

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 05/06/2009	2. CONTRACT NO. (If any) GS06F0035N	6. SHIP TO: George Prussack		
3. ORDER NO. DTMA5F09066	4. REQUISITION/REFERENCE NO. ER09-23	a. NAME OF CONSIGNEE U.S. MERCHANT MARINE ACADEMY		
5. ISSUING OFFICE (Address correspondence to) U.S. Merchant Marine Academy (Procurement) MMA-5206, Division of Procurement		b. STREET ADDRESS Dept. of Engineering Resources DPW Building		
Kings Point NY 11024-1699		c. CITY Kings Point	d. STATE NY	e. ZIP CODE 11024-1699

7. TO:	f. SHIP VIA
a. NAME OF CONTRACTOR Nick Stanton	

b. COMPANY NAME FUJITEC AMERICA INC.			8. TYPE OF ORDER	
c. STREET ADDRESS 401 Fujitec Drive			<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
d. CITY Lebanon			REFERENCE YOUR:	
e. STATE OH			Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
f. ZIP CODE 45036-9691				

9. ACCOUNTING AND APPROPRIATION DATA 7009 - 1750 - 002009 - 1MRO000 - 00 - 4000 - 05 - 208002521 - 5610066 - 00 - - - -	10. REQUISITIONING OFFICE U.S. MERCHANT MARINE ACADEMY
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED	Destination
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS		

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
a. INSPECTION USMMA KINGS POINT, NY	b. ACCEPTANCE USMMA KINGS POINT, NY			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	SEE LINE ITEM DETAIL					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO: Justin Breedon				
	a. NAME USMMA A/P Branch, AMZ-160				\$5,276.00
	b. STREET ADDRESS (or P.O. Box) USMMA A/P Branch, AMZ-160, PO Box 25710				
c. CITY Oklahoma City	d. STATE OK	e. ZIP CODE 73125			

22. UNITED STATES OF AMERICA BY (Signature) <i>Maximilian S. Diah</i>	23. NAME (Typed) Max Diah TITLE: CONTRACTING/ORDERING OFFICER
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 05/06/2009	CONTRACT NO. GS06F0035N	ORDER NO. DTMA5F09066
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ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p><i>DUNS: 037797453</i> <i>REMIT TO: SAME AS ABOVE</i></p> <p>ELEVATOR SERVICE MAINTENANCE</p> <p>Contractor to supply all labor, supervision, tools, materials and equipment necessary to perform maintenance service on the following elevators located at the U.S. Merchant Marine Academy, Kings Point, NY, for the period beginning April 1, 2009 and ending May 31, 2009.</p> <p>All work shall be performed in accordance with the Specifications For Providing Maintenance Service For Elevator Systems (see Attachment 1).</p> <p>OTIS - Gibbs Hall and Commissary</p> <p>Westinghouse- Bowditch Hall and Patten Clinic</p> <p>Dover- Samuels Hall/CAORF Building, O'Hara Hall (Extension) and Yocum sailing center</p> <p>CURTIS- Bland Library</p> <p>GILLESPIE Barry Hall</p> <p>Thyssenkrupp Vickery Gate</p> <p align="center"><i>Start Date End Date</i> 04/01/2009 05/31/2009</p> <p>Reference Requisition: ER09-23</p> <p><i>CONTACT: DEBORAH PORTER, CONTRACT SPECIALIST</i> <i>INVOICE INQUIRIES: BARBARA MARTOS</i> <i>405-954-1219</i></p>	2.00	MO	2,638.000	5,276.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ➔ \$5,276.00

**Contract Level
Funding Summary**

Document Number
DTMA5F09066

Title
MAINT SERVICE-ELEVATOR

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7009 - 1750 - 002009 - 1MRO000 - 00 - 4000 - 05 - 208002521 - 5610066 - 00 - - - - -

\$5,276.00

Reference Requisition: ER09-23

Total Funding: \$5,276.00

ATTACHMENT 1

**UNITED STATES MERCHANT MARINE ACADEMY
KINGS POINT, NEW YORK**

**SPECIFICATIONS FOR PROVIDING MAINTENANCE SERVICE
FOR ELEVATOR SYSTEMS**

SECTION A – GENERAL

- A.1** Contractor to supply all labor, supervision, tools, materials and equipment necessary to perform maintenance service on the following elevators located at the U.S. Merchant Marine Academy, Kings Point, NY.
- a. Otis Elevators – located in Gibbs Hall and the Commissary (Delano Hall)
 - b. Westinghouse Elevators – located in Bowditch Hall and Patten Clinic
 - c. Dover Elevators – located in Samuels Hall/CAORF Building, O’Hara Hall (Extension) and Yocum Sailing Center
 - d. Curtis Elevator – located in Bland Library
 - e. Thyssenkrupp: located in Vickery Gate
 - f. Gillespie Elevator – located in Barry Hall

SECTION B – ACADEMY ELEVATOR EQUIPMENT

- B.1** Contractor shall provide all labor (in the form of a qualified Elevator Mechanic), materials, parts, lubricants, cleaning compounds, supervision, tools and equipment necessary to inspect and maintain elevators in proper working condition; and provide emergency service on all equipment associated with the various elevators in the buildings listed in Section A.1.
- B.2** It is the sole responsibility of the Contractor to thoroughly inspect the buildings and become familiar with all the elevators and Mechanical Equipment Rooms (MERs) located therein. The Contracting Officer’s Technical Representative (COTR) or his representative will be available to tour with the Contractor the various buildings and to assist the Contractor in locating equipment. This, however, does not negate the Contractor’s responsibility to become totally familiar with the equipment and their locations.

SECTION C – SERVICES TO BE PROVIDED

- C.1** Contractor shall use trained men familiar with all makes of elevators directly employed and supervised by the Contractor. They will be qualified to keep equipment properly adjusted and maintained and shall use all care to maintain the elevators and associated equipment in proper operating condition.
- C.2** Contractor shall provide emergency service as required between inspections on a 24-hour seven-day schedule. The Contractor is to respond within four (4) hours from the time a call for emergency service is made.
- C.3** The Contractor shall provide once a month inspection and maintenance service during the contract period. The specific day for this activity shall be coordinated with and agreed to by the COTR.
- C.4** An up to date signed elevator inspection certificate must be kept in each elevator car.
- C.6** All MERs and elevator pits must be kept clean. A copy of the Material Safety Data Sheets (MSDS) must be kept in the elevator MERs and a copy must given to the Department of Engineering Resources.

SECTION D– GENERAL

- D.1** Preventive maintenance inspection will be performed during normal working hours 8:00 a.m. to 3:30 p.m.
- D.2** The Contractor upon entering the Academy for the purpose of performing preventive maintenance work will go directly to the Facilities Management Building. Contractor's personnel shall log in by presenting a Contractor supplied Maintenance and Inspection Form, and subsequently upon completion of work/inspection, log out, presenting a copy of the Form fully completed to U.S. Merchant Marine Academy personnel. Any unusual performance or problems with equipment will be brought to the attention of the COTR. Failure to sign in or out is to be understood by the Contractor that the maintenance/inspection/work for that day was not performed. Payment will not be made unless all monthly work service slips, one per elevator, are attached to the monthly invoice.
- D.3** Failure to sign in or out is to be understood by the Contractor that the maintenance/inspection/work for that day was not performed.
- D.5** Keys to the buildings will be available through Security or the COTR for access.

SECTION E – SCOPE OF WORK

- E.1** The preventive maintenance inspection will include but not be limited to the following:
- a. The Contractor will regularly and systematically examine, adjust, lubricate and, when required by the wear and tear of elevator usage, repair or replace equipment using *trained qualified* personnel directly employed and supervised by the Contractor.
 1. Power Unit
 2. Pump Motor
 3. Controller
 4. Valves:
 - a. Relief
 - b. Pilot
 - c. Lowering
 - d. Leveling and check valves and any of the parts thereof
 5. V-belts, strainers, springs and gaskets
 6. Controller relays, solid-state control components, electric eye/safety edge contacts, coils, timers, magnet frames and controller wiring, traveling cable and other components for an entire operating circuit and system.
 7. Plunger, guide bearings, packing and packing gland
 8. Guide rails and guide shoes
 9. Furnish proper lubricants
 10. Maintain proper hydraulic fluid levels
 11. Make any adjustments, repairs and replacements, which should be made as part of proper preventive maintenance, before the next regular scheduled maintenance visit.
 12. Periodic inspection and tests of the Hydraulic System and/or governor, pressure relief valve, safeties and buffers on the equipment at the Contractor's expense as outlined in the American National Standard Safety Code for Elevators and Escalators, ANSI/ASME A17.1 AND A17.2. The Contractor shall perform the periodic tests at the frequency as stated in the ANSI/ASME A17.1 Safety Code for Elevators and Escalators. Contractor shall upgrade all elevators, as required to meet all safety codes.
 13. Re-lamp all signals and lights as required.

14. The USMMA will not be responsible for additional service work claims due to loss of electrical power or an act of God disaster.

SECTION F – CONTRACTORS EXCLUSIONS

- F.1** Refinishing, repairing or replacement of car enclosure, car doors, frames and sills, car flooring and floor covering, hoistway enclosures and hoistway door panels.
- F.2** Light fixtures and lamps, main line power switches, breakers and feeders, emergency power plant and associated contactors, emergency car light and battery, smoke and fire detectors.
- F.3** Underground and/or buried piping and jack casing.

SECTION G – CONTRACT REQUIREMENTS

- G.1** The Contractor will, upon inspection of elevators and equipment, be responsible for equipment in its present condition. The U.S. Merchant Marine Academy will not agree to a prorated schedule on parts determined by the Contractor to be in various stages of wear and/or deterioration.
- G.2** The Contractor will make every effort to maintain throughout the life of the contract the same technical personnel who have established a familiarity with the work and equipment locations to be utilized throughout the contract. This would promote an efficient working relationship between the Contractor and the COTR. This would ultimately save time and effort by both the Contractor and the U.S. Merchant Marine Academy.