

INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY

REQUEST FOR PROPOSALS
ELEVATOR & ESCALATOR REPAIR AND MAINTENANCE
SERVICES
FOR
CENTRAL LIBRARY, LIBRARY SERVICE CENTER, AND SPADES
PARK BRANCH LIBRARY

RFP Issue Date: Thursday, September 8, 2009

Proposal Due Date: October 8, 2009

IMCPL Contact: Pamela Hammersley, Contract Administrator
Indianapolis Marion County Public Library
2450 N. Meridian Street
Indianapolis, IN 46208

Telephone: 317-275-4822

E-mail: phammersley@imcpl.org

Web Site: www.imcpl.org

A. GENERAL FACILITY DATA

Name and Address of the Library facilities covered by this RFP.

Central Library
40 E. Saint Clair Street
Indianapolis, IN 46204

Library Service Center
2450 N. Meridian Street
Indianapolis, IN 46208

Spades Park Branch Library
1801 Nowland Ave.
Indianapolis, IN 46201

B. DESCRIPTION OF EQUIPMENT

The elevator and escalator equipment subject to this Request for Proposal is as follows:

Central Library

Hydraulic Passenger Elevators	#1 & 2
Geared Passenger Elevator	#3 & 4
Geared Passenger Elevator	#5
Hydraulic Passenger Elevator	#6
Escalators	# 1 – 10
Gillespie Trash lift (sidewalk lift)	2F / OR
Atlas Dumbwaiter	2F / OR

Library Service Center

Hydraulic Passenger Elevator	#1
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Spades Park Branch Library

Hydraulic Passenger Elevator	#1
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C. BACKGROUND

The Request for Proposal (“RFP”) issued by the Indianapolis-Marion County Public Library (the “Library”) seeks proposals from vendors (“Vendors”) for the provision of elevator and escalator testing, repair and maintenance services (“Services”) for the Library’s elevator, escalator and dumbwaiter equipment referenced in Section B of this RFP and located at the Library facilities identified in Section A of this RFP.

The successful Vendor must be an authorized and/or licensed company able to certify elevator and escalator systems in the State of Indiana, Marion County and have the capability and workforce to conduct regular testing, repair and maintenance of elevator and escalator systems and be able to provide services on an immediate or emergency basis. The successful Vendor will be required to conduct all regular testing of the elevator and escalator systems at the identified Library Facilities and prepare and file all City and/or State testing compliance reports as required. Testing services will be performed on the elevator and escalator equipment as required by law, regulation and/or local ordinance and other repair and maintenance services (shall be provided on an as needed basis as warranted and requested by the Library. In the case of an emergency, the successful Vendor must be able to make technicians available on an immediate basis.

This RFP describes the requirements, technical, specifications for the Services to be performed and contains an overview of the terms under which Services are to be provided.

Vendors may offer quotes for any and all combinations of Services contained in the Scope of the RFP. Special consideration may be given to respondents who can provide all identified Services. The Library will consider partnerships between vendors to provide the full range of required Services.

Attachment “A” contains the fee schedule, which must be completed by the Vendor.

D. REQUIREMENTS

The terms Vendor and Contractor used throughout this RFP are used to define Vendor as those firms submitting a proposal (“Proposal”) and Contractor as the firm or firms selected to perform the Services specified in this RFP. The term Library shall be defined as the Indianapolis-Marion County Public Library.

The selected Contractor shall perform all Services as described herein unless the Contractor can explain in detail that the deviation would be of material benefit to the Library.

All work performed by the Contractor must comply with the Indiana Code. The successful Vendor must also work in conjunction with IOSHA standards.

Invoices must be approved by the Library. Invoices that break out the amount due for materials and fines/fees in addition to the total amount due are preferred.

The Contractor's staff shall be available to meet with Library staff, when requested to discuss Services and coordinate activities.

The Contractor shall have, as a minimum, the capabilities listed herein, and the proposal submitted must reflect in detail the inclusion of these Services as well as the degree of expertise in utilizing these capabilities.

E. REQUIRED SERVICES

Services requested will include but are not necessarily limited to the following:

1. repair, maintenance and testing of elevator and escalator systems; and
2. Annual testing of the elevator and escalator systems and preparation and filing of City and/or State testing compliance reports as required. The successful vendor must be a certified and/or licensed company capable of authorized to certify elevator and escalator systems.

In case of an emergency, the successful Contractor must have technicians available on an immediate basis.

With the exception of the annual testing of elevator and escalator systems, any testing, repair or maintenance service to be performed will be directed to the Contractor via work orders or by telephone only by authorized Facilities Management section personnel of the Library. Documentation of time and materials spent on each request for service shall be required.

For services requested, the Vendor shall provide the following pricing or fee schedule information if applicable, and any other pricing information it deems appropriate for Library consideration:

- a) normal hourly rate for technicians performing the required tasks;
- b) over time hourly rate and holiday hourly rate;
- c) the estimated amount of time and the estimated total cost for the annual testing and reporting portion of this project.
- d) Truck rates; and
- e) Any percentage of mark-up on materials, supplies or parts associated with inspections and repairs (which will require a copy of the invoice paid by the vendor at the time of billing).

The RFP must also include the names of Vendor’s staff with their education and years of experience if they are going to perform inspection or repair on Library elevator and escalator equipment.

A Vendor must have been in business for at least three (3) consecutive years and must have proof of insurance. The successful Vendor must document its ability to provide twenty four (24) hour seven (7) days per week service.

6. PROPOSAL INFORMATION

1. Request for Proposal – The Library is hereby contacting prospective Vendors who have the potential to furnish the requested Services. Upon request, each prospective Vendor will receive one copy of the RFP from the Library. Prospective Vendors are responsible for making additional copies as required to satisfy their needs. Vendors are encouraged to initiate preparation of proposals immediately upon receipt of the RFP, so that all relevant questions and information needs can be identified and answered, and so adequate time is available to prepare a comprehensive and complete response.
2. Point of Contact – All communication with the Library must be directed to the single Point of Contact (“POC”) for this project as follows:

Name:	Pamela Knox Hammersley
Title:	Contract Administrator
Library:	Library Service Center
Address:	2450 N. Meridian Street Indianapolis, IN 46208
Email:	phammersley@imcpl.org
Telephone:	317-275-4822
Fax:	317-269-5220

3. Schedule of Activities – The following table outlines the tentative schedule of major activities for the RFP and Proposal selection process. The Library reserves the right to amend the schedule as necessary.

Event	Date
Issue the RFP	September 8, 2009
Cutoff date for questions	September 25 , 2009
Proposal Submission Deadline	October 8, 2009
Proposal evaluations	October 8 – 23, 2009
Final Vendor selection	October 23, 2009
Recommendation to Building Committee	November 10, 2009
Recommendation to Board	November 19, 2009
Notification of Award	November 20, 2009
Final Services Agreement signed by	November 27, 2009
Agreement fully operational by	December 1, 2009

4. Vendor Qualifications – The Vendor shall have the following minimum qualifications:

1. A sound business reputation;
2. Proven capabilities in delivering services and reports on time and on budget;
3. Appropriate resources to satisfy the requirements set forth herein;
4. Demonstrated track record in overall client satisfaction;
5. Proper certifications required by the State of Indiana and the City of Indianapolis.; And
6. Resumes of all project staff.

5. Vendor Rights - All materials submitted in response to this RFP become the property of the Library upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between the Library and the Vendor. Each Vendor, as an express condition for the Library's consideration of such Vendor Proposal, agrees that the contents of every other Proposal is confidential, proprietary and trade secret information in all technical areas and waives any right to access to such Proposals. No submissions or supporting documentation will be returned to Vendor.

Vendors submitting Proposals should recognize that the Library is a public body and, as a public body, the Library is subject to disclosure requirements and must abide by public record laws. Neither party shall be liable for disclosures required by law.

6. Reservation of Rights - This RFP does not commit the Library to award a Services Agreement, to pay any costs incurred in the preparation of a Proposal to this request, or to otherwise contract for any services.

The Library reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with any qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the Library to do so.

The Library will evaluate Proposals based upon the effectiveness of the perceived performance as it relates to the Library's specific requirements. The lowest fee Proposal shall not necessarily be selected. The Library specifically reserves the right to reject any or all Proposals or any part thereof; or to waive any defects or informalities in a Proposal when it is determined by the Library to be in the Library's best interest.

7. Late Proposals Not Considered - Proposals received after the stipulated Proposal Submission Deadline will not be considered.

8. Inconsistency or Error in the RFP - Any Vendor believing that there is any ambiguity, inconsistency or error in the RFP shall promptly notify the Library in writing of such apparent discrepancy. Failure to so notify the Library by the Proposal Submission Deadline will constitute a waiver of claim of ambiguity, inconsistency or error.

9. Vendor Errors or Omissions - The Library is not responsible for any Vendor's errors or omissions.

10. Addenda - The Library shall not be responsible for any oral instructions given by any employees of the Library in regard to the proposal instructions, specifications or proposal documents as described in this RFP. Any changes will be in the form of an addendum, which will be furnished to all Vendors who are listed with the Library as having received the RFP, or to any other Vendor who requests an addendum.

11. Vendor Incurred Costs - The Vendor shall be responsible for all costs incurred in preparing or responding to this RFP. All materials and documents submitted in response to this RFP become the property of the Library and will not be returned after the Proposal Submission Deadline.

12. Modification or Withdrawal of Proposal - A Proposal may not be modified, withdrawn or cancelled by a Vendor for one hundred eighty (180) days following the Proposal Submission Deadline and each Vendor so agrees in submitting the Proposal.

Proposals may be withdrawn, altered and/or resubmitted at any time prior to the Proposed Submission Deadline.

Notice of pre-submittal date withdrawal must be in writing over the signature of the Vendor or may be by telegram, telex or FAX.

If by telegram, telex or FAX, written confirmation over the signature of the Vendor must have been mailed and postmarked on or before the Proposal Submission Deadline.

Withdrawn Proposals may be resubmitted up to the Proposal Submission Deadline, provided that they are then fully in conformance with these general terms and conditions.

13. Rejection of Solicitation Responses - The Library reserves the right to reject any or all responses received, or any part thereof; to accept any response or any part thereof; or to waive any informality when it is deemed to be in the Library's best interest. Any Vendor objecting to the rejection of a Proposal, or portion thereof, must submit a written protest stating the reasons for the protest to the Library within (5) calendar days from the date of the Library's Notification of Award letter.

14. Vendor Certification - By submission of a proposal, the Vendor certifies that the Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of the Library.

15. Exceptions - It is the intent of the Library to award a Services Agreement on a fair, competitive basis. For this reason, the Library may view the notation of any "Exception" in response to any material conditions or requirement of the RFP as an attempt by the Vendor to vary the terms of the RFP, which, in fact, may result in giving such Vendor an unfair advantage over other Vendors. For this reason, the Library will, at its option, not allow exceptions to any material requirement if, in the opinion of the Library, the exceptions alter the overall intent of this RFP, unless the exception would be of material benefit to the Library.

16. Library's Right to Disqualify For Conflict of Interest - The Library reserves the right to disqualify any Vendor on the basis of any real or apparent conflict of interest that is disclosed by the Proposal submitted or any other data available to the Library. The right of disqualification is at the sole discretion of the Library. Any Vendor submitting a Proposal herein, waives any right to object at any future time, before any body or agency, including but not limited to, the Library, or any court, to the Library's exercise of its right of disqualification by reason of real or apparent conflict of interest as determined by the Library.

17. Warranties - Any Vendor submitting a proposal in response to this RFP warrants and guarantees that the Vendor is fully capable of performing each and every task set forth in the Proposal. No limitation or exception to this warranty provision will be acceptable to the Library; except, it is understood that the Vendor is not responsible for any problems in performance caused by improper acts or omissions by the Library.

18. Covenant Against Contingent Fees - The Vendor warrants that no person or selling agent has been employed or retained to solicit or secure the Services Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee,

excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business.

For breach or violation of this warranty, the Library shall have the right to annul the Services Agreement without liability or in its discretion to deduct from fees or payments due the Vendor the commission, percentage brokerage or contingent fee.

19. Gratuities - The Library may, by written notice to the Vendor, terminate the right of the Vendor to proceed under the Services Agreement upon one (1) calendar day notice, if it is found that gratuities in the form of entertainment, gifts or otherwise were offered or given by the Vendor, or any agency or representative of the Vendor, to any officer or employee of the Library with a view toward securing or amending, or the making of any determinations with respect to the performance of such contract; provided that the existence of facts upon which the Library makes such findings shall be an issue and may be reviewed in any court of law. In the event of such termination, the Library shall be entitled to pursue the same remedies against the Vendor as the Library could pursue in the event of default by the Vendor.

20. Affirmative Action in Employment – The Library is committed to provide an equal opportunity for participation of minority and women owned business enterprises and providing equal opportunity in all Library business. If the qualified provider has received a certification by the State of Indiana or the City of Indianapolis as a MBE/WBE, a copy of the certification is to be included in the Proposal. Other States' certification programs will also be recognized.

It is the goal of the Library to achieve participation of minority and /or women owned business enterprises consistent with the City of Indianapolis' utilization policy in the procurement of goods and supplies, in the retention of professional services, and in the construction and renovation of facilities.

The Library extends to each individual, firm, vendor, supplier, contractor and subcontractor an equal opportunity to compete for the Library business and strongly encourage voluntary utilization of disadvantaged and/or minorities to reflect both industry and community ethnic composition.

A successful qualified provider in performing under this contract shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, religion, gender, national origin, age or disability, nor otherwise commit an unfair employment practice. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are dealt with during employment, without regard to their race, creed, color, religion, gender, national origin, age or disability.

21. Proposal Fees and/or Percentages - The Vendor must submit clearly stated fees as part of the Proposal.

22. Contract Period - The Services Agreement shall cover the period from December 1, 2009 through November 30, 2012 or an equivalent period depending upon date of the Services Agreement is awarded.

The Contract may be renewed at the expiration of its terms by mutual agreement between the parties. The renewal may be for two additional one-year periods.

Notice of intent to renew will be given to the Contractor in writing by the Library, normally 90 days before the expiration date of the current Services Agreement. This notice will not be deemed to commit the Library to renew the Services Agreement.

23. Protest of Award - Any person who has an objection to the awarding of the Services Agreement to any Vendor by the Library, shall lodge that protest, in writing, with the Library no later than 5:00 p.m. local time of the fifth (5th) calendar day, following release of the Library's Notification of Award letter. The Library retains the right to reject all protests not filed within this time or those found to be without merit.

25. News Releases - News releases pertaining to this service or any part of the subject shall not be made without prior approval of the Library.

26. Standard/Licensure Requirements - The selected Contractor shall provide documentation to the Library evidencing all necessary licenses to practice the business of elevator and escalator service prior to the final execution of a Service Agreement.

27. Out of State Vendors - It shall be a condition to the Services Agreement that any out-of-state Vendor that may be selected as Contractor shall be duly registered and qualified to do business within the State of Indiana.

G. GENERAL TERMS AND CONDITIONS

Any Vendor entering into a Service Agreement with the Library must agree to a number of general terms and conditions.

If a Vendor cannot agree to any of the stated general terms and conditions, its Proposal must clearly state the reason for any such non-compliance.

The submission of the proposal herein constitutes the agreement of any Vendor that any contract to be drawn as a result of an award herein will be prepared by the Library. The submission of a Proposal shall further constitute the agreement of each Vendor that it will not insist on the use of standard contract agreements, documents or forms, and that it waives any demand for the use of its standard agreements. The language of the Services Agreement to be executed will be drafted under the supervision of the Library's attorney and shall be the controlling document. Vendors are requested, however, to submit copies of their applicable standard contract forms for information purposes.

1. Compliance With Laws - In performing under a Service Agreement entered into as a result of this RFP, the Contractor shall comply with all applicable laws, ordinances, rules, regulations, and codes of Federal, State and local governments.

2. Continuation During Disputes - The Contractor agrees that, notwithstanding the existence of any dispute between the parties, insofar as is possible under the terms of the Services Agreement to be entered into, each party shall continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by any court.

3. Organization Employment Disclaimer - Any Services Agreement entered into as the result of this RFP will not constitute, create, give rise to or otherwise recognize a joint venture, agreement or relationship, partnership or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly set forth therein. The Contractor will agree that no persons supplied by it in the performance of the contract are employees of the Library and further agrees that no rights of the Library's civil service, retirement or personnel rules accrue to such persons.

The Contractor shall have the total responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning such persons provided by such Contractor in the performance of the contract and shall save and hold the Library harmless with respect thereto.

4. Estimated Usage - The Services Agreement shall be on an as needed, if needed basis. The Library makes no guarantee as to the amount of usage. The data included in this RFP is for informational purposes only.

5. Method of Payment - Contractor will be paid in accordance with payment procedures as stipulated in the Services Agreement.

Reports and invoices submitted must contain the contract number under which the Services Agreement is awarded.

Contractor shall submit payments/invoices/reports to the addressee designated in the Services Agreement.

The Contractor shall submit monthly invoices, for each payment requested, such statement to also include a detailed breakdown of all charges.

All invoices will be paid promptly by the Library unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.

7. Insurance - Contractor, performing as an independent contractor hereunder, shall be fully responsible for providing Commercial General Liability and Errors and Omissions coverage in the amount of at least \$1,000,000. The Library shall have no responsibility or liability for such insurance coverage.

Vendor must provide certificates of insurance compliance within fifteen (15) calendar days after notification of award. The Library shall be listed as an additional insured and must be notified thirty (30) days in advance of insurance modification, cancellation or termination.

8. Suspension of Work/Termination or Suspension - The Library reserves the exclusive right to terminate or suspend all or any portion of the Services for which the Contractor is employed by giving thirty (30) days' written notice to the Contractor; however, if any portion of the Services shall be terminated or suspended, the Library shall pay the Contractor equitably for all services properly performed pursuant to the Services Agreement. If the Services are suspended and the Contractor is not given an order to resume work within sixty (60) days from the effective date of the suspension, this Services Agreement will be considered terminated.

9. Prime Contractor Responsibility - Planned use of subcontractors in connection with this Services Agreement should be clearly explained and described in the Proposal. The prime Contractor will be responsible, and must take responsibility, for the performance under the entire Services Agreement whether or not subcontractors are used.

In contractor/subcontractor arrangements involving more than one firm, it does not matter to the Library which firm assumes the lead, as long as that firm assumes full responsibility for the performance of the Service as delineated in the Services Agreement negotiated with the Library. The Library will only enter into a Services Agreement with the prime Contractor.

10. Confidentiality of Information - The Contractor shall treat all information furnished by the Library and services provided hereunder as confidential. The Contractor shall not disclose such information to others without the prior written consent of the Library's authorized representative.

11. Audit of Contract Records - The Contractor must keep all resulting contract records separate and make them available for audit by Library personnel upon request.

H. PROPOSAL REQUIREMENTS

1. Introduction - The following guidelines are provided to ensure the equitable evaluation of competitive sealed Proposals and to contain the cost of participation to some reasonable level. Therefore, Proposals should be prepared as closely as possible in accordance with the instructions outlined in this section. Vendor is advised to read this

RFP in its entirety. Failure to read and/or understand any portion of this RFP shall not be cause for waiver of any portion of the RFP.

2. Proposal Format - The Proposal shall be signed by an individual authorized to bind the Vendor and shall contain a statement to the effect that the Proposal is a firm offer for a one hundred eighty (180) calendar day period from the date of the opening. The Proposal shall provide the name, title, address and telephone number of individuals with authority to contractually bind the Contractor and may be contacted during the period of the Services Agreement. All fees quoted shall be firm and fixed for the full contract period and any extension.

The Proposal shall be presented in the following format and include, at a minimum, all the information specified. Proposals are requested to be typewritten and on 8-1/2 x 11 inch paper for ease of evaluation. Responses should be specific and complete in every detail, prepared in a simple straight-forward manner.

a. A letter of proposal submission and introduction, including the name and address of the firm submitting the Proposal, and name of a contact person, shall be the first page of the Proposal. The Proposal shall be signed by an authorized representative of the Vendor and shall include the name (s), title, address, and telephone number of the individual(s) authorized to negotiate a Services Agreement with the Library.

b. An executive summary highlighting the Vendor's background, experience and variety of services, and any service enhancements unique to the Vendor shall immediately follow the letter of proposal submission and introduction.

c. A brief statement of the Vendor's understanding of the Services required.

d. A work plan detailing the approach the Vendor intends to follow in providing the Services required as outlined in this RFP.

e. The Vendor's fees for Services performed (in a form substantially similar to that attached hereto as Attachment A).

f. The Vendor shall define the capability of their organization to meet the intended objectives of this RFP. Description of the Vendor's organization chart, names of staff members that would primarily be assigned to this account, role of each staff member, and resumes of principal officers showing education and experience relevant to this type of work.

g. References showing prior experience in the areas as outlined in this RFP preferably with libraries, government agencies and/or corporate clients. Each reference shall include the name and address of client as well as the name and telephone number of individual who can be contacted for verification of services.

h. Copies of reports, forms, standard agreement, etc.

- i. Include any other information that is considered to be important by the Vendor.

Deviations from the above format or the absence of documentation may render the Proposal invalid for this RFP.

3. Proposal Submittal Instructions - An original and seven (7) copies of the Proposal shall be sealed in a package(s) showing, in addition to the following address, the following information on the outside:

- a. Vendor's Name:
- b. Request for Proposal entitled: Elevator and Escalator Services Proposal
- c. Proposal Submission Deadline: October 8, 2009

The Proposal package shall be delivered or sent by mail to:

Pamela Knox Hammersley
Contract Administrator
Indianapolis Marion County Public Library
2450 N. Meridian Street, PO Box 211
Indianapolis, IN 46206-0211

4. Proposal Evaluation - Proposals will be evaluated by the Library and the highest ranking Vendors may be asked to make a formal presentation to the Board/Evaluation Committee. Evaluation of the Proposals will include but not be limited to the following areas:

	<u>Weighting</u>
A) Proven service capabilities (i.e., proven ability To handle large accounts successfully based upon Feedback received from references.) Overall quality And completeness of service.	50%
B) Cost of Services (fees)	50%

ATTACHMENT "A"

PRICE PROPOSALS:

VENDOR'S NAME:

Annual cost for testing and scheduling of State Certification for:

<u>Equipment</u>		<u>Annual Cost</u>
Central Library		
Hydraulic Passenger Elevators	#1 & 2	_____
Geared Passenger Elevator	#3 & 4	_____
Geared Passenger Elevator	#5	_____
Hydraulic Passenger Elevator	#6	_____
Escalators	# 1 – 10	_____
Gillespie Trash lift (sidewalk lift)	2F / OR	_____
Atlas Dumbwaiter	2F / OR	_____
Library Service Center		
Hydraulic Passenger Elevator	#1	_____
Spades Park Branch Library		
Hydraulic Passenger Elevator	#1	_____

Regular Repair and Maintenance Costs per hour for repair/maintenance of:

<u>Equipment</u>		<u>Hourly Cost</u>
Central Library		
Hydraulic Passenger Elevators	#1 & 2	_____
Geared Passenger Elevator	#3 & 4	_____
Geared Passenger Elevator	#5	_____
Hydraulic Passenger Elevator	#6	_____
Escalators	# 1 – 10	_____
Gillespie Trash lift (sidewalk lift)	2F / OR	_____
Atlas Dumbwaiter	2F / OR	_____
Library Service Center		
Hydraulic Passenger Elevator	#1	_____
Spades Park Branch Library		
Hydraulic Passenger Elevator	#1	_____

After Hours/Emergency Repair and Maintenance Costs per hour for repair/maintenance of :

<u>Equipment</u>		<u>Hourly Cost</u>
Central Library		
Hydraulic Passenger Elevators	#1 & 2	_____
Geared Passenger Elevator	#3 & 4	_____
Geared Passenger Elevator	#5	_____
Hydraulic Passenger Elevator	#6	_____
Escalators	# 1 – 10	_____
Gillespie Trash lift (sidewalk lift)	2F / OR	_____
Atlas Dumbwaiter	2F / OR	_____
Library Service Center		
Hydraulic Passenger Elevator	#1	_____
Spades Park Branch Library		
Hydraulic Passenger Elevator	#1	_____