 Monthly	\$1,665.00	\$19,980.00	\$ 20,579.40	\$ 21,196.78	\$ 21,832.69	\$ 22,487.67
4	COB 2, 555 County Center, Redwood City (Elevators)		3 Monthly	\$1,965.00	\$23,580.00	\$ 24,287.40	\$ 25,016.02	\$ 25,766.50	\$ 26,539.50
5	COB 3, 500 County Center, Redwood City (Elevators)		5 Monthly	\$3,275.00	\$39,300.00	\$ 40,479.00	\$ 41,693.37	\$ 42,944.17	\$ 44,232.50
6	Parking Structure 2, 400 Middlefield Road, Redwood City (Elevators)		2 Monthly	\$710.00	\$8,520.00	\$ 8,775.60	\$ 9,038.87	\$ 9,310.03	\$ 9,589.34
7	Parking Structure 1, 440 Middlefield Road, Redwood City (Elevators)		2 Monthly	\$710.00	\$8,520.00	\$ 8,775.60	\$ 9,038.87	\$ 9,310.03	\$ 9,589.34
8	Regional Operation Center, 501 Winslow Street, Redwood City (Elevator)		1 Monthly	\$655.00	\$7,860.00	\$ 8,095.80	\$ 8,338.67	\$ 8,588.83	\$ 8,846.50
9	Radio Shop, 702 Chestnut Street, Redwood City (Elevator)		1 Monthly	\$355.00	\$4,260.00	\$ 4,387.80	\$ 4,519.43	\$ 4,655.02	\$ 4,794.67
10	Navigation Center, 275 Bloomquist, Redwood City (Elevators)		2 Monthly	\$1,310.00	\$15,720.00	\$ 16,191.60	\$ 16,677.35	\$ 17,177.67	\$ 17,693.00
11	Maguire Jail, 330 Bradford Street, Redwood City (Elevators)		6 Monthly	\$3,930.00	\$47,160.00	\$ 48,574.80	\$ 50,032.04	\$ 51,533.01	\$ 53,079.00
12	Maple Street Correctional Center, 1300 Maple Street, Redwood City (Elevators)		6 Monthly	\$3,930.00	\$47,160.00	\$ 48,574.80	\$ 50,032.04	\$ 51,533.01	\$ 53,079.00
13	EPA Government Center, 2415 University Ave, East Palo Alto (Elevator)		1 Monthly	\$355.00	\$4,260.00	\$ 4,387.80	\$ 4,519.43	\$ 4,655.02	\$ 4,794.67
14	Household Hazardous Waster, 32 Tower Road, San Mateo Youth Services Center, 222 Paul Scannell Drive, San Mateo (Elevator)		1 Monthly	\$355.00	\$4,260.00	\$ 4,387.80	\$ 4,519.43	\$ 4,655.02	\$ 4,794.67
15	El Camino House (Next Door Facility), 2191-B S. El Camino Real, San Mateo (Lift)		6 Monthly	\$2,130.00	\$25,560.00	\$ 26,326.80	\$ 27,116.60	\$ 27,930.10	\$ 28,768.01
16	Safe Harbor, 295 North Access Road, So. San Francisco (Wheelchair Lift)		1 Monthly	\$205.00	\$2,460.00	\$ 2,533.80	\$ 2,609.81	\$ 2,688.11	\$ 2,768.75
17	Skylonda CDF #58, 17290 Skyline Blvd, Woodside (Elevator)		1 Monthly	\$205.00	\$2,460.00	\$ 2,533.80	\$ 2,609.81	\$ 2,688.11	\$ 2,768.75
18	HSA Bridgepoint, 1500 Fashion Island Blvd, San Mateo, CA 94404 (Elevator)		1 Monthly	\$355.00	\$4,260.00	\$ 4,387.80	\$ 4,519.43	\$ 4,655.02	\$ 4,794.67
19	Bridgepoint, 1510 Fashion Island Blvd., San Mateo, CA 94404		2 Monthly	\$710.00	\$8,520.00	\$ 8,775.60	\$ 9,038.87	\$ 9,310.03	\$ 9,589.34
20	Bridgepoint, 1510 Fashion Island Blvd., San Mateo, CA 94404		2 Monthly	\$710.00	\$8,520.00	\$ 8,775.60	\$ 9,038.87	\$ 9,310.03	\$ 9,589.34
	Total	55		\$30,635.00	\$ 367,620.00	\$ 378,648.60	\$ 390,008.06	\$ 401,708.30	\$ 1,951,744.51

Line Item	Description	No. of Elevators	Frequency	Monthly	Year One Annual	Year Two Annual	Year Three Annual	Year Four Annual	Year Five Annual	
21	Coastside Clinic, 225 So. Cabrillo Hwy, Suite 100, Half Moon Bay (Elevator)	1	Monthly	\$ 355.00	\$ 4,260.00	\$ 4,387.80	\$ 4,519.43	\$ 4,655.02	\$ 4,794.67	
22	SSF Health Clinic, 306 Spruce Avenue, So. San Francisco (Elevator)	1	Monthly	\$ 355.00	\$ 4,260.00	\$ 4,387.80	\$ 4,519.43	\$ 4,655.02	\$ 4,794.67	
23	San Mateo Medical Center, 222 W. 39th Avenue, San Mateo (Elevators)	6	Monthly	\$ 2,730.00	\$ 32,760.00	\$ 33,742.80	\$ 34,755.08	\$ 35,797.74	\$ 36,871.67	
25	San Mateo Medical Center, 225 W. 37th Avenue, San Mateo (Elevators)	3	Monthly	\$ 1,065.00	\$ 12,780.00	\$ 13,163.40	\$ 13,558.30	\$ 13,965.05	\$ 14,384.00	
26	Mike Nevin Clinic, 380 90th Street, Daly City (Elevators)	2	Monthly	\$ 710.00	\$ 8,520.00	\$ 8,775.60	\$ 9,038.87	\$ 9,310.03	\$ 9,589.34	
27	Cordilleras, 200 Edmonds Road, Redwood City (Elevators)	2	Monthly	\$ 1,310.00	\$ 15,720.00	\$ 16,191.60	\$ 16,677.35	\$ 17,177.67	\$ 17,693.00	
28	New Cordilleras, 200 Edmonds Road, Redwood City (Elevators)	2	Monthly	\$ 1,310.00	\$ 15,720.00	\$ 16,191.60	\$ 16,677.35	\$ 17,177.67	\$ 17,693.00	
29	Fair Oaks, 2710 Middlefield Road, Redwood City (Elevators)	2	Monthly	\$ 710.00	\$ 8,520.00	\$ 8,775.60	\$ 9,038.87	\$ 9,310.03	\$ 9,589.34	
30	Serenity House, 3701 Hacienda Street, San Mateo (Wheelchair Lift)	1	Monthly	\$ 205.00	\$ 2,460.00	\$ 2,533.80	\$ 2,609.81	\$ 2,688.11	\$ 2,768.75	
	Total	20		\$ 8,750.00	\$ 105,000.00	\$ 108,150.00	\$ 111,394.50	\$ 114,736.34	\$ 118,178.43	\$ 557,459.26

SAN MATEO COUNTY - ELEVATOR INVENTORY – 2024
Facilities, Maintenance & Operations

State #	Car #	Building	Address	Location	Name	Equipment	Stops	Capacity	Age
50255	1	HOJ	400 County Center Redwood City, CA 94063	South Lobby	n/a	Traction	8	3,000 lbs.	1953
50254	2	HOJ	400 County Center Redwood City, CA 94063	South Lobby	n/a	Traction	8	3,000 lbs.	1953
50563	3	HOJ	400 County Center Redwood City, CA 94063	Interior	Transportation	Traction	6	4,000 lbs.	1968
50564	4	HOJ	400 County Center Redwood City, CA 94063	North Lobby	n/a	Traction	9	3,000 lbs.	1968
50565	5	HOJ	400 County Center Redwood City, CA 94063	North Lobby	n/a	Traction	9	3,000 lbs.	1968
50566	6	HOJ	400 County Center Redwood City, CA 94063	North Lobby	n/a	Traction	9	3,000 lbs.	1968
30953	7	HOJ	400 County Center Redwood City, CA 94063	North End	Sheriff	Traction	4	3,500 lbs.	1968
50697	1	HOJ	400 County Center Redwood City, CA 94063	Lobby	Escalator	n/a	2	n/a	1968
50698	2	HOJ	400 County Center Redwood City, CA 94063	Lobby	Escalator	n/a	2	n/a	1968
38337	1	COB 1	455 County Center Redwood City, CA 94063	Lobby	n/a	Traction	5	2,000 lbs.	1963
38338	2	COB 1	455 County Center Redwood City, CA 94063	Lobby	Basement	Traction	6	2,000 lbs.	1963
38339	3	COB 1	455 County Center Redwood City, CA 94063	Loading Dock	Freight	Hydraulic	2	2,500 lbs.	1963
116327	1	COB 2	555 County Center Redwood City, CA 94063	Lobby	Left	Traction	5	3,500 lbs.	1999
116328	2	COB 2	555 County Center Redwood City, CA 94063	Employee	Right	Traction	6	4,000 lbs.	1999
116103	3	COB 2	555 County Center Redwood City, CA 94063	Lobby	Rear	Traction	5	3,500 lbs.	1999
n/a	1	COB3	500 County Center Redwood City, CA 94063	Lobby	Left	Traction	5	3,500 lbs.	2024
n/a	2	COB3	500 County Center Redwood City, CA 94063	Lobby	Center	Traction	5	3,500 lbs.	2024
n/a	3	COB3	500 County Center Redwood City, CA 94063	Lobby	Right	Traction	5	3,500 lbs.	2024
n/a	4	COB3	500 County Center Redwood City, CA 94063	BOS	BOS	Traction	5	2,100 lbs.	2024
n/a	5	COB3	500 County Center Redwood City, CA 94063	Service	Freight	Traction	6	5,000 lbs.	2024
n/a	1	Parking Structure 2	400 Middlefield Rd Redwood City, CA 94063	n/a	Left	Hydraulic	8	3,500 lbs.	2021
n/a	2	Parking Structure 2	400 Middlefield Rd Redwood City, CA 94063	n/a	Right	Hydraulic	8	3,500 lbs.	2021
102750	1	Parking Structure 1	440 Middlefield Rd Redwood City, CA 94063	West Side	Left	Hydraulic	6	3,500 lbs.	1993
102749	2	Parking Structure 1	440 Middlefield Rd Redwood City, CA 94063	West Side	Right	Hydraulic	6	3,500 lbs.	1993
179954	1	ROC	501 Winslow St Redwood City, CA 94063	Lobby	n/a	Traction	2	3,500 lbs.	2018
n/a	1	Radio Shop	702 Chestnut Street Redwood City, CA 94063	Lobby	Lobby	Hydraulic	2	2,100 lbs.	2023

SAN MATEO COUNTY - ELEVATOR INVENTORY – 2024
Facilities, Maintenance & Operations

State #	Car #	Building	Address	Location	Name	Equipment	Stops	Capacity	Age
n/a	1	Navigation Center	275 Bloomquist Redwood City, CA 94063	Building A	Bldg. A	Traction	3	n/a	2023
n/a	2	Navigation Center	275 Bloomquist Redwood City, CA 94063	Building D	Bldg. D	Traction	3	n/a	2023
102739	1	Maguire Jail	330 Bradford Redwood City, CA 94063	n/a	n/a	Traction	7	4,000 lbs.	1994
102740	2	Maguire Jail	330 Bradford Redwood City, CA 94063	n/a	n/a	Traction	7	4,000 lbs.	1994
102741	3	Maguire Jail	330 Bradford Redwood City, CA 94063	n/a	n/a	Traction	7	4,000 lbs.	1994
102731	4	Maguire Jail	330 Bradford Redwood City, CA 94063	Control Room	n/a	Traction	8	4,000 lbs.	1994
n/a	5	Maguire Jail	330 Bradford Redwood City, CA 94063	Maguire Admin	West	Traction	5	4,500 lbs.	2024
n/a	6	Maguire Jail	330 Bradford Redwood City, CA 94063	Maguire Admin	East	Traction	5	4,500 lbs.	2024
169871	1	Maple Street Correctional Center	1300 Maple Street Redwood City, CA 94063	n/a	n/a	Traction Gen 2	2	3,500 lbs.	2015
169872	2	Maple Street Correctional Center	1300 Maple Street Redwood City, CA 94063	n/a	n/a	Traction Gen 2	2	3,500 lbs.	2015
169873	3	Maple Street Correctional Center	1300 Maple Street Redwood City, CA 94063	n/a	n/a	Traction Gen 2	2	3,500 lbs.	2015
169874	4	Maple Street Correctional Center	1300 Maple Street Redwood City, CA 94063	n/a	n/a	Traction Gen 2	2	5,000 lbs.	2015
173012	5	Maple Street Correctional Center	1300 Maple Street Redwood City, CA 94063	n/a	n/a	Traction	2	5,000 lbs.	2015
59582	1	EPA	2415 University Ave East Palo Alto, CA 94303	Lobby	n/a	Hydraulic	3	2,500 lbs.	1974
HAS B									
135975	1	Household Hazardous Waste	32 Tower Rd. San Mateo, CA 94402	Warehouse	n/a	Hydraulic	2	n/a	2004
138406	1	Youth Service Center (YSC)	222 Paul Scannell Drive San Mateo 94402	Lobby	Public	Hydraulic	2	3,500 lbs.	2007
138407	2	Youth Service Center (YSC)	222 Paul Scannell Drive San Mateo 94402	Lobby	Public	Hydraulic	2	3,500 lbs.	2007
138408	3	Youth Service Center (YSC)	222 Paul Scannell Drive San Mateo 94402	Admin	Youth	Hydraulic	2	3,500 lbs.	2007
138409	4	Youth Service Center (YSC)	222 Paul Scannell Drive San Mateo 94402	North End	Judge	Hydraulic	3	5,000 lbs.	2007
138410	5	Youth Service Center (YSC)	222 Paul Scannell Drive San Mateo 94402	North End	Police/Inmate	Hydraulic	3	5,000 lbs.	2007
138411	6	Youth Service Center (YSC)	222 Paul Scannell Drive San Mateo 94402	South End	Staff	Hydraulic	3	3,500 lbs.	2007
190049	1	El Camino House (Next Door Facility)	2191-B S. El Camino Real San Mateo, CA 94403	Lobby	Lift	Hydraulic	2	750 lbs.	2022
69763	1	HSA Bridgepoint	1500 Fashion Island San Mateo, CA 94404	n/a	n/a	Hydraulic	3	n/a	n/a
69764	2	HSA Bridgepoint	1500 Fashion Island San Mateo, CA 94404	n/a	n/a	Hydraulic	3	n/a	n/a

SAN MATEO COUNTY - ELEVATOR INVENTORY – 2024
Facilities, Maintenance & Operations

State #	Car #	Building	Address	Location	Name	Equipment	Stops	Capacity	Age
69756	1	Bridgepoint	1510 Fashion Island San Mateo, CA 94404	n/a	n/a	Hydraulic	3	n/a	n/a
69757	2	Bridgepoint	1510 Fashion Island San Mateo, CA 94404	n/a	n/a	Hydraulic	3	n/a	n/a
145167	1	Safe Harbor	295 North Access Road So. San Francisco, CA 94080	Lobby	Wheelchair Lift	Hydraulic	2	750 lbs.	2022
183296	1	Skylonda CDF #58	17290 Skyline Blvd. Woodside, CA 94062	Lobby	Main	Hydraulic TAC 32	2	2,100 lbs.	2019

SAN MATEO COUNTY - ELEVATOR INVENTORY – 2024**Health and Hospital**

State #	Car #	Building	Address	Location	Name	Equipment	Stops	Capacity	Age
111239	1	Coastside Clinic	225 So. Cabrillo HWY, Ste 100 Half Moon Bay CA 94019	Lobby	n/a	Hydraulic	2	2,500 lbs.	n/a
34995	1	SSF Health Clinic	306 Spruce Ave So. San Francisco, CA 94080	Lobby	n/a	Hydraulic	2	2,500 lbs.	n/a
111154	3	San Mateo Medical Center (SMMC)	222 W. 39th Ave San Mateo, CA 94403	Nursing Wing	n/a	Traction	4	6,000 lbs.	1997
111155	4	San Mateo Medical Center (SMMC)	222 W. 39th Ave San Mateo, CA 94403	Nursing Wing	n/a	Traction	4	6,000 lbs.	1997
111317	5	San Mateo Medical Center (SMMC)	222 W. 39th Ave San Mateo, CA 94403	North Addition	n/a	Hydraulic	3	4,000 lbs.	1998
111318	6	San Mateo Medical Center (SMMC)	222 W. 39th Ave San Mateo, CA 94403	North Addition	n/a	Hydraulic	3	4,000 lbs.	1998
118884	7	San Mateo Medical Center (SMMC)	222 W. 39th Ave San Mateo, CA 94403	Diagnostic &	n/a	Hydraulic	2	8,000 lbs.	2001
118885	8	San Mateo Medical Center (SMMC)	222 W. 39th Ave San Mateo, CA 94403	Diagnostic &	n/a	Hydraulic	2	8,000 lbs.	2001
192138	1	New Administration Building	225 W. 37th Ave San Mateo, CA 94403	Lobby	Left	Hydraulic	3	3,500 lbs.	2023
192137	2	New Administration Building	225 W. 37th Ave San Mateo, CA 94403	Lobby	Right	Hydraulic	3	4,500 lbs.	2023
192136	3	New Administration Building	225 W. 37th Ave San Mateo, CA 94403	Freight	"L"	Hydraulic	3	4,500 lbs.	2023
109030	1	Mike Nevin Clinic	380 90th St. Daly City, CA 94015	Lobby	n/a	Hydroelectric	3	3,000 lbs.	1995
109060	2	Mike Nevin Clinic	380 90th St. Daly City, CA 94015	Lobby	n/a	Hydroelectric	3	3,000 lbs.	1995
27989	1	Cordilleras	200 Edmonds Rd. Redwood City, CA 94062	Lobby	n/a	Traction	3	3,000 lbs.	1951
27990	2	Cordilleras	200 Edmonds Rd. Redwood City, CA 94062	Lobby	n/a	Traction	3	3,000 lbs.	1952
n/a	1	New Cordilleras	200 Edmonds Rd. Redwood City, CA 94062	Front	Front	Traction	3	2,500 lbs.	2024
n/a	2	New Cordilleras	200 Edmonds Road Redwood City, CA 94062	Rear	Freight	Traction	3	4,000 lbs.	2024
111155	1	Fair Oaks	2710 Middlefield Rd. Redwood City, CA 94063	Lobby	n/a	Hydraulic	3	2,500 lbs.	2013
111156	2	Fair Oaks	2710 Middlefield Rd. Redwood City, CA 94063	Lobby	n/a	Hydraulic	3	2,500 lbs.	2013
175965	1	Serentiy House	3701 Hacienda St. San Mateo, CA 94403	Hallway	Wheelchair Lift	Hydroelectric	3	750 lbs.	2018

ATTACHMENT I**Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended**

The undersigned (hereinafter called "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)



a. Employs fewer than 15 persons.



b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

Name of 504 Person:

Andrea Koch

Name of Contractor(s):

Otis Elevator

Street Address or P.O. Box:

1070 Commercial Street Ste 106

City, State, Zip Code:

San Jose, CA 95112

I certify that the above information is complete and correct to the best of my knowledge

Signature:

DocuSigned by:

Andrea Koch

B7AE98B380FA4F7...

Title of Authorized Official:

Director

Date:

12/3/2024

*Exception: DHHS regulations state that: "If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking its services, there is no method of complying with (the facility accessibility regulations) other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

COUNTY OF SAN MATEO



Jas Sandhar
Procurement Manager

Procurement Division
455 County Center, 4th Floor
Redwood City, CA 94063
650-363-4408 T
jsandhar@smcgov.org
<https://hr.smcgov.org/procurement>

May 4, 2022

Dear Contractor, Vendor, or Supplier:

I am the Procurement Manager for the County of San Mateo, California ("County"), and I write because you have been identified as the contact person for a person or entity that has an agreement with the County of San Mateo (the "County") to provide goods or services.

All County contracts include terms that require contractors to comply with applicable laws while performing under the agreements. As you may know, the United States and State of California have taken action against Russia in response to its aggression in Ukraine, including by imposing economic sanctions. The County is working to ensure compliance with these sanctions and related orders.

Detailed information about the sanctions, including relevant Executive Orders issued by the President of the United States and the Governor of California, may be found at the following websites maintained by the United States and the State of California:

- <https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>
- <https://www.dgs.ca.gov/OLS/Ukraine-Russia>

The County is hereby directing its contractors, vendors, and suppliers, including you, to notify the County if the provision of goods and/or services under any agreement with the County, or payment under any such agreement, is prohibited by these sanctions. If you have reason to believe that the sanctions against Russia prohibit performance or payment under your agreement with the County, please send an email to procurement@smcgov.org with the subject line "Sanctions Against Russia." Please include the relevant contract/agreement number, if you know it, or a copy of the agreement, with your email. Please also include a short explanation of why you have reason to believe that the sanctions against Russia prohibit performance or payment under the agreement.

We greatly appreciate your partnership with the County and your attention to this important matter. Please also keep in mind that failure to comply with applicable law, including the above-referenced sanctions, could result in contract termination.

If you have any questions regarding this correspondence, please do not hesitate to contact the County's Procurement Department at procurement@smcgov.org, or call me at (650) 363-4408.

Sincerely,

A handwritten signature in black ink, appearing to read "Jas Sandhar", is written over a horizontal line.

Jas Sandhar, Procurement Manager