

1040301

CITY OF ST. LOUIS
SERVICE AGREEMENT FOR
ELEVATOR, ESCALATOR, & POWER WALK SERVICES
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT™

CONTRACT NO.: 72591

CONTRACT NOT-TO-EXCEED AMOUNT: \$3,052,000.00

CONTRACTOR: Midwest Elevator Co., Inc.
1824 Knox Avenue
St. Louis, Missouri 63139

FEDERAL I.D. #43 - 1834070

ESTIMATED ANNUAL ENCUMBRANCES:

FY 2018	\$ 312,735.00
FY 2019	\$1,082,005.00
FY 2020	\$ 984,050.00
FY 2021	\$ 673,210.00

CONTRACT AUTHORIZED BY: **ORDINANCE NO. 70540**
BUDGET ACCOUNT: 5638

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT
ST. LOUIS, MISSOURI

ELEVATOR, ESCALATOR, & POWER WALK SERVICES

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

This Agreement, made and entered into this 15th day of February, 2018 ("**Agreement**"), by and between the City of St. Louis, a municipal corporation of the State of Missouri (the "**City**") and Midwest Elevator Co., Inc. ("**Contractor**").

WITNESSETH THAT:

WHEREAS, City owns and operates St. Louis Lambert International Airport (the "**Airport**"); and

WHEREAS, City seeks to contract with the Contractor for Elevator, Escalator, & Power Walk Services as more fully described herein.

NOW, THEREFORE, in consideration of the payments, terms, conditions, agreements, hereinafter set forth, to be made and performed by City, the Contractor hereby promises and agrees that it will faithfully perform all the services called for by this Agreement, in the manner and under the terms, covenant, and conditions hereinafter set forth.

APPENDIX "A"

1.0 DEFINITIONS	6
2.0 SCOPE OF WORK	7
3.0 EXTRA WORK	16
4.0 TERM	16
5.0 ADMINISTRATIVE PROCEDURES	17
6.0 RULES AND REGULATIONS	19
7.0 REPAIR OF DAMAGE	19
8.0 PAYMENTS	19
9.0 NOTICE OF LOSS OR CLAIMS	20
10.0 REPLACEMENT OF PERSONNEL	21
11.0 PROHIBITED ACTS	21
12.0 RIGHT OF REVIEW	22
13.0 GOVERNING LAW AND FORUM SELECTION	22
14.0 WAIVERS OF LIEN	22
15.0 FACILITIES PROVIDED BY THE AIRPORT	22
16.0 PRECAUTIONARY MEASURES	22
17.0 STORAGE AND STAGING AREA	23
18.0 BADGING	23
19.0 UNIFORMS	24
20.0 PERFORMANCE & PAYMENT BOND	24
21.0 MISSOURI UNAUTHORIZED ALIENS LAW	25
22.0 GENERAL PROVISIONS	25
23.0 PREVAILING WAGE AND FRINGE BENEFITS	27

26.0 INSPECTIONS.....	29
27.0 FAILURE TO PERFORM.....	29
28.0 QUALITY ASSURANCE.....	29
APPENDIX “B”	
1.0 INSURANCE AND INDEMNIFICATION.....	31
2.0 CANCELLATION.....	33
3.0 ASSIGNMENT AND SUBCONTRACTING.....	34
4.0 AFFIRMATIVE ACTION PROGRAM AND NON-DISCRIMINATION.....	35
5.0 MBE/WBE PARTICIPATION.....	36
6.0 RIGHT TO AUDIT CLAUSE.....	41
7.0 LIVING WAGE.....	42
8.0 CIVIL RIGHTS GENERAL PROVISIONS.....	43
9.0 CIVIL RIGHTS AND NON-DISCRIMINATION PROVISIONS.....	44
10.0 FEDERAL FAIR LABOR STANDARDS ACT PROVISION.....	47
11.0 OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970.....	47
12.0 SEISMIC SAFETY.....	47
13.0 DISTRACTED DRIVING.....	47
14.0 CLEAN AIR AND WATER POLLUTION CONTROL.....	48
15.0 NOTICE PROVISION.....	48
APPENDIX “C”	
RATES FOR ELEVATOR, ESCALATOR, & POWER WALK SERVICES.....	50

EXHIBIT "B"	56
Living Wage Adjustment Bulletin	
EXHIBIT "C"	57
Traction Elevator Schedule	
EXHIBIT "D"	62
Hydraulic Elevator Schedule	
EXHIBIT "E"	66
Escalator & Power Walk Schedule	
EXHIBIT "F"	69
Biennial Escalator & Power Walk Clean Down Schedule	

Confidential
garvinm@stlouis-mo.gov
2020-01-16 13:34:35 +0000

TECHNICAL SPECIFICATIONS
(ELEVATOR, ESCALATOR, & POWER WALK SERVICES)

1. DEFINITIONS

The following terms and definitions are used in this solicitation:

- A. **"Agreement"** means this Agreement between The City of St. Louis and Midwest Elevator Co., Inc.
- B. **"Airport"** means the property owned by The City at St. Louis Lambert International Airport.
- C. **"Airport Representative"** means the Airport Construction & Maintenance Manager or his/her authorized or designated representative.
- D. **"City"** means The City of St. Louis, owner and operator of St. Louis Lambert International Airport.
- E. **"Commencement Date"** means the date the term of this Agreement begins which is March 1, 2018 as provided for in Appendix A, Section 4.
- F. **"Contractor"** means Midwest Elevator Co., Inc.
- G. **"days"** means consecutive calendar days unless otherwise expressly stated.
- H. **"Director"** means the Director of Airports of The City of St. Louis or his/her authorized representatives or designated representative.
- I. **"Elevator"** means an enclosed conveyance within a hoistway utilized to lift or lower persons or materials vertically from one (1) floor level served by the conveyance including without limitation: controller, hoistway, conveyance stabilizing devices, lift mechanism indicating devices, call devices, warning devices, communication devices, associated wire for control, safety devices and car including doors and operators hydraulically, geared electric traction operated.
- J. **"Escalator"** means a conveyance utilized to move persons between two (2) floor levels either up or down in the form of a moving stairway including without limitation: steps, step chain, step rollers, drive mechanism, handrail drive mechanism, handrail guides, motor, motor controller, service openings,

- K. **"Expiration Date"** means the date the term of this Agreement ends which is on February 28, 2021 as provided for in Appendix A, Section 4.
- L. **"Extras"** means additional service work or modifications, additions, or extras ordered in writing by the Director, as more fully described in Appendix A, Section 3 entitled "Extra Work."
- M. **"Holiday"** means New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.
- N. **"Normal Business Hours"** means 7:00a.m. to 4:00p.m., Central Standard Time, Monday through Friday, excluding Holidays.
- O. **"Power Walk"** means a conveyance utilized to move persons horizontally on the same floor with a maximum of 15 degrees in elevation between upper and lower ends in the form of a moving flat surface, including without limitation: pallets, pallet chains, pallet rollers, drive mechanism, handrail, handrail drive devices, safety devices, support truss, tension mechanisms pallet track, sides and associated control wiring.
- P. **"Provisions"** means the terms, covenants, warranties, conditions, and provisions of this Agreement.
- Q. **"Vandalism"** means as defined in Appendix A, Section 2.I(3).

2. **SCOPE OF WORK**

Subject to and in accordance with the Provisions of this Agreement, the Contractor will perform the following **"Elevator, Escalator, & Power Walk Services"** as directed in writing by the Airport Representative:

- A. It is the intent of these specifications to set forth the required maintenance procedures, adjustments, tests and cleaning requirements for the proper maintenance of Elevators, Escalators and Power Walks located at the Airport. The equipment listed and more fully described in **APPENDIX "C"** (the **"Equipment"**) may have equipment added to it and deleted from it during the term of this Agreement by the Airport Representative.
- B. Type of Maintenance Agreement

- and pressure tests for hydraulic elevator units.
2. The Contractor agrees that all components of the Equipment, with the exception of items covered in Section 2.C(3) and 2.C(4), will be covered under the monthly maintenance cost at no additional cost to the City.

C. Contract Requirements

1. The Contractor will timely furnish at no additional cost to the City all labor, supervision, tools, equipment, materials, parts, lubricants and cleaning material to properly maintain the Equipment in compliance with all requirements of this Agreement as ordered, requested, and directed by the Airport Representative.
2.
 - a. At all times during Normal Business Hours, the Contractor will have one journeyman on site to provide services required under this Agreement. At all times during Normal Business Hours, an off-site apprentice and an off-site repair and testing crew are required to be available and must respond to all service calls within 2 hours of notification from the Airport Representative or if applicable, from the on-site journeyman.
 - b. In addition to the work during Normal Business Hours noted above, the Contractor will provide one journeymen and one helper from 7:00 am to 4:00 pm to be on site on one day of the Thanksgiving holiday weekend and one day of the Christmas holiday week as determined by the Airport Representative (which may include a Saturday or Sunday). These services are included in the monthly rates stated on the attached Appendix C.
3. The Contractor is not responsible for repair, replacement or refinishing of car interior, car door panels, hoistway door panels, hoistway entrance frames, hoistway sills, below ground hydraulic piston assembly, main line disconnect and fuses, car finished floor and glass on glass enclosed cars.
4. The Contractor is not responsible for repair, replacement or refinishing balustrade trim stainless or glass.
5. The Contractor will supply an "elevator operator" to the Airport's window washing contractor once every three (3) months for the purpose of safely operating the car so that glass side interiors may be cleaned by the Airport's window washing contractor as ordered, requested, and directed by the

6. All required maintenance procedures, adjustments, tests, and cleaning requirements of Elevators, Escalators and Power Walks at the Airport or work contemplated under this Agreement must be performed by the Contractor during Normal Business Hours, unless otherwise requested and directed in writing by the Airport Representative.
7. All work performed by the Contractor under this Agreement will be performed by skilled craftsmen that are experienced and trained in the maintenance and repair of the Equipment (See Sections 5.C & 28).

D. Frequency of Maintenance

The Traction Elevators, Hydraulic Elevators, Escalators and Power Walks will all be timely and properly maintained as provided for in this Appendix A, Section 2.

E. Scheduled Maintenance Requirements

1. Traction Elevator

The Contractor will perform service checks and routine maintenance on the Airport's Traction Elevators in accordance with the schedule noted in **Exhibit C**, entitled "Traction Elevator Schedule."

2. Hydraulic Elevators

The Contractor will perform service checks and routine maintenance on the Airport's Hydraulic Elevators in accordance with the schedule noted in **Exhibit D**, entitled "Hydraulic Elevator Schedule".

3. Escalators and Power Walks

The Contractor will perform service checks and routine maintenance on the Airport's Escalators in accordance with the schedule noted in **Exhibit E**, entitled "Escalator and Power Walk Schedule".

F. Repairs

1. All overnight shutdowns of Elevators, Escalators, and Power Walks due to lack of parts or off job site repair of component or any other reason will be immediately reported in writing to the Airport Representative prior to shutdown, unless it is an emergency. If an emergency shutdown occurs,

2. All motor or machine shop work that may be required must be ordered on **RUSH** at no additional cost to the City. All repair parts that may be required must be shipped **OVERNIGHT AIR** unless weight or size restricted at no additional cost to the City.
3. All parts and labor related to repairs, whether or not during Normal Business Hours, shall be provided at no additional cost to the City, except in the case of vandalism, as noted in Appendix A, Section 2.I(3) below.
4. Critical Units
 - a) “**Critical Units**” are defined as the following:
Escalators numbered T1-15, T1-16, T2-3, and T2-4.
 - b) Once the repair process begins on any of the Critical Units, the Contractor will work continuously, without interruption (around the clock) until repairs are completed at no additional cost to the City.

G. Biennial Cleaning

In addition to the service checks and routine maintenance work noted above, the Contractor will perform the following “**Biennial Cleaning**” one (1) time within the first 24 month term of this Agreement at no additional cost to the City. Once the Biennial Cleaning process begins on any single unit of Equipment, the Contractor will continually and diligently work to complete the Biennial Cleaning process on the unit on a timely basis, as provided for below. See **Exhibit “F”** entitled “Biennial Escalator & Power Walk Clean-Down Schedule”. The Airport Representative must approve in writing the schedule for the Biennial Cleaning of each unit of equipment.

1. Traction Elevator

All dirt and grease must be removed from hoist motor and controller. Complete cleaning of machine room components, hoistway door hangers, hatch sills, rails, rail brackets, latch door locks, hatch door rollers, hatch door closures, overhead sheaves, car top, safety devices, door operator, car door hangers, car fan and pit. Gear oil will be changed.

2. Hydraulic Elevators

components, hoistway door hangers, hatch snits, rails, rail brackets, hatch door locks, hatch door rollers, hatch door closures, car top, safety devices, door operator, car door hangers, car fan and pit.

- b. The piston must be inspected for full travel of rise. Any defects on the surface of the piston must be removed by utilizing a piston refinishing collar mounted on the cylinder head.
- c. The hydraulic oil must be checked for contaminants and filtered if required.

3. Escalators

- a. All Balustrade panels and one-half ($\frac{1}{2}$) of the steps must be removed from the unit. A complete cleaning of lower truss and truss panels, step chains, handrail drive, drive motor, upper and lower access openings, step treads, and handrail guides must be performed.
- b. All safety switches and operating components must be checked for worn parts and proper adjustments.
- c. Inspect each step body to determine that cracks and chips do not create a safety hazard to the passengers. If any defects are found, the step body must be replaced at no additional cost to the City.
- d. All automatic oilers must be cleaned and inspected for proper operation. Gear boxes must be drained and refilled if equipped.
- e. During Biennial cleandowns, remove all steps from the Airport's Escalator units and manually clean underneath side of steps and underneath side of risers and then re-install.

4. Power Walks

- a. All balustrade panels and one-half ($\frac{1}{2}$) of the pallets must be removed from the unit. A complete cleaning of lower truss, truss panels, upper and lower tracks, pallet chains, handrail drive, drive motor and gear box, upper and lower access opening, pallet treads, and handrail guides, must be performed.

- checked for worn parts and for proper adjustments and operation.
- c. All pallet bodies must be inspected for cracked, chipped, loose or broken components so as not to create a safety hazard to passengers. If any defects are found, the step body must be replaced at no Additional cost to the City
 - d. All automatic oilers must be cleaned and checked for proper operation. Gear boxes must be drained and new, fresh lubricant must be installed Thrust bearing shims must be removed and new installed per manufacturers recommendations.
 - e. During Biennial clean downs, remove all pallets from the Airport's power walk units and manually clean underneath side of pallets and then re-install.

H. Maintenance Records

- 1. Upon completion of each scheduled maintenance, call back, repair, or Biennial Cleaning the Contractor will obtain from the designated Airport Representative, a signature on the Contractor's standard employee reporting form. The form will state the date, time, location, Elevator/Escalator number, work performed and elapsed time spent on the job site.
- 2. A **"Log Book"** (in a form acceptable to the Airport Representative) listing all scheduled maintenance, call backs, repairs, adjustments, or Biennial Cleanings must be kept in a location selected by the Airport Representative. The Log Book must be kept current with the Contractor's employee initials by each entry. Entry will designate by number the Equipment the unit work was performed on, and briefly what work was performed. The Log Book must remain the sole property of the City at all times.
- 3. In the event of an accident or injury to persons on any Equipment, the Contractor will promptly notify the Airport Operations Center. An inspection will be conducted promptly and timely by the Contractor. A written report stating condition of equipment and any information pertaining to the specific cause must be submitted to the Airport Representative within three (3) days of the incident. Any specific information requested by the Airport Representative will be included in this written report.

I. Service Calls

1.
 - a. *The Contractor agrees that requests for services ("Service Calls") other than scheduled maintenance and cleaning requested by the Airport Representative twenty-four (24) hours per day, seven (7) days per week, 365 days per year will be done at no additional cost to the City.*
 - b. The Contractor agrees that the only circumstance wherein extra cost for **labor** will be allowed is in the case of vandalism outside Normal Business Hours (see Appendix A, Section 2.I(3)).
 - c. The Contractor agrees that the only circumstance wherein extra cost for **parts** will be allowed is in the case of vandalism, whether or not during Normal Business Hours (see Appendix A, Section 2.I(3)).
2. Service Calls requested by the Airport Representative due to vandalism and outside Normal Business will be billed by the Contractor at the applicable hourly labor rates listed on the Appendix C. No travel time hours will be billed; billable hours will commence upon appropriately timing in and will end upon timing out (See Appendix A Section 2.I(5)).
3. If a Service Call is due to vandalism by persons other than the Contractor, its officers, representatives, or agents, a written report must be submitted to the Airport Representative detailing the cause of the call back. *The Airport Representative, in his sole and absolute discretion, will determine if the Service call was due to vandalism.* If the Airport Representative agrees that vandalism did in fact occur, the Contractor may invoice the City for replacement parts (and labor if the subject Service Call was outside Normal Business Hours) in accordance with the rates and charges listed in Appendix C. Contractor acknowledges that items of luggage do get caught in the Equipment and cause damage and that such damage will not be damage due to vandalism under this Agreement. Furthermore, Contractor acknowledges that misuse and abuse does not constitute vandalism, and no extra charges will be considered in the event of Service Calls for misuse and abuse. For purposes of this Agreement, **Vandalism** means the willful or malicious destruction or defacement of the Equipment as determined by the Airport Representative in his/her sole and absolute discretion.

hours, Contractor will arrive at Airport in response to Service Calls within two (2) hours. If a Service Call is due to persons trapped in elevator, Contractor will use its best efforts to promptly dispatch personnel that can give the fastest possible response time.

5. For each Service Call performed outside Normal Business Hours, the Contractor's employee(s) will time-in upon arrival and time-out upon departure at the Airport premises, either in the Airport Electric Shop or in the Airport West Climate Control Office.

J. Storage of Parts

1. The Contractor will maintain an inventory of replacement parts for all units covered by this Agreement. Parts inventory must include but not be limited to: relays for individual controllers, fuses, door rollers, door operator drive belts and chains, door gibs, timers, handrail drive chain, hydraulic pump drive belts, valve gasket kits, walkways hydraulic oil, computer components, solid state boards, one spare step for each type of escalator, 10 spare pallets for power walks, comb inserts, step rollers, pallet rollers, handrail return guide rollers, spare safety switches, lubricants, cleaners/solvents. The Contractor agrees that major escalator and power walk replacement parts such as handrails and step chains may be stored off the job site and will be promptly and timely delivered to the job site when replacement is required.
2. The Contractor agrees that lubricants and rags must be stored in proper and safe location at all times and must not present a fire hazard at or to the Airport. Location of lubricants and rags must comply with the City, Airport, St. Louis County, and Fire Department requirements.
3. Waste lubricants, solvents and soiled rags must be promptly removed from the building by the Contractor. Soiled rags must be removed in a drip proof container and may be disposed of in designated trash dumpsters. Waste rags must not be present in machine rooms, pits, on car tops, in service access pits or lower truss covers. The Contractor agrees that waste lubricants and solvents **will not be disposed of at the Airport**. Contractor will follow all applicable laws, rules, and regulations including without limitation, state, federal, City and county environmental guidelines in disposing of waste lubricants and solvents or other hazardous materials or substances. **All disposal of waste lubricants, solvents, and rags will be at the sole expense of the Contractor.**

5. A maintenance cart must be provided by Contractor at its cost and equipped with barricade and signs to be used when servicing Escalators.
6. Location of storage or staging areas will be assigned by the Airport Representative. Assignment of storage or staging area will be based upon availability of space. (See Appendix A, Section 17 entitled "Storage and Staging Area").

K. Performance Evaluation

1. All work contemplated under this Agreement will be subject to the inspection, review, and evaluation of compliance with the Provisions and conditions of this Agreement by the Airport Representative. (See Appendix A, Sections 2 and 22).
2. Routine and random inspections may be conducted by the Airport Representative to determine compliance with all requirements of the Agreement.
3. If deficiencies are found, a list will be issued to the Contractor. The Contractor will promptly correct all deficiencies listed within ten (10) days of the date the information was received.
5. All work must be done in a professional manner, to the satisfaction of the Airport Representative. If services are not performed in a satisfactory or timely manner, notice will be given in writing to the Contractor to immediately provide sufficient labor, materials, and supplies to complete the services as ordered and directed by the Airport Representative. If, within ten (10) days of such notice, the Contractor has not commenced work to the satisfaction of the Airport Representative, the City may, in its sole and absolute discretion, use its own resources to perform the services, and the Contractor will promptly and timely reduce its invoice to the City by such costs as are incurred by the City, as requested in writing by the City. If Contractor fails to timely reduce its invoice to the City, the City may elect without further notice to deduct the cost from the Contractor's invoice.
5. Contractor will comply with all applicable laws, regulations, codes and standards concerning maintenance practices and procedures, including ASME A17.1, ASME A17.2, and the codes and regulations of St. Louis County, MO.

3. **EXTRA WORK**

- A. At the written request and direction of the Director, additional Elevator, Escalator, & Power Walk Services work or modifications, additions, or extras (“**Extras**”) may be required. The fee or charge for Extras will be agreed upon up front in writing on a case-by-case basis as described in this Section and in Appendix A, Section 8.A of this Agreement. For all work conducted under this Agreement, the total amount to be paid to the Contractor must not exceed the total Contract Not-To-Exceed Amount of this Agreement. (See Appendix A, Section 8.D).
- B. Any work not specified under this Agreement which may be fairly implied as included in the Agreement, of which the Director will be the sole and absolute judge, will be done by the Contractor without extra charge. The Contractor will do all Extras that may be requested or ordered in writing by the Director. No claim for Extras will be allowed in favor of the Contractor unless such Extras have been ordered in advance by written request of the Director. The Contractor will furnish the Director with itemized bills for all items included under this heading, and such bills may be verified or audited by the City. All bills for Extras done in any month, will be submitted to the Director, in writing, before the 15th day of the following month, and the amounts therein must be in accordance with the daily time, material, and equipment statements approved by the Director. As proof of costs, the Contractor must submit copies of itemized invoices received from the Contractor’s approved subcontractor(s) which have been previously reviewed and approved by the Contractor. Extras will be paid for on the basis of a fixed amount or rate or charge or any combination thereof to be agreed upon and approved by the Contractor and the Director in writing prior to such Extras being performed. (See Appendix A, Section 8.A).

4. **TERM**

The term of this Agreement will be for three (3) years beginning on the Commencement Date specified below and ending thirty-six (36) months thereafter unless terminated or cancelled as provided for in Appendix B, Section 2. This Agreement is expressly subject to, and will not become effective or binding on the City until, fully executed by all signatories of the City. The commencement and expiration dates are as follows:

“Commencement Date”: **March 1, 2018** “Expiration Date”: **February 28, 2021**

- A. Before work under this Agreement commences, the Contractor will designate, by written notice to the Airport Representative, an experienced, competent and knowledgeable, full-time employee of the Contractor as the Contractor's **"Project Coordinator."** The Project Coordinator will be fully authorized to act for the Contractor in all matters covered by this Agreement. The Contractor will also furnish all supervisory personnel with copies of these specifications and will make certain that all such personnel understand the Provisions thereof.
- B. When necessary, or as requested by the Airport Representative, the Contractor will make periodic reports and recommendations to the Airport Representative concerning conditions, transactions, situations or circumstances encountered by the Contractor relating to the services to be performed under this Agreement.
- C. The Contractor's performance under this Agreement must meet the highest standards of care, skill, and diligence provided by professionals who perform services similar to the services contemplated by this Agreement. All work will be executed in the most workmanlike, safe and substantial manner and everything will be furnished by Contractor that is necessary to complete and perfect the aforesaid work according to the design and intention, whether particularly specified or not which may be inferred from this Agreement and its specifications. Work which should properly be performed by skilled laborers, will not be attempted by common laborers.
- D. The Contractor will ensure that all equipment and temporary offices and trailers used on the job are conspicuously marked with both the name and telephone number of the Contractor. (if applicable)
- E. The Contractor must clean up the work site each day. This clean-up must include placing material, tools, and equipment in a neat, safe, and orderly arrangement. Equipment must never block access to existing facilities. Rubbish, debris, rubble, and garbage must be properly removed daily and disposed of by the Contractor in accordance with all applicable local, state, and federal laws and regulations. The City and its officers, agents, representatives, or employees are not responsible or liable for, in any way whatsoever, for any hazardous condition created by, arising out of, or incidental to the Elevator, Escalator, & Power Walk Services performed by the Contractor or its officers, employees, contractors, representatives, or agents under this Agreement. (See Appendix B, Section 1 entitled "Insurance and Indemnification.")
- F. The Contractor will furnish, and have on the job at all times, sufficient equipment to properly and safely carry out the work under this Agreement including such tool or equipment as may be necessary to meet emergency requirements.

employees (including subcontractor's employees) performing services under this Agreement. (See also Appendix B, Section 3.) The Contractor will maintain and update this listing throughout the term of this Agreement. The Contractor will be present at the work site continuously during working hours throughout the progress of the work, either in person, or through his Project Coordinator or supervisory personnel to receive directions or furnish information. Any instructions or directions given to the Project Coordinator or supervisory personnel of the Contractor will be considered the same as given to the Contractor in person.

- H. Contractor, at its cost, will secure all applicable permits and licenses and approvals required or necessary to fulfill the Provisions of this Agreement.
- I. The Contractor will attend a pre-performance conference prior to commencement of any work under this Agreement. The conference will be after the date of Agreement execution, and prior to start of the work.
- J. The work to be performed under this Agreement is on an active Airport. Therefore, prior to the start of any work under this Agreement, the Contractor will provide the Airport Representative with a work schedule which will indicate a proposed sequence and time schedule of the work to be accomplished for the Airport Representative's prior written approval. (See Appendix A, Section 2, entitled "Scope of Work".)
- K. In case of an emergency, the Airport Representative will have authority to order the Contractor to immediately terminate work and clear the area of personnel and equipment. The Contractor will immediately comply to such an order with all possible speed.
- L. The Airport Representative will determine the amount, classifications, acceptability, and fitness of all work to be done, and will decide all questions which may arise relative to the proper performance of this Agreement, and his decisions will be final, except as provided for in Appendix A, Section 12.
- M. The City reserves the right to solicit bids and award contracts to other contractors for any modifications or additions to the Elevator, Escalator, & Power Walk Services. The City reserves the right to furnish components, parts, supplies, and materials at its discretion or to perform the work under this Agreement. (See Appendix A, Sections 8.C. and 22.G.)

The Contractor will comply with all applicable rules and regulations including, resolutions, plans, operating directives, Airport certification manual, and directives promulgated or established by the Airport Authority, the Airport Commission, the Director, or the City, as amended, in performing the work or services under this Agreement or the Provisions of the Agreement. The Contractor will comply with all statutes, laws, ordinances, orders, judgments, decrees, permits, regulations, environmental plans and programs, environmental permits, directions, and requirements of the City as may be amended as well as those issued by all federal, state, city, local and other governmental authorities, now or hereafter in performing the Provisions of this Agreement and the work or services contemplated under this Agreement.

- B. The Contractor will be responsible for compliance with all Airport Security Regulations, Airport Security procedures, and TSA 1500 as amended from time to time. Any and all violations by the Contractor or its officers, employees, subcontractors, independent contractors, agents, or representatives pertaining to Airport Security resulting in a fine or penalty to the City or the Contractor, or its officers, employees, agents, or representatives, will be the responsibility of the Contractor. City will be reimbursed within ten (10) days of the City's request, for any such fines or penalties imposed on the City.
- C. The Contractor will be responsible for the work of all subcontractors and agents, and all work must be kept under the Contractor's control. A complete list of all such subcontractors will be submitted to the Airport Representative for his/her prior written approval (See Appendix B, Section 3.)
- D. The Contractor will not be entitled to any claim for damages or losses whatsoever against the City or its officers, employees, agents, representatives, due to hindrance or delay from any cause whatever in the progress of the work or any portion thereof including without limitation, loss of profits, and actual, consequential, special, or incidental damages.

7. **REPAIR OF DAMAGE**

The Contractor will promptly report any property of the City or third parties damaged by Contractor's operations or employees. The Contractor will make no repairs or replacements to City property without the prior written approval of the Airport Director.

8. **PAYMENTS**

- A. The Contractor shall submit to the Airport Representative for payment by the City, a monthly-itemized invoice for work or services performed under the Agreement at the rates, charges, and amounts outlined in the attached Appendix

performed, d) date the service was performed, e) type of equipment, f) starting time, and g) ending time. For Extras authorized in writing by the Director, the Contractor shall invoice the City at the rates, charges, and amounts as authorized in writing by the Director as set out in Appendix A, Section 3. All payments are contingent upon the appropriations of sufficient funds by the City annually.

- B. Nothing in this Agreement will be construed or interpreted to create a debt, liability, or obligation of any kind whatsoever on the City for the City to order or request any particular amount of work or services. (See also Appendix A, Sections 5.M. and 22.G.)
- C. The Contractor will submit invoices for the services and work performed pursuant to this Agreement in a timely manner and as provided for in the Agreement. The City will not be required or obligated to pay any invoice submitted to the City by the Contractor more than six (6) months after the expiration or earlier termination of this Agreement or be responsible for any costs or expenses incurred by the Contractor for services or work performed pursuant to this Agreement for which invoices have not been submitted to the City for payment within six (6) months of the expiration or earlier termination of this Agreement.
- D. The total Contract Not-To Exceed Amount of this Agreement is Three Million Fifty-Two Thousand Dollars (\$3,052,000.00).

9. **NOTICE OF LOSS OR CLAIMS**

- A. The Contractor will indemnify, defend, and save harmless the City, its officers, employees, and agents from all suits or actions, or losses brought against or suffered by the City, its officers, employees or agents, for or on account of any injuries or damages received or sustained by any party or parties by or from the Contractor, his employees, representative, or agents, in the performance of the work under this Agreement, or in consequence of any negligence in guarding the same, or any defective materials or equipment used, or by or on account of any act or omission of the Contractor.
- B. The Contractor will indemnify, defend, and save harmless the City, its officers, employees, representatives, and agents from the payment of any and all claims, demands, damages, or costs arising out of any infringement, or alleged infringement of intellectual property rights including, without limitation, the use of any patent or patented device, article, system, arrangement, material or process used by the Contractor or its officers, employees, representative, or agent in the execution of this Agreement.

10. **REPLACEMENT OF PERSONNEL**

Contractor will agree to promptly replace the manager or any employee working under this Agreement should the Airport Director believe and recommend that such should be done for the good of the services being rendered. The Airport Director's decision will be final and binding.

11. **PROHIBITED ACTS**

A. Contractor will not do or permit to be done any act which:

1. Will invalidate or be in conflict with any insurance policies covering the Airport or the City, or any part thereof, or upon the contents of any building thereon;
2. Will increase rates of any insurance, extended coverage or rental insurance on the Airport or the City, or any part thereof, or upon the contents of any building thereon;
3. In the opinion of the Airport Representative, will constitute a hazardous condition, so as to increase risks normally attendant upon the operations enumerated in this Agreement;
4. Will constitute a nuisance in or on the Airport or which may result in creation, commission, or maintenance of a nuisance in or on the Airport; or;
5. May interfere with the effectiveness or accessibility of the drainage of any sewage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses if any, installed or located in or on the Airport.

B. If by reason of the Contractor's failure to comply with the Provisions of this section, any fire insurance, extended coverage or rental insurance rate on the Airport, or any part thereof, or upon the contents of any building thereon will be at any time higher than it otherwise would be, then the Contractor will on demand, pay the City the increase in the cost of insurance premiums paid or payable by the Airport which was charged because of such violation by the Contractor. For the purpose of this section, "Airport" includes all structures or improvements located thereon.

Contractor may request that the Director review any decision or direction of the Airport Representative. The decision of the Director will be final and binding. All requests for review must be in writing and within twenty-four (24) hours of the Airport Representative's decision in dispute, and must set forth clearly the cause for such request of review. No review will be allowed by the Director which has not first been considered by the Airport Representative. (See Appendix A, Section 5.L.)

13. GOVERNING LAW AND FORUM SELECTION

This Agreement will be entered into in the State of Missouri, and Missouri law, the City's charter and ordinances, as amended, will govern this Agreement. Any cause of action, claim, suit, demand, or other case or controversy arising from or related to this Agreement must be brought in a federal or state court in The City of St. Louis, Missouri. Contractor and the City consent to the jurisdiction and venue of such courts. The Provisions of this section survive the expiration or early termination of this Agreement.

14. WAIVERS OF LIEN

Upon completion of work under this Agreement, and if requested by the City, the Contractor will submit within five (5) business days of the City's request full waivers of lien from every entity involved in the performance of this Agreement. Lien waivers must be submitted on forms and executed in a manner acceptable to the Airport Representative. Contractor will not permit any mechanics' or materialmen's liens or any other lien or encumbrance to be attached or foreclosed upon the City's property or any part or parcel thereof, or on the improvements thereon, by reason of any work or labor performed or materials furnished by any mechanic, materialman, contractor, or any other reason.

15. FACILITIES PROVIDED BY THE AIRPORT

City, subject to and in accordance with the Provisions of this Agreement, will provide the right of ingress and egress to all areas necessary the Contractor to perform the work and services under this Agreement.

16. PRECAUTIONARY MEASURES

Contractor will exercise every precaution to prevent injury to persons or damage to property and avoid inconvenience to the City's travelers, licensees, and invitees, or airlines operating at the Airport, or other users of the Airport. Contractor will without limiting the generality hereof, place such watchmen, erect such barricades and railings,

17. **STORAGE AND STAGING AREA**

- A. The Airport Representative will assign storage and transfer area ("**Transfer Area**") in writing (if applicable). If assigned, the Transfer Area will be used for storage of the Contractor's equipment and property, and will be maintained by the Contractor at its cost and to the City's standards as provided for in this Agreement. Assignment of the Transfer Area will be based on availability of space.
- B. The Contractor will be responsible for the security of its equipment and will maintain and improve the Transfer Area as directed by the Airport Representative. The City (including its officers, employees, agents or representatives) will not be responsible or liable for any vandalism, theft, casualty, loss, or damages of any kind whatsoever to the Contractor's equipment, containers, compactors, parts, tools, or supplies, or other personal property.
- C. City, subject to and in accordance with the Provisions of this Agreement, will provide the right of ingress and egress to all areas required in the performance of the Contractor's services.

18. **BADGING**

- A. The Contractor will comply with all applicable federal, state, and local governmental laws and regulations and Airport rules and regulations as amended. (See Appendix A, Section 6.A)
- B. The Contractor at its cost will supply to and update as needed for the Airport Police Security Operations Unit, a list of the Contractor's employees to be issued an Airport Employee Badge.
- C. The Contractor at its cost, if requested by the City, will provide verification of a five (5) to ten (10) year employee background check of each employee to be issued an Airport Employee Badge.
- D. The Contractor will, when directed by the Airport Representative, schedule its employees to be issued an Airport ID Badge and fingerprinted for a criminal history record check by the Airport Police Security Operations Bureau. This process will be used to issue Airport Identification Badges to all Contractor employees assigned to work within the Security Identification Display Area ("**SIDA**"). The Contractor will maintain at all times adequate control of

the cost of providing badges for the Contractor's employees working under this Agreement. The cost for initial badging is \$40.00 for the badge and \$40.00 for fingerprinting (one time), a total cost of \$80.00. This includes fees for SIDA Class, a mandatory Security Threat Assessment, and enrollment in FBI Rap back, a program that allows for continuous vetting for enumerated crimes under a fingerprint based system. Badges must be renewed yearly. **The cost of badge renewal is \$10.00.** Replacement cost for lost badges is \$50.00 for the first badge, \$75.00 for the second badge, and \$100.00 for a third badge. No fourth badge will be issued.

- E. The Contractor will be responsible for compliance with all Airport Security Regulations, Airport Security procedures, and TSA 1542 as they may be amended from time to time. Any and all violations by the Contractor or its officers, employees, subcontractors, agents, or representatives pertaining to Airport Security resulting in a fine or penalty to the City or the Contractor, or its officers, employees, agents, or representatives, will be the responsibility of the Contractor. The City will be reimbursed within ten (10) days of the City's request, for any such fines or penalties imposed on the City. (See Appendix A, Section 6.B.)
- F. Due to the amount of time needed to complete the badging process, it is recommended that the Contractor begin the process at least thirty (30) days prior to July 1st of each year that this Agreement is in effect.

19. **UNIFORMS**

Contractor, at its costs, will provide uniforms for all its employees assigned to the Airport. Such uniforms are to bear the company's name and be approved by the Airport Representative in writing.

20. **PERFORMANCE & PAYMENT BOND**

- A. At or prior to the execution of this Agreement, the Contractor will immediately execute a Performance Bond and a Payment Bond each in the amount of Four Hundred and Forty Thousand Dollars (\$440,000.00) with surety satisfactory to the City conditioned on the full and faithful performance of all Provisions of this Agreement to be executed. Affirmation by the Surety Company to execute the Performance Bonds and the Payment Bonds must be executed by Attorney-In-Fact for the surety company before a licensed Notary Public. The Payment Bonds must comply with the coverage requirements and conditions of Section 107.170 RSMo. The City will allow submittal of one year renewable bonds to meet the requirements of this Section 20. The Contractor will notify the City no later than thirty (30) days prior to the termination, cancellation, or non-extension of the Performance Bonds or Payment Bonds and if the Contractor's Performance Bonds

compliance with this Section 20. Any sum or sums derived from Performance or Payment Bonds will be used for the completion of this Agreement and the payment of laborers and material suppliers, as the case may be.

- B. Copies of the Performance Bonds and the Payment Bonds, in a form acceptable to the City, must be given to the Airport Representative for approval before the work of this Agreement begins.

21. **MISSOURI UNAUTHORIZED ALIENS LAW**

As a condition precedent for the award of this Agreement and prior to performing any work or services under this Agreement, the Contractor, shall, pursuant to the applicable provisions of Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended (the "**Missouri Unauthorized Aliens Law**"), by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. The Contractor shall also affirm in the affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement pursuant to the Missouri Unauthorized Aliens Law. A copy of an affidavit in a form acceptable to the City is attached hereto as **Exhibit A** entitled "Affidavit". Contractor's failure to comply at all times with the Missouri Unauthorized Aliens Law or the Provisions of this Agreement related to the Missouri Unauthorized Aliens Law may result in the termination of this Agreement by the City and other remedies available to the City at law or in equity. In addition, the State of Missouri may impose penalties or remedies for violations of the Missouri Unauthorized Aliens Law as set forth therein. The Contractor shall promptly and timely deliver to the City a fully executed original of the Affidavit (see Exhibit C) including any required documentation in accordance with the Missouri Unauthorized Aliens Law prior to performing any work under this Agreement.

22. **GENERAL PROVISIONS**

- A. The Contractor is and at all times will be and remain an independent contractor and nothing in this Agreement will be interpreted or construed to mean that the Contractor or any of its employees or agents is an employee or agent of the City.
- B. The Contractor will coordinate the services performed under this Agreement with the Airport Representative.
- C. This Agreement will be the entire agreement and no amendment or modification will be made (except as expressly provided for under this Agreement) unless in writing and signed by the parties hereto.

- ending upon the parties hereto and their successors and permitted assigns.
- E. A waiver by either party of the Provisions hereto to be performed by the other party will not be construed as or operate as, a waiver of any subsequent default or breach of any of the Provisions of this Agreement. Any waiver by either party must be in writing and signed by the party waiving.
 - F. The Contractor will keep and maintain such records and reports as are necessary for the City to determine compliance with the obligations of this Agreement. Such records must be maintained by the Contractor for at least three (3) years after the expiration or termination of this Agreement. The City reserves the right to investigate, audit, and review, upon written request, such records and documents, to determine compliance with this Agreement. (See Appendix B, Section 6 entitled "Right To Audit Clause.")
 - G. The City retains the right to receive bids and award contracts on any modifications, deletions, or additions to this Agreement. In addition, the City retains the right to furnish materials or supplies at its discretion, or perform for itself, any work under this Agreement. (See Appendix A, Sections 5.M and 8.M.)
 - H. No alderman, commissioner, director, board member, officer, employee or other agent of the City will be personally liable under or in connection with the Agreement.
 - I. Neither party will be in violation of this Agreement, if it is prevented from performing any of the obligations by reason of strikes, boycotts, labor disputes, embargoes, shortage of material, acts of God, acts of a public enemy, acts of a superior governmental authority, riots, rebellion, or sabotage, or any other circumstances for which it is not responsible and which is not within its control. (See Appendix A, Section 22K.)
 - J. If any Provision of this Agreement is held to be invalid by a court of competent jurisdiction, the invalidity of any such Provision will in no way affect any other Provision provided the invalidity of such Provision does not materially prejudice either party hereto in its respective rights and obligations contained in the valid Provisions of this Agreement.
 - K. The parties agree that time will be of the essence in the performance of each and every obligation and understanding of this Agreement.
 - L. Unless otherwise expressly provided for under this Agreement, when the consent, approval, waiver, release, or certification ("**Approval**") of either party is required under the terms of this Agreement, such Approval must be in writing and signed by the party making the Approval. Whenever the Approval of the City or the Director

23. PREVAILING WAGE AND FRINGE BENEFITS

The Contractor agrees that all employees and subcontractor's employees performing any work under and subject to the terms of this Agreement at the Airport will be paid not less than the prevailing hourly rate of wages and fringe benefits as determined by the United States Secretary of Labor, or his/her authorized representative, in accordance with prevailing rates in the locality of the metropolitan St. Louis area pursuant to 41 U.S.C. 351 ex seq., as amended, except for any person engaged in an executive, administrative or professional capacity. This Section 23 is subject to and is in accordance with City Ordinance No. 62124.

24. MEDIA INQUIRIES / ADVERTISING

- A. If contacted by any media entity or other third party ("**Media Entity**") about this Agreement or the services or work performed by the Contractor under this Agreement ("**Airport Project**"), the Contractor will refer the Media Entity to the Airport's Public Relations Manager. This includes, without limitation, trade publications.
- B. Any printed articles, press releases, web articles, social media communications or case studies about an Airport Project must be approved in writing by the Airport's Public Relations Manager prior to being made public by the Contractor. Contractor will have no right to use the trademarks, symbols, logos, trade names or the name of the City or the Airport, either directly or indirectly, in connection with any production, promotional service, publication or advertising without the prior written consent of the Airport's Public Relations Manager.
- C. Contractor will treat all knowledge of the City's intentions, operations or procedures, and business as confidential and at no time divulge such information without the prior written consent of the Director, unless otherwise required by a court order or subpoena. Contractor will timely inform the City of any such order or subpoena prior to releasing confidential information.
- D. Advertisements discussing an Airport Project must be approved by the Airport's Public Relations Manager in writing prior to publication or must include a prominent disclaimer that neither the City nor the Airport necessarily endorses the Contractor's work.
- E. Any quotes or testimonials from City or Airport staff may not be used unless pre-approved in writing by the Airport's Public Relations Manager.

understands that some photos may contain security-sensitive information and publication may violate federal laws or regulations or Airport security rules or procedures.

- G. The Airport's Public Relations office must be given at least three (3) business days' notice to review request and materials. The Airport's Public Relations office coordinates media, web, postings, printed materials, advertisements and other public communication about Airport Projects. Public Relations main number is: 314-426-8125.

25. CUSTOMER SERVICE

Contractor, on behalf of itself and all subcontractors, acknowledges that customer service to the traveling public is a primary concern for the City and that customer service is the shared responsibility of all employees and service providers at the Airport, no matter their role or function. Contractor agrees that all of its employees performing service at the Airport pursuant to this Agreement will:

- A. Demonstrate excellent customer service at all times when in contact with users of the Airport.
- B. Act in a courteous and helpful manner at all times with travelers, fellow employees, and all other users of the Airport, including but not limited to, appropriate greetings and assistance to travelers, if and when applicable.
- C. Help ensure that travelers have a positive Airport experience and at all times, behave in a businesslike and professional manner while on Airport property.
- D. Speak English, unless otherwise necessary to accommodate customers; refrain from using foul or inappropriate language in public areas; smile and use a pleasant tone of voice when conversing with travelers and all other Airport users; be actively working while on duty and refrain from gathering and "chatting" in groups while on duty, unless necessary; refrain from the use of non-business cell phones while on duty; refrain from napping or sleeping in public areas.
- E. Not utilize public seating, boarding areas, gate areas or lounge areas within the terminals and concourses. The above areas are intended for use by the traveling public and not as rest or lounge facilities for Contractor's employees.

- A. The Airport Representative will at all times have free access to the work, as well as the equipment, and shops of the Contractor to determine Contractor's compliance with the Provisions of this Agreement. The Airport Representative may perform periodic inspections of the work as outlined in this Agreement, to determine that services performed by the Contractor meet with required standards and the Contractor will be required to timely and promptly make any improvements as required by the Airport Representative at no additional charge to the City (See Appendix A, Sections 2 & 5.)

27. **FAILURE TO PERFORM**

- A. If the Airport Representative determines at his/her sole discretion that the quality or quantity of any work required to be performed under this Agreement is unacceptable or that the Contractor has failed or refused to perform the work, the City may take reasonable and necessary actions to perform the work or remedy the Contractor's failed or under performance(s) (See Appendix A, Sections 5.C and 5.L entitled "Administrative Procedures").
- B. All reasonable costs or expenses incurred by the City will be promptly and timely paid or reimbursed by the Contractor as provided for in this Section. The City may deduct such costs, plus 15 % for administrative costs, from any payments due to the Contractor under this Agreement or the City may invoice the Contractor for such costs which will be due within thirty (30) days of the City's written request.
- C. **The work, if necessary, and any other actions taken by the City pursuant to this subsection may only be performed after first providing at least five (5) working days' notice to Contractor of such failure to comply.** Subsequent to receipt of notice that the City will perform the work or remedy the breach or default, the Contractor must not undertake further performance of such work without the specific prior authorization from the Airport Representative.
- D. During the five (5) days' notice the Contractor may demonstrate to the City why no such alleged failure is present or to timely remedy such alleged failure. However, the City's right to perform such work will not arise, if such failure cannot be reasonably cured within five (5) working days and the Contractor promptly and with due diligence takes prompt and appropriate corrective action and diligently pursues until the failure is corrected to the City's reasonable satisfaction.

28. **QUALITY ASSURANCE**

The Contractor agrees that it shall:

(See Appendix A, Section 2.J(1).)

- B. Employ skilled craftsmen that are experienced and trained in the maintenance and repair of the Equipment contemplated under this Agreement. (See Section 2.C(7).)
- C. Follow lockout procedures supplied by the Airport Representative.
- D. Provide sufficient skilled and experienced craftsmen at the Airport to insure that weekly maintenance is completed along with any other scheduled or unscheduled maintenance, repairs or additional service necessary to maintain the safe and proper operation of all Equipment covered by the Agreement.

Confidential
garvinm@stlouis-mo.gov
2020-01-16 13:34:35 +0000

GENERAL SPECIFICATIONS
(ELEVATOR, ESCALATOR, & POWER WALK SERVICES)

1. INSURANCE AND INDEMNIFICATION

- A. The Contractor, at its expense, at all times during the term hereof, will cause the State of Missouri for the benefit of the State of Missouri Legal Expense Fund and the Missouri Highway & Transportation Commission, St. Louis County, the City, and its Board of Alderman and the Airport Commission, and their respective officers, employees, and agents and the Contractor to be insured **on an occurrence basis** against all claims and demands by third persons for bodily injury (including wrongful death) and property damage arising or alleged to arise out of the activities or omissions of the Contractor, its officers, agents, employees, contractors, subcontractors, licensees, invitees, representatives, and independent contractors pursuant to this Agreement under the following types of coverage:
1. Comprehensive General Liability;
 2. Comprehensive Automobile Liability (any vehicles, including owned, hired and non-owned).
- B. **The minimum limits of coverage for the above classes of insurance must equal a single limit of Three Million Dollars (\$3,000,000.00) comprised of such primary and excess policies of insurance as the Contractor finds it feasible to purchase during the term of this Agreement** and will name the State of Missouri for the benefit of the State of Missouri Legal Expense Fund and the Missouri Highway & Transportation Commission, St. Louis County, the City, and its Board of Alderman and the Airport Commission, and their respective officers, employees, and agents (the "CITY" as used in this Section) by endorsement as an "Additional Insured". Prior to execution of this Agreement, Contractor will provide certificates of insurance and all endorsements required pursuant to this Agreement to the Airport Representative in form and content satisfactory to the City. In addition, the Contractor will also mail or fax a copy of the Certificate of Insurance and all required endorsements to:

St. Louis Airport Police Department
P.O. Box 10212, Lambert Station
St. Louis, Missouri 63145
Attn: Sharon Wilson, Bureau of Security Operations
Phone: 314-426-8002
Fax: 314-890-1325

resulting from work, acts, operations, or omissions of Contractor, its officers, agents, employees, contractors, subcontractors, licensees, invitees, representatives, and independent contractors and, contractual liability insurance sufficient to cover Contractor's indemnity obligations. The CITY will have no liability for any premiums charged for such coverage, and the inclusion of the CITY as an Additional Insured is not intended to, and does not make the CITY a partner or joint venturer with Contractor in its operations under this Agreement. Each such insurance policy must, by endorsement, provide primary coverage to the CITY when any policy issued to the CITY provides duplicate or similar coverage and in such circumstances, the CITY's policy will be excess over Contractor's policy.

- D. The Contractor will protect, defend, and hold the State of Missouri for the benefit of the State of Missouri Legal Expense Fund and the Missouri Highway & Transportation Commission, St. Louis County, the City, and its Board of Alderman and the Airport Commission, and their respective officers, employees, and agents completely harmless from and against all liabilities, losses, suits, claims, judgments, and fines or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement and the use or occupancy of the City's premises and the acts or omissions of Contractor's officers, agents, employees, contractors, subcontractors, licensees, invitees, or independent contractors regardless of where the injury, death, or damage may occur, unless and to the extent such injury, death or damage is caused by the negligence of the City. The Director or his/her designee will give to Contractor reasonable notice of any such claims or actions. The Contractor will also use counsel reasonably acceptable to the City Counselor of the City or his/her designee, after consultation with the Director or his/her designee, in carrying out its obligations under this Agreement. The Provisions of this section survive the expiration or early termination of this Agreement.
- E. The Contractor will maintain Workers' Compensation and Employers Liability Insurance at least at the statutory requirement and in accordance with Missouri laws and regulations. Contractor will require that all of its subcontractors or licensees similarly provide such coverage. The City, its officers, employees, or agents will not be liable or responsible for any claims or actions occasioned by Contractor's failure to comply with the Provisions of this subsection. The indemnification Provisions of this Agreement apply to this subsection. It is expressly agreed that the employees of the Contractor are not employees of the City for any purpose, and that employees of the City are not employees of the Contractor.

- CANCELLATION**
- A. The City retains the right to cancel this Agreement immediately upon written notice to Contractor, if:
 - 1. Contractor fails to properly keep any Provision of this Agreement; or,
 - 2. The quality of service falls below the specified standards as determined by the City; or,
 - 3. Contractor fails or refuses to render the amount of service required.
 - B. Contractor has the right to cancel this Agreement if:
 - 1. The City fails to keep, perform, or observe any material Provision of this Agreement for a period of ninety (90) days after written notice by Contractor specifying the material breach by the City;
 - a. Failure to keep, perform, or observe any material Provision of this Agreement will not give rise to Contractor's right to terminate this Agreement if the material breach can be cured but cannot, with due diligence, be cured within ninety (90) days, if the City institutes corrective action within ninety (90) days and diligently pursued until the material breach is corrected.
 - C. Contractor retains the right to cancel this Agreement without cause upon one hundred twenty (120) days' written notice to the City. There will be no liability to Contractor and such a cancellation will be a no-fault cancellation.
 - D. The City retains the right to cancel this Agreement without cause upon thirty (30) days' written notice to Contractor. There will be no liability to the City and such a cancellation will be a no-fault cancellation.
 - E. Notwithstanding anything to the contrary, it is expressly understood by the parties that this Agreement will terminate immediately upon the failure of budgetary appropriations with no resulting liability to the City.
 - F. Upon cancellation, termination, or the expiration of this Agreement, or if requested in writing by the Airport Representative, all tools, parts, equipment, supplies, materials, maps, plans and specifications, manuals, schedules, records, files, logs, work product, or property paid for, supplied or owned by the City will be returned to the City by Contractor within one (1) business day.

- A. Contractor will not assign or transfer this Agreement without the prior written approval of the City, as provided for in Ordinance 63687 approved in 1996. At least ninety (90) days prior to any contemplated assignment of this Agreement, Contractor will submit a written request to the City along with a copy of the proposed assignment agreement. The City reserves the right to refuse without cause or justification, such requests. No assignment will be made or will be effective unless Contractor is not in default on any of the other terms, covenants, and conditions of this Agreement. The party to whom such assignment is made will expressly assume in writing the terms, covenants, and conditions of this Agreement. The parties to this Agreement understand and agree that the Contractor is and will remain responsible for the performance of its assigns under this Agreement. No assignment will be effective as it pertains to the City until such time as the City receives a fully executed copy of the approved assignment agreement as provided for above.
- B. Contractor will not subcontract or transfer any part of the services or work to be performed under this Agreement without the prior written approval of the Director of Airports. At least sixty (60) days prior to any contemplated subcontracting of service or work or the transfer of any part of the services or work to be performed under this Agreement, Contractor will submit a written request to the Director of Airports. This request must include a copy of the proposed subcontract or agreement. The City reserves the right to refuse without cause or justification, such requests. At a minimum, any sub-contractor agreement must expressly require strict compliance with the terms, covenants, and conditions of this Agreement. The Contractor will furnish all authorized subcontractors or agents a copy of this Agreement. The parties understand and agree that the Contractor is responsible for the performance of its subcontractors or agents under this Agreement. No subcontract or any other agreement will be effective as it pertains to the City until such time as the City receives a fully executed copy of the approved subcontract or agreement as provided for above.
- C. Any such assignment or transfer or subcontracting of services without the consent of the City, as provided for above, will constitute default on the part of the Contractor under this Agreement. No action or failure to act on the part of any officer, agent, or employee of the City will constitute a waiver by the City of this provision.
- D. The City has approved the following M/W/DBE subcontractors for participation under this Agreement at the percentage participation goals as set out below:

4. **AFFIRMATIVE ACTION PROGRAM AND NON-DISCRIMINATION**

- A. Contractor agrees during performance under this Agreement, that discrimination will not be permitted against any employee, worker, or applicant for employment because of race, creed, color, religion, sex, age, disability, national ancestry or origin.
- B. Contractor agrees during performance under this Agreement, that all printed or circulated solicitations, or other advertisement or publication for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive meaningful consideration for employment without regard to race, creed, color, religion, sex, age, disability, national origin or ancestry.
- C. Contractor agrees during performance under this Agreement, that should it be determined by the Contractor or City that Contractor will be unable to conform to the approved positive employment program, submitted to determine eligibility under the Fair Employment Division Practices Provisions of the City Code, then contractor will notify the Fair Employment Division of the St. Louis Council on Human Relations within ten (10) days as to the steps to be taken by the Contractor to achieve the provisions of this program.
- D. Contractor will permit reasonable access by the City to such persons, reports and records as are necessary to ascertain compliance with fair employment practices.
- E. If the Contractor fails to comply with the nondiscrimination clauses of this Agreement, or fails to furnish information or permit records and accounts to be inspected, within twenty (20) days from the date requested, the Airport may cancel, terminate, or suspend this Agreement, in whole or part. Further, the Airport may declare the Contractor ineligible for further City contracts for a period of one year, at the City's option. If the contract is canceled, terminated, or suspended for failure to comply with fair employment practices, the Contractor will have no claim for any damages against the City.
- F. Contractor further agrees that Sections 4.A through 4.E will be incorporated by Contractor in all contracts or agreements entered into with suppliers of materials or services, contractors and subcontractors and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this Agreement.
- G. If the Contractor is sued or threatened with litigation by a subcontractor, vendor, individual, group or association, as a result of compliance with Sections 4.A through 4.E, such contractor will notify the City Counselor in writing of such suit or threatened suit within ten (10) days.

Enforcement Agency (CREA) stating that Contractor has complied with the City's requirements for an affirmative action program as required by the Mayor's Executive Order on Equal Opportunity in Employment.

- I. Contractor will comply with all applicable nondiscriminatory requirements that may be imposed pursuant to the Federal Aviation Act of 1958, as amended; Title VI of the Civil Rights Act of 1964, as amended; 49 C.F.R. Parts 21, 23, and 26, as amended; and state and local laws.

5. **MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE MBE/WBE) PARTICIPATION**

A. Definitions:

1. "Minority Business Enterprise" or "MBE" means a minority business enterprise as defined in the Mayor's Executive Order #28, as amended.
2. "Women Business Enterprise" or "WBE" means a women's business enterprise as defined the Mayor's Executive Order #28, as amended.

B. Policy:

It is the policy of the City of St. Louis Airport Authority to ensure the maximum utilization of minority and women's business enterprises in contracting and the provision of goods and services to the City, its departments, agencies and authorized representative and to all entities receiving City funds or City-administered government funds while at the same time maintaining the quality of goods and services provided to the City and its subrecipients through the competitive bidding process. The provisions of this Policy apply to all contracts awarded by the City, its departments and agencies and to all recipients of City funds or City-administered government funds and will be liberally construed for the accomplishments of its policies and purposes.

C. Goal:

A goal of 25% MBE and 5% WBE utilization has been established in connection with the Agreement. This goal is based on the original Agreement amount and remains in effect throughout the term of the Agreement. If an award of the Agreement is made and the MBE/WBE participation is less than the Agreement goal, the Contractor shall continue good faith efforts throughout the term of the Agreement to increase MBE/WBE participation and to meet the Agreement goal. Please note: Contractors certified as either an MBE or WBE must still meet both goals. In addition, Contractors certified as both an MBE and a WBE can only fulfill either the MBE goal or the WBE goal, not both goals.

1. The Contractor agrees to take all reasonable steps to ensure that MBEs/WBEs have maximum opportunity to participate in contracts and subcontracts financed by the City of St. Louis Airport Authority provided under the Agreement. The Contractor will not discriminate on the basis of race, color, national origin, or sex in the award or in the performance of contracts financed by the City of St. Louis Airport Authority.
2. A current Directory of M/W/BE certified firms is available online at www.flystl.com/bdd.

E. Good Faith Efforts Requirement:

1. The quality, quantity and intensity of the Bidder's good faith efforts will be evaluated by the City. Regardless of whether the Bidder meets the 25% MBE and 5% WBE goal, the Bidder must demonstrate and document those efforts by submitting the "Good Faith Efforts Report Form" attached hereto as Attachment 4 with the bid. Additionally, when the M/WBE goals cannot be met, the Bidder must also include a statement as to why the goals could not be met. (See Bidder's Checklist Item 5). Examples of good faith efforts are but not limited to the following:
 - a. Efforts made to select portions of the work proposed to be performed by M/WBEs in order to increase the likelihood of achieving the stated goal, including, where appropriate, but not limited to, breaking down contracts into economically feasible units to facilitate M/WBE participation. Selection of portions of work are required to at least equal the goal for M/WBE utilization specified in the contract.
 - b. Written notification at least fourteen (14) days prior to the opening of bids, soliciting individual M/WBEs interested in participation in the contract as a subcontractor, regular dealer, manufacturer, consultant, or service agency and for what specific items or type of work.
 - c. Written notification to disadvantaged economic development assistance agencies and organizations which provide assistance in recruitment and placement of M/WBEs, of the type of work, supplies, or services being considered for M/WBEs on this contract.
 - d. Efforts made to negotiate with M/WBEs for specific items of work including evidence on:
 - i. The names, addresses, telephone numbers of M/WBEs who were contacted, the dates of initial contact and whether initial

- interested. Personal or phone contacts are expected.
- ii. A description of the information provided the M/WBEs regarding the plans and specifications and estimated quantities for portions of the work to be performed.
 - iii. A statement of why additional agreements with M/WBEs were not reached, and
 - iv. Documentation of each M/WBE contacted but rejected and the reasons for the rejection.
- e. Absence of any agreements between the contractor and the M/WBE in which M/WBE promises not to provide subcontracting quotations to other bidders.
 - f. Efforts made to assist the M/WBEs that need assistance in obtaining bonding, insurance, or lines of credit required by the contractor.
 - g. Documentation that qualified M/WBEs are not available, or not interested.
 - h. Attendance at any meeting scheduled by the user department, or the SLDC to encourage better contractor-subcontractor relationships, forthcoming M/WBE utilization opportunities (i.e. pre-bid, workshops, seminars), etc.
 - i. Advertisement, in general circulation media, trade association publications, disadvantaged-focused media, of interest in utilizing M/WBEs and area of interest.
 - j. Efforts to effectively use the services of available disadvantaged community organizations; disadvantaged contractor's groups; local, state and federal disadvantaged business assistance offices; and other organizations that provide assistance in recruitment and placement of M/WBEs.
2. Examples of actions not acceptable as reasons for failure to meet the M/WBE goal.
- a. M/WBE unable to provide performance or payment bonds or both.
 - b. Rejection of reasonable bid based on price.

- d. Union versus nonunion status.
 - e. Contractor normally would perform all or most of the work of the contract.
 - f. Solicitation by mail only.
 - g. Restricting to only those general group of items which may be listed in bids under such headings "Items Subcontractible to M/WBE firms."
 - 3. The demonstration of good faith efforts by the contractor must prove the Contractor actively and aggressively sought out M/WBEs to participate in the project.
 - 4. The information provided will be evaluated to determine if the low bidder is responsive. All the information provided must be accurate and complete in every detail. The apparent low bidder's attainment of the M/WBE goal or demonstration of good faith effort will assist in determining the award of the contract.
- F. Eligibility:
- Contractor should access the online directory to obtain a list of eligible MBEs/WBEs and to determine the eligibility of the MBE/WBE firms it intends to utilize in the Agreement.
- G. Counting MBE/WBE Participation toward Goals:
- MBE/WBE participation towards the attainment of the goals will be credited on the basis of the total subcontract prices agreed to between the Contractor and subcontractors for the contract items being sublet as reflected on the "**MBE/WBE Utilization Plan**". Bidder must complete and submit with its bid the MBE/WBE Utilization Plan. *Firms must be certified prior to the bid opening in order to be used to fulfill the participation goals.*
- In addition the Bidder must also submit the "**Notice of Intent to Perform as a Subcontractor or Material Supplier Form**".
- H. Post Award Compliance:
- If the contract is awarded on less than full MBE/WBE goal participation, such award will not relieve the Contractor of the responsibility to continue good faith efforts to maximize participation of MBEs/WBEs during the term of the Agreement.

1. The Contractor will conform to the scheduled amount of MBE/WBE participation. When a listed MBE/WBE is unwilling or unable to perform the items of work or supply the goods or services specified in the MBE/WBE Utilization Plan, the Contractor will immediately notify the contracting department and City of St. Louis Airport Authority Business Diversity Development (BDD) office prior to replacement of the firm.
2. Substitutions of MBE/WBE must be approved in writing by the Director. (See Appendix B, Section 3.B entitled "Assignment and Subcontracting.") Substitutions of MBE/WBE will be allowed only when the MBE/WBE has failed to perform due to a default (material breach) of its subcontract or agreement. Contractor will not cancel or terminate its agreement with the MBE/WBE without cause and shall timely forward supporting documentation substantiating the cause of the default or termination to the Director for review.

J. Record Keeping Requirements:

The Contractor shall keep such records (copies of subcontracts, paid invoices, documentation of correspondence) as are necessary for the City of St. Louis Airport Authority to determine compliance with the MBE/WBE contract obligations. The City of St. Louis Airport Authority reserves the right to investigate, monitor and review actions, statements, and documents submitted by any contractor, subcontractor, or MBE/WBE.

K. Reporting Requirement:

The Contractor must submit monthly reports on MBE/WBE involvement to the City of St. Louis Airport Authority Business Diversity Development Office via the BDD online reporting system. Actual payments to MBEs/WBEs will be verified. The Contractor shall ensure its subcontractors are also submitting monthly reports on MBE/WBE participation via the BDD online reporting System.

1. Liquidated Damages. The Contractor agrees and stipulates that their or their subcontractor(s)'s failure to comply with the MBE/WBE reporting requirements could result in an administrative or financial burden or both to the City. Therefore, the Contractor agrees that the Director, on behalf of the City, may elect to implement liquidated damages after written notice to the Contractor for failure to report. The stated liquidated damages in this sub-Section are cumulative over the term of the Agreement and are in addition to any other remedies City may have under the Agreement or at law or in equity:
 - a. The first failure to report violation will result in a warning letter;

- past due;
- c. The third failure to report violation will require Contractor today liquidated damages to the City not to exceed \$50.00 for each week past due; and
 - d. The fourth failure to report violation will require Contractor today liquidated damages to the City not to exceed \$75.00 for each week past due.
 - i. Payment of Liquidated Damages. All liquidated damages will be deducted by the City's next payment schedule. If there is no future payment(s), the Contractor will make the liquidated damage payment to the City within thirty (30) days' written notice of the violation.
 - ii. Notice. For any failure to report a violation specified in this section with associated liquidated damages, the City will provide written notice. Including liquidated damages due and payable to the City.

L. Applicability of Provisions to MBE/WBE Contractors:

These provisions are applicable to all contractors including MBE/WBE contractors. If the MBE/WBE contractor intends to sublet any portion of the Agreement, the MBE/WBE contractor shall comply with provisions regarding contractor and subcontractor relationships.

6. **RIGHT TO AUDIT CLAUSE**

- A. The Contractor's "**records**" must be open to inspection and subject to audit and reproduction during normal working hours and kept within the greater St. Louis metropolitan area. A City representative may perform such audits or an outside representative engaged by the City. The City or its designee may conduct such audits or inspections throughout the term of this Agreement, and for a period of three years after the early termination or the expiration of this Agreement or longer if required by law.
- B. The Contractor's "**records**" as referred to in this Agreement include any and all information, materials, and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, communities, arrangements, notes, daily diaries superintendent reports, drawings, receipts, vouchers and memoranda,

obligations under or covered by this Agreement. Such records subject to audit also include, but are not limited to, those records necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with this Agreement. Such records include (hard copy, as well as computer readable data if reasonably available), written policies and procedures; time sheets; payroll registers; cancelled checks; original estimates; estimating work sheets; correspondence; change order files (including documentation covering negotiated settlements); backcharge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other Contractor records which may have a bearing on matters of interest to the City in connection with the Contractor's work for the City (all foregoing hereinafter referred to as "records") to the extent necessary to adequately permit evaluation of:

1. Contractor's compliance with the Provisions of this Agreement or the performance of the services contemplated under this Agreement; or
2. Compliance with provisions for pricing, change orders, invoices or claims submitted by the Contractor or any of its payees or subcontractors, if any.

7. **LIVING WAGE**

A. Living Wage Compliance Provisions: Any work ordered by the City under this Agreement is subject to the St. Louis Living Wage Ordinance Number 65597 (the "**Ordinance**") and the "**Regulations**" associated therewith, as may be amended from time to time, both of which are incorporated under this Agreement by this reference. The Ordinance and Regulations require the following compliance measures, and Contractor agrees to strictly comply with these measures beginning on the Commencement Date of this Agreement:

1. **Minimum Compensation:** Contractor agrees to pay an initial hourly wage to each employee performing services related to this Agreement in an amount no less than the amount stated on the attached Living Wage Bulletin (See **Exhibit B**). The initial rate will be adjusted each year no later than April 1, and Contractor agrees to adjust the initial hourly rate to the adjusted rate specified in the Living Wage Bulletin at the time the Living Wage Bulletin is issued.
2. **Notification:** Contractor must provide the Living Wage Bulletin together with the "Notice of Coverage" to all employees in English, Spanish, and any other languages spoken by a significant number of the Contractor's employees within thirty (30) days of the effective date of this Agreement

3. **Posting:** Contractor must post the Living Wage Bulletin, together with a "Notice of Coverage", in English, Spanish, and any other languages spoken by a significant number of the Contractor's employees, in a prominent place in a communal area of each worksite covered by this Agreement.
4. **Subcontractors:** Contractor agrees to require Subcontractors, as defined in the Regulations, to comply with the requirements of the Living Wage Regulations, and agrees to be responsible for the compliance of such Subcontractors. Contractor must include these Living Wage Compliance Provisions in any contract with such Subcontractors.
5. **Term of Compliance:** Beginning on the effective date of this Agreement, Contractor agrees to comply with these Living Wage Compliance Provisions and with the Regulations for as long as work related to this Agreement is being performed by Contractor's employees, and to submit the reports required by the Regulations for each calendar year or portion thereof during which such work is performed.
6. **Reporting:** Contractor shall provide the Annual Reports and attachments required by the Ordinance and Regulations.
7. **Penalties:** Contractor acknowledges and agrees that failure to comply with any provision of the Ordinance or Regulations may result in penalties specified in the Ordinance and Regulations, which penalties may include, without limitation, suspension or termination of this Agreement, forfeiture or repayment of City funds, disbarment, and the payment of liquidated damages, as provided in the Ordinance and Regulations.
8. **Acknowledgements:** Contractor acknowledges receipt of a copy of the Ordinance and Regulations.

8. **CIVIL RIGHTS GENERAL PROVISIONS**

- A. The Contractor agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person will, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

9. **CIVIL RIGHTS AND NON-DISCRIMINATION PROVISIONS**

- A. During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest agrees as follows:
1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended, which are incorporated by reference and made a part of this Agreement.
 2. **Non-discrimination:** The Contractor, with regard to the work performed by it during this Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when this Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
 3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
 4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of the Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
 5. **Sanctions for Noncompliance:** If the Contractor fails to comply with this Section, the City will impose such contract sanctions as it or the Federal

- a. Withholding payments to the Contractor under this Agreement until the contractor complies; and
 - b. Cancelling, terminating, or suspending this Agreement, in whole or in part.
 6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. If the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.
- B. During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:
1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
 2. 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
 3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
 4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;

6. Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
7. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
8. Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
9. The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); or
12. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

10. FEDERAL FAIR LABOR STANDARDS ACT PROVISION

- A. All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR Sect. 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.
- B. The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

11. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All Contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Section 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

12. SEISMIC SAFETY

When applicable, the Contractor agrees to ensure that all work performed under this Agreement, including work performed by its subcontractor(s), conforms to a building code standard that provides a level of seismic safety and substantially equivalent to standards established by the National Earthquake Hazards Reduction Program ("NEHRP"). Local building codes that model their code after the current version of the International Building Code meet the NEHRP equivalency level for seismic safety.

13. DISTRACTED DRIVING

The City encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decreases accidents caused by distracted drivers, including policies that ban text messaging. The Contractor must include the substance of this

14. **CLEAN AIR AND WATER POLLUTION CONTROL**

Contractor agrees to comply with all applicable standards, Executive Orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. Sec. 740-7671q) and the Federal Water Pollution Act as amended (33 U.S.C. Sec. 1251-1387). The Contractor agrees to report any violation to the City immediately upon discovery. The City assumes responsibility for notifying the Environmental Protection Agency and the Federal Aviation Administration.

15. **NOTICE PROVISION**

Except as otherwise expressly provided, all notices required to be given to the City must be in writing and must be delivered personally or be sent by certified mail return receipt requested, or overnight courier to:

Rhonda Hamm-Niebruegge
Airport Director
St. Louis Airport Authority
P.O. Box 10212
St. Louis, MO 63145

With a copy to:

Ron Stella
St. Louis Airport Authority
P.O. Box 10212
St. Louis, MO 63145

And a copy to:

Robert Salarano
St. Louis Airport Authority
P.O. Box 10212
St. Louis, MO 63145

All notices, demands, and requests by the City to the Contractor must be sent to:

Gary Schuette
Midwest Elevator Co., Inc.
1824 Knox Avenue
St. Louis, Missouri 63139

substitutes or supplementary persons in connection with notices. The effective date of service of any such notice is the date of actual receipt by Contractor or the Airport Director.

Confidential
garvinm@stlouis-mo.gov
2020-01-16 13:34:35 +0000

YEAR 1

<u>Device/Nomenclature</u>	<u>Monthly Per Unit Cost</u>
Elevator T1-01	<u>\$732.00</u>
Elevator T1-02	<u>\$732.00</u>
Elevator T1-03	<u>\$732.00</u>
Elevator T1-04	<u>\$732.00</u>
Elevator T1-05	<u>\$1060.00</u>
Elevator T1-06 Metrolink	<u>\$732.00</u>
Escalator T1-07	<u>\$3713.00</u>
Escalator T1-08	<u>\$3713.00</u>
Escalator T1-10	<u>\$3713.00</u>
Escalator T1-11	<u>\$3713.00</u>
Escalator T1-12	<u>\$3713.00</u>
Escalator T1-15 Metrolink	<u>\$3713.00</u>
Escalator T1-16 Metrolink	<u>\$3713.00</u>
Wheelchair Lift T1-17 Lindbergh	<u>\$265.00</u>
Bag Lift T1-18 By Elev T1-5	<u>\$265.00</u>
Elevator A-8	<u>\$732.00</u>
Elevator A-17	<u>\$732.00</u>
Elevator B-14	<u>\$732.00</u>
Elevator C-7	<u>\$732.00</u>
Elevator C-18	<u>\$732.00</u>
Power Walk D-11	<u>\$9900.00</u>
Power Walk D-12	<u>\$9900.00</u>
Elevator E-1	<u>\$732.00</u>
Elevator E-2	<u>\$732.00</u>
Elevator E-3	<u>\$732.00</u>
Elevator E-4	<u>\$732.00</u>
Elevator E-5	<u>\$732.00</u>
Elevator E-6	<u>\$732.00</u>
Elevator T2-1	<u>\$732.00</u>
Elevator T2-2	<u>\$732.00</u>
Escalator T2-3	<u>\$3713.00</u>
Escalator T2-4	<u>\$3713.00</u>
Baggage Lift T2-5	<u>\$265.00</u>
Elevator T2G-1	<u>\$732.00</u>
Elevator T2G-2	<u>\$732.00</u>
Elevator T2G-3	<u>\$732.00</u>
Elevator T2G-4 Metrolink	<u>\$732.00</u>
Elevator T1G-1	<u>\$732.00</u>
Elevator T1G-2	<u>\$732.00</u>
Elevator T1G-3	<u>\$732.00</u>
Elevator T1G-4	<u>\$732.00</u>
Elevator T1G-5	<u>\$732.00</u>
Elevator T1G-6	<u>\$732.00</u>
Elevator AOB-2	<u>\$732.00</u>
Elevator AOB-3	<u>\$732.00</u>
Elevator AOB-4	<u>\$732.00</u>

TOTAL MONTHLY PRICE: \$77,764.00

TOTAL ANNUAL PRICE YEAR 1: \$933,168.00

*The following equipment requires safety inspections only. There will be no maintenance required.

Elevator B-4	<u>\$742.00</u> per inspection
Elevator C-28	<u>\$742.00</u> per inspection
Elevator D-13	<u>\$742.00</u> per inspection

Total Rate For Safety Inspections : \$2,226.00

*Any maintenance or repairs to these units, done at the request of the Airport Representative, will be billed at the labor rates stated below.

LABOR RATES (OUTSIDE NORMAL BUSINESS HOURS ONLY)

Basic Hourly Labor Rate Helper

\$318.00 per hour

Basic Hourly Labor Rate Journeyman

\$371.00 per hour

Travel time must not be billed.

REPLACEMENT PARTS

The following costs are for purposes of charges that will only be allowed due to damages by Vandalism. The City reserves the right to refute any claims of Vandalism.

Manufacturer's cost as invoiced plus 30%

YEAR 2

<u>Device/Nomenclature</u>	<u>Monthly Per Unit Cost</u>
Elevator T1-01	<u>\$754.00</u>
Elevator T1-02	<u>\$754.00</u>
Elevator T1-03	<u>\$754.00</u>
Elevator T1-04	<u>\$754.00</u>
Elevator T1-05	<u>\$1092.00</u>
Elevator T1-06 Metrolink	<u>\$754.00</u>
Escalator T1-07	<u>\$3824.00</u>
Escalator T1-08	<u>\$3824.00</u>
Escalator T1-10	<u>\$3824.00</u>
Escalator T1-11	<u>\$3824.00</u>
Escalator T1-12	<u>\$3824.00</u>
Escalator T1-15 Metrolink	<u>\$3824.00</u>
Escalator T1-16 Metrolink	<u>\$3824.00</u>
Wheelchair Lift T1-17 Lindbergh	<u>\$273.00</u>
Bag Lift T1-18 By Elev T1-5	<u>\$273.00</u>
Elevator A-8	<u>\$754.00</u>
Elevator A-17	<u>\$754.00</u>
Elevator B-14	<u>\$754.00</u>
Elevator C-7	<u>\$754.00</u>
Elevator C-18	<u>\$754.00</u>
Power Walk D-11	<u>\$10197.00</u>
Power Walk D-12	<u>\$10197.00</u>
Elevator E-1	<u>\$754.00</u>
Elevator E-2	<u>\$754.00</u>
Elevator E-3	<u>\$754.00</u>
Elevator E-4	<u>\$754.00</u>
Elevator E-5	<u>\$754.00</u>
Elevator E-6	<u>\$754.00</u>
Elevator T2-1	<u>\$754.00</u>
Elevator T2-2	<u>\$754.00</u>
Escalator T2-3	<u>\$3824.00</u>
Escalator T2-4	<u>\$3824.00</u>
Baggage Lift T2-5	<u>\$273.00</u>
Elevator T2G-1	<u>\$754.00</u>
Elevator T2G-2	<u>\$754.00</u>
Elevator T2G-3	<u>\$754.00</u>
Elevator T2G-4 Metrolink	<u>\$754.00</u>
Elevator T1G-1	<u>\$754.00</u>
Elevator T1G-2	<u>\$754.00</u>
Elevator T1G-3	<u>\$754.00</u>
Elevator T1G-4	<u>\$754.00</u>
Elevator T1G-5	<u>\$754.00</u>
Elevator T1G-6	<u>\$754.00</u>
Elevator AOB-2	<u>\$754.00</u>
Elevator AOB-3	<u>\$754.00</u>
Elevator AOB-4	<u>\$754.00</u>

TOTAL MONTHLY PRICE: \$80,095.00

TOTAL ANNUAL PRICE YEAR 2: \$961,140.00

*The following equipment requires safety inspections only. There will be no maintenance required.

Elevator B-4	<u>\$764.00</u> per inspection
Elevator C-28	<u>\$764.00</u> per inspection
Elevator D-13	<u>\$764.00</u> per inspection

Total Rate For Safety Inspections : \$2,292.00

*Any maintenance or repairs to these units, done at the request of the Airport Representative, will be billed at the labor rates stated below.

LABOR RATES

(OUTSIDE NORMAL BUSINESS HOURS ONLY)

Basic Hourly Labor Rate Helper

\$327.00 per hour

Basic Hourly Labor Rate Journeyman

\$382.00 per hour

Travel time must not be billed.

REPLACEMENT PARTS

The following costs are for purposes of charges that will only be allowed due to damages by Vandalism. The City reserves the right to refute any claims of Vandalism.

Manufacturer's cost as invoiced plus 30%

YEAR 3

<u>Device/Nomenclature</u>	<u>Monthly Per Unit Cost</u>
Elevator T1-01	<u>\$777.00</u>
Elevator T1-02	<u>\$777.00</u>
Elevator T1-03	<u>\$777.00</u>
Elevator T1-04	<u>\$777.00</u>
Elevator T1-05	<u>\$1125.00</u>
Elevator T1-06 Metrolink	<u>\$777.00</u>
Escalator T1-07	<u>\$3939.00</u>
Escalator T1-08	<u>\$3939.00</u>
Escalator T1-10	<u>\$3939.00</u>
Escalator T1-11	<u>\$3939.00</u>
Escalator T1-12	<u>\$3939.00</u>
Escalator T1-15 Metrolink	<u>\$3939.00</u>
Escalator T1-16 Metrolink	<u>\$3939.00</u>
Wheelchair Lift T1-17 Lindbergh	<u>\$281.00</u>
Bag Lift T1-18 By Elev T1-5	<u>\$281.00</u>
Elevator A-8	<u>\$777.00</u>
Elevator A-17	<u>\$777.00</u>
Elevator B-14	<u>\$777.00</u>
Elevator C-7	<u>\$777.00</u>
Elevator C-18	<u>\$777.00</u>
Power Walk D-11	<u>\$10503.00</u>
Power Walk D-12	<u>\$10503.00</u>
Elevator E-1	<u>\$777.00</u>
Elevator E-2	<u>\$777.00</u>
Elevator E-3	<u>\$777.00</u>
Elevator E-4	<u>\$777.00</u>
Elevator E-5	<u>\$777.00</u>
Elevator E-6	<u>\$777.00</u>
Elevator T2-1	<u>\$777.00</u>
Elevator T2-2	<u>\$777.00</u>
Escalator T2-3	<u>\$3939.00</u>
Escalator T2-4	<u>\$3939.00</u>
Baggage Lift T2-5	<u>\$281.00</u>
Elevator T2G-1	<u>\$777.00</u>
Elevator T2G-2	<u>\$777.00</u>
Elevator T2G-3	<u>\$777.00</u>
Elevator T2G-4 Metrolink	<u>\$777.00</u>
Elevator T1G-1	<u>\$777.00</u>
Elevator T1G-2	<u>\$777.00</u>
Elevator T1G-3	<u>\$777.00</u>
Elevator T1G-4	<u>\$777.00</u>
Elevator T1G-5	<u>\$777.00</u>
Elevator T1G-6	<u>\$777.00</u>
Elevator AOB-2	<u>\$777.00</u>
Elevator AOB-3	<u>\$777.00</u>
Elevator AOB-4	<u>\$777.00</u>

TOTAL MONTHLY PRICE: \$82,512.00

TOTAL ANNUAL PRICE YEAR 3: \$990,144.00

*The following equipment requires safety inspections only. There will be no maintenance required.

Elevator B-4	<u>\$787.00</u> per inspection
Elevator C-28	<u>\$787.00</u> per inspection
Elevator D-13	<u>\$787.00</u> per inspection

Total Rate For Safety Inspections : \$2,361.00

*Any maintenance or repairs to these units, done at the request of the Airport Representative, will be billed at the labor rates stated below.

LABOR RATES

(OUTSIDE NORMAL BUSINESS HOURS ONLY)

Basic Hourly Labor Rate Helper

\$336.00 per hour

Basic Hourly Labor Rate Journeyman

\$393.00 per hour

Travel time must not be billed.

REPLACEMENT PARTS

The following costs are for purposes of charges that will only be allowed due to damages by Vandalism. The City reserves the right to refute any claims of Vandalism.

Manufacturer's cost as invoiced plus 30%

BY: [Signature] 11/21/17
Date

BY: Valerie Gaadt 11/21/17
Date

**THE CITY OF ST. LOUIS, MISSOURI, OWNER AND OPERATOR OF
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT:**

The foregoing Agreement was approved on this 3rd day of January,
2018, by the Airport Commission.

BY: [Signature] 12/28/17
Director of Airports Date

The foregoing Agreement was approved by the Board of Estimate and Apportionment at its
meeting on January 17, 2018.

BY: [Signature] 1/15/18
Secretary Date
Board of Estimate & Apportionment

APPROVED AS TO FORM BY:

COUNTERSIGNED BY:

[Signature] 12/25/17
City Counselor Date

Darlene Green 1/31/18
Comptroller Date

ATTESTED TO BY:

[Signature] 2-15-18
Register Date

COMPTROLLER'S OFFICE
DOCUMENT # 72591

Exhibit A

**Affidavit
(Missouri Unauthorized Aliens Law)**

Confidential
garvinm@stlouis-mo.gov
2020-01-16 13:34:35 +0000

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared Gary Sumette (Name of Affiant) who, by me being duly sworn, deposed as follows:

My name is Gary Sumette (Name of Affiant), I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the President (Position/Title) of Midwest Elevator (Contractor).

I have the legal authority to make the following assertions:

1. Midwest Elevator Company (Contractor) is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with Elevator, Escalator, Moving Walk SVCS. ST LOUIS Lambert Airport (the "Agreement"), as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended.
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, Midwest Elevator Co. Inc (Contractor) does not knowingly employ any person who is an unauthorized alien in connection with the Agreement.

Gary Sumette
Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this 26 day of September, 2017.

Kelly Meyer
Notary Public

My Commission Expires:



KELLY MEYER
My Commission Expires
February 25, 2020
St. Louis County
Commission #12487992

NOTICE OF ST. LOUIS LIVING WAGE RATES
EFFECTIVE APRIL 1, 2017

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance ("Ordinance") and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$12.76 per hour** (130% of the federal poverty guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are not provided to the employee, the living wage rate is **\$17.03 per hour** (130% of the federal poverty guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) Wages required under Chapter 6.20 of the Revised Code of the City of St. Louis: **\$4.27 per hour**

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and are effective as of **APRIL 1, 2017**. These rates will be further adjusted when the federal poverty guidelines are adjusted by the U.S. Department of Health & Human Services, or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at <https://www.stlouis-mo.gov/government/city-laws/ordinances/ordinance.cfm?ord=65597> or obtained from:

City Compliance Official
c/o St. Louis Airport Authority
St. Louis, Missouri
(314) 426-8106
Livingwage@flystl.com

Exhibit C
Traction Elevator Schedule

Confidential
garvinm@stlouis-mo.gov
2020-01-16 13:34:35 +0000

Examine, clean, lubricate, adjust and when conditions warrant (see Appendix A Section 2.K(5)), repair or replace the following:

- a. Elevator Machines
- b. Motor Generators or Solid State Motor Drive Components
- c. Controller Components
- d. Machine Brakes and parts thereof, including:
 1. Hoisting Motors
 2. Selector Motors
 3. Worms and Gears
 4. Bearings
 5. Rotating Elements
 6. Brake Magnet Coils
 7. Brushes and Commutators
 8. Brake Shoes, linings and pins
 9. Windings and Coils
 10. Contacts and Relays
 11. Resistors and Transformers
 12. Solid State Devices

Keep guide rails properly lubricated except where roller guides are used.

Replace guide shoe gibs or rollers when conditions warrant, to provide smooth and quiet operation.

Repair or replace control cables when conditions warrant.

Re-lamp signals as required.

Furnish lubricants compounded according to specifications.

Examine, clean, lubricate, adjust and when conditions warrant (see Appendix A, Section 2.K(5)), repair or replace the following safety devices:

- a. Interlocks and Door Closer(s)
- b. Buffers
- c. Over-speed Governors, Car and Counterweight Safeties
- d. Limit, Landing and Slowdown Switches
- e. Door Protective Devices
- f. Alarm Bells

Equalize the tension in all hoisting ropes. Replace all wire ropes and fastenings when conditions warrant (see Section 5K(5)).

... of correction sheaves and compensating sheaves.

Examine, lubricate, adjust and when conditions warrant (see Appendix A, Section 2.K(5)), repair or replace the following accessory equipment:

- a. Car and Corridor Operating Stations
- b. Car and Corridor Hangers and Tracks
- c. Door Operating Devices
- d. Door Gibs
- e. Car Fan

Clean elevator hatch equipment, including rails, inductors, hatch door hangers and tracks, relating devices, switches, buffers and car tops.

On a quarterly basis, Contractor shall dismantle brake plunger assembly, examine, replace worn parts, clean, lubricate, reassemble and adjust as required for proper operations. (See Appendix A, Section 2.K(5).)

Contractor shall conduct an annual no-load, low-speed test of car and counterweight safeties and a test of buffers and, every third year, a rated-load, rated-speed safety test and test of governors and buffers as required by ANSI A-17.1 Code. Such tests may impose greater stress on the Equipment and the building structure than that experienced in day-to-day operation. The Company shall not be responsible for any resultant damage to the building structure or equipment during the rated-load, rated-speed test.

Confidential
garvinm@stlouis...
2020-01-16 13:34:33

Traction Elevator Maintenance Schedule, Part Two

The following traction Elevator components must be serviced and maintained as indicated:

MACHINE ROOM

- *Examine & clean machine room monthly

CONTROLLER

- *Check loop and relay contacts monthly
- *Check all cooling fans monthly

MACHINE & GENERATOR

- *Check cooling fan/blower air flow monthly
- *Check wheel running surface monthly
- *Check chain monthly
- *Watch for unsmooth car ride and bearing noise monthly

MACHINE

- *Lubricate shaft bearings once per year
- *Remove relief plug and grease hoist motor once per year
- *Drain and clean gear case and refill every other year
- *Drain and clean motor bearing and refill every other year
- *Check all mountings, gear bolts, drive sheave and oil level quarterly

- *Check oil reservoir monthly
- *Clean out dust deposit twice per year

MOTOR GENERATOR

- *Check oil reservoir monthly
- *Remove relief plug and grease once per year
- *Clean and refill sleeve bearing every other year

SELECTOR DRIVE

- *Clean switches, bar contacts and holders twice per year
- *Check slack cable switch twice per year
- *Check oil pan reservoir quarterly
- *Check springs and fastenings twice per year
- *Check travel cable wire twice per year

BRAKE

- *Check operation and adjust quarterly
- *Check brake surface for dirt and grease deposit quarterly
- *Check brake plunger and timer once per year

GOVERNOR

- *Check oil and refill monthly

- *Check Bearing and lubricate monthly
- *Clean electrical contacts twice per year

ROPES

- *Check rope sheaves for wear twice per year
- *Lubricate ropes as needed
- *Check rope for wear twice per year
- *Service car and counterweight run-by twice per year
- *Check carrier and rope fasteners twice per year
- *Adjust rope height twice per year

CAR TOP

- *Check station operation and light monthly
- *Clean car top quarterly
- *Adjust leveling switches quarterly
- *Clean car blower and refill oil reservoir quarterly
- *Check car stabilizer once per year
- *Check car cam and switches once per year

CAR

- *Clean pit monthly
- *Check all signal lights and buttons monthly
- *Lubricate pivots twice per year
- *Adjust counter weight twice per year

- *Check sheave grooves for wear quarterly
- *Lubricate sheaves quarterly
- *Check slowdown cam once per year
- *Check oil in buffers twice per year
- *Check travel cable for wear once per year
- *Lubricate slide rail once per year
- *Clean limit switch contacts twice per year

DOOR AND GATE OPERATOR

- *Clean and lubricate operator quarterly
- *Set door torque quarterly
- *Check door opening and closing speed quarterly
- *Inspect belt tension quarterly

Exhibit D
Hydraulic Elevator Schedule

Hydraulic Elevator Maintenance Schedule, Part One

On a monthly basis unless otherwise noted, the Contractor shall systemically examine, clean, lubricate, adjust and when conditions warrant (see Appendix A, Section 2.K(5)), repair or replace the following:

- a. Pump
- b. Valves
- c. Motor
- d. Controller Components, and parts thereof, including:
 1. Bearings
 2. Windings and Coils
 3. Rotating Elements
 4. Contacts and relays
 5. Resistors and Contacts
 6. Packing
 7. Drive Belts
 8. Strainers and Mufflers
 9. Piping in Machine Room and Hoistway

Keep guide rails properly lubricated except where roller guides are used.

Replace guide shoe gibs or rollers, when conditions warrant (see Appendix A, Section 2.K(5)), to provide smooth and quiet operation.

Repair or replace control cables when conditions warrant. (See Appendix A, Section 2.K(5).)

Replace lubricants and hydraulic system oil.

Re-lamp signals as required.

Examine, lubricate, adjust and when conditions warrant (see Appendix A, Section 2.K(5)), repair or replace the following safety devices:

- a. Interlocks and Door Closers
- b. Buffers
- c. Limit, Landing and Slowdown Switches
- d. Door Protective Devices
- e. Alarm Bells

Conduct pressure relief valve tests, as required by A.N.S.I., A-17.1 Code.

Examine, lubricate, adjust and when conditions warrant (see Appendix A, Section 2.K(5)), repair or replace the following access equipment:

- a. Car and Corridor Operating Stations
- b. Car and Corridor Hangers and Tracks
- c. Door Operating Devices
- d. Door Gibs
- e. Car Fan

Clean elevator hatch equipment, including rails, inductors, hatch door hanger and tracks, relating devices, switches, buffers and tops.

Hydraulic Elevator Maintenance Schedule, Part Two

The following hydraulic Elevator components must be serviced and maintained as indicated:

MACHINE ROOM

- *Clean/Drip Pan Every Other Month
- *Pump and Motor Quarterly
- *Belts – Condition, Tension Quarterly
- *Motor Run Limit Timer Quarterly
- *Controller Monthly
- *Floor Selector Every Other Month
- *Valves Quarterly
- *Piping Quarterly
- *Oil Level and Temp. Monthly
- *Clean Strainers Quarterly

CAR

- *Saf-T-Edge Monthly
- *Light Ray Monthly
- *Car Operating Panels Monthly
- *Emergency Lighting Quarterly

CAR TOP

- *Clean Quarterly
- *Guide Shoes (Top) Twice per Year
- *Leveling Switches Twice per Year
- *Door Operator Quarterly
- *Clutch Quarterly

HOISTWAY

- *Hoistway Equipment Twice per Year
- *Door Equipment Twice per Year
- *Traveling Cable Twice per Year
- *Hall Lanterns Every Other Month
- *Hall P.I. Every Other Month
- *Hall Call Stations Every Other Month

Exhibit E
Escalator & Power Walk Schedule

Confidential
garvinm@stlouis-mo.gov
2020-01-16 13:34:35 +0000

Escalator and Power Walk Maintenance Schedule, Part I

On a monthly basis unless otherwise noted, the Contractor will systemically examine, clean, lubricate, adjust and when conditions warrant (see Appendix A, Section 2.K(5)), repair or replace the following:

- a. Escalator Machines, or Drive Units
- b. Step Chains or Links
- c. Main Drive Chains or Belts
- d. Handrail Drive Chains or Belts
- e. Tracks
- f. Controllers, Sprockets and parts thereof, including:
 1. Drive Motors
 2. Worms and Gears
 3. Reducers
 4. Bearings
 5. Rotating Elements
 6. Brake Magnet Coils or Solenoids
 7. Brake Shoes, Linings, Discs and Pads
 8. Windings and Coils
 9. Contacts and Relays
 10. Resistors and Transformers
 11. Solid State Devices
 12. Controlled Stop Brake

Escalators and Power Walks will be kept properly lubricated at all times, using lubricants compounded to manufacturer's specifications.

Examine and when conditions warrant replace step rollers to provide smooth and quiet operation.

Examine, clean, adjust and when conditions warrant (see Appendix A, Section 2.K(5)) repair or replace the following operating and safety devices:

- a. Stop Buttons
- b. Brake on Main Drive Sprocket
- c. Slack Step Chain/Link Switches
- d. Skirt Safety Switches
- e. Other Switches as installed on the Escalator

Test all operating and safety devices as required by ANSI A-17.1 Code and Supplements.

Examine, adjust and when needed repair or replace (see Appendix A, Section 2.K(5)) the following:

- a. Step Treads
- b. Comb Plate Finger Sections
- c. Handrails
- d. Handrail guides

Escalator and Power Walk Maintenance Schedule, Part II

The following Escalator and Power Walk components will be serviced and maintained as indicated:

THREE TIMES PER YEAR:

- *Check operation upper/lower switches
- *Adjust and replace, if necessary, all Novatex boards
- *Check for broken steps, out of level and thrust-up switch
- *Check lower station movement, spring length, chain switch
- *Check and adjust brake operation

TWICE PER YEAR

- *Service non-reversing device
- *Clean lower end pans up thru 30 degrees area
- *Lubricate upper station main bearings
- *Lubricate lower station bearings
- *Lubricate step flanges
- *Check gear box oil

ONCE PER YEAR

- *Change ring gear oil
- *Clean pans and tracks, upper half of truss
- *Clean inside of handrail, clean and wax guide as needed
- *Clean pans and tracks, lower half of truss
- *Lubricate drive motor
- *Change gear box oil, clean breather
- *Check motor couplings
- *Lubricate handrail drive sheave bearings
- *Lubricate drive motor

Exhibit F

Biennial Escalator & Power Walk Clean Down Schedule

Confidential
garvinm@stlouis-mo.gov
2020-01-16 13:34:35 +0000

**BIENNIAL ESCALATOR AND POWER WALK CLEAN DOWN
SCHEDULE**

ESCALATORS	Year 1	Year 2	Year 3
T1-7	X		X
T1-8	X		X
T1-10	X		X
T1-11	X		X
T1-12	X		X
T1-15		X	
T1-16		X	
T2-3		X	
T2-4		X	
POWER WALKS			
D-11		X	
D-12		X	