

IV. BENEFITS

A. Employee Benefits

The Company provides certain benefits to employees including but not limited to paid time off, unpaid time off and insurance programs. **The company reserves the right to amend, modify or terminate any of these benefits at any time with or without notice, in its sole discretion and in accordance with applicable law.** Eligible employees at VDA are offered a range of benefits. A number of programs (such as Social Security, Workers' Compensation, state disability, and Unemployment Insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon the employee's classification as a full time employee or eligible part-time employee. Details of these programs can be obtained by contacting the Human Resources department. The descriptions of benefits that follow are qualified in their entirety by the applicable plan documents and summary plan descriptions, the terms of which shall apply in the event of any inconsistency with this handbook. Copies of the Summary Plan Description and Plan Documents are available from the Human Resource Manager.

The following benefit programs may be available to eligible employees:

- Group Health Insurance (Medical)
 - Group Life and Accidental Death & Dismemberment (AD&D) Insurance
 - *Supplemental Life and Accidental Death & Dismemberment (AD&A) Insurance
 - Statutory Short-Term Disability Insurance
 - Long Term Disability Insurance
 - *Statutory Worker's Compensation Insurance
 - Tax Deferred 401(K)
 - Flexible Spending Account (FSA) & Health Reimbursement Account (HRA)
 - *Statutory Unemployment Compensation
-

OMNIA PARTNERS EXHIBITS
EXHIBIT F- FEDERAL FUNDS CERTIFICATIONS

FEDERAL CERTIFICATIONS
ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

TO WHOM IT MAY CONCERN:

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. This form should be completed and returned with proposal.

The following certifications and provisions may be required and apply when a Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Participating Agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if Participating Agency believes, in its sole discretion that it is in the best interest of Participating Agency to do so. Offeror will be compensated for work performed and accepted and goods accepted by Participating Agency as of the termination date if the contract is terminated for convenience of Participating Agency. Any award under this procurement process is not exclusive and Participating Agency reserves the right to purchase goods and services from other offerors when it is in Participating Agency's best interest.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does offeror agree to abide by the above? YES _____ Initials of Authorized Representative of offeror

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted

Requirements for National Cooperative Contract

OMNIA PARTNERS EXHIBITS
EXHIBIT F- FEDERAL FUNDS CERTIFICATIONS

Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

(1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

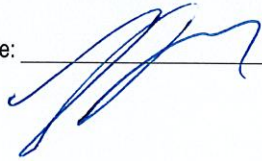
Address, City, State, and Zip Code: 120 Eagle Rock Avenue, Ste 310, East Hanover, NJ 07930

Phone Number: 973-994-9226 Fax Number: _____

Printed Name and Title of Authorized Representative: John McGarr - Dir. of Marketing

Email Address: JMcGarr@VdASSOC.com

Signature of Authorized Representative: _____



Date: _____

9/25/14

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

NEW JERSEY BUSINESS COMPLIANCE

Suppliers intending to do business in the State of New Jersey must comply with policies and procedures required under New Jersey statutes. All offerors submitting proposals must complete the following forms specific to the State of New Jersey. Completed forms should be submitted with the offeror's response to the RFP. Failure to complete the New Jersey packet will impact OMNIA Partners' ability to promote the Master Agreement in the State of New Jersey.

DOC #1	Ownership Disclosure Form
DOC #2	Non-Collusion Affidavit
DOC #3	Affirmative Action Affidavit
DOC #4	Political Contribution Disclosure Form
DOC #5	Stockholder Disclosure Certification
DOC #6	Certification of Non-Involvement in Prohibited Activities in Iran
DOC #7	New Jersey Business Registration Certificate

New Jersey suppliers are required to comply with the following New Jersey statutes when applicable:

- all anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38;
- Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act;
- Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26; and
- Bid and Performance Security, as required by the applicable municipal or state statutes.

**OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

DOC #1

**OWNERSHIP DISCLOSURE FORM
(N.J.S. 52:25-24.2)**

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the offeror shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: Van Deusen & Associates, Inc.

Street: 120 Eagle Rock Avenue, Suite 310

City, State, Zip Code: East Hanover, NJ 07936

Complete as appropriate:

I _____, certify that I am the sole owner of _____, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

I _____, a partner in _____, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

OR:

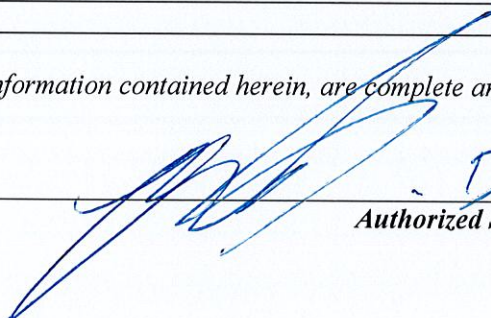
I John McGarr, an authorized representative of Van Deusen & Associates, Inc., a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
M. Wade Smith	120 Eagle Rock Avenue, Suite 310, East Hanover, NJ 07936	21.75
Robert Cuzzi	145 West 30th Street, New York, NY 10001	21.75

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

9/25/2019
Date



 Dir. of Marketing
Authorized Signature and Title

**OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

DOC #3

**AFFIRMATIVE ACTION AFFIDAVIT
(P.L. 1975, C.127)**

Company Name: Van Deusen & Associates, Inc,

Street: 120 Eagle Rock Avenue, Suite 310

City, State, Zip Code: East Hanover, NJ 07936

Proposal Certification:

Indicate below company's compliance with New Jersey Affirmative Action regulations. Company's proposal will be accepted even if company is not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

Required Affirmative Action Evidence:

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval

OR

2. A photo copy of their Certificate of Employee Information Report

OR

3. A complete Affirmative Action Employee Information Report (AA302) _____

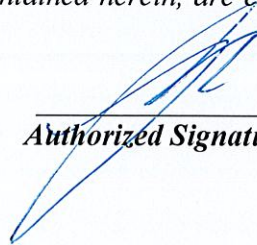
Public Work – Over \$50,000 Total Project Cost:

A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the

B. Approved Federal or New Jersey Plan – certificate enclosed

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

9/25/2019
Date


Authorized Signature and Title

Director of Marketing

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #2

NON-COLLUSION AFFIDAVIT

Company Name: Van Deusen & Associates, Inc.

Street: 120 Eagle Rock Avenue, Suite 310

City, State, Zip Code: East Hanover, NJ 07936

State of New Jersey

County of Morris

I, John McGarr of the East Hanover
Name City

in the County of Morris, State of New Jersey
of full age, being duly sworn according to law on my oath depose and say that:

I am the Director of Marketing of the firm of Van Deusen & Associates, Inc.
Title Company Name

the Offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said proposal with full authority to do so; that said Offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Van Deusen & Associates, Inc.
Company Name

[Signature] Director of Marketing
Authorized Signature & Title

Subscribed and sworn before me

this 9th day of September, 20 19

Jessica Mary Diaz
Notary Public of New Jersey

My commission expires October 15, 20 20

Requirements for National Cooperative Contract

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Jessica Mary Diaz
Notary Public, New Jersey
My Commission Expires 10-15-20

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #3, continued

P.L. 1995, c. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE
CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

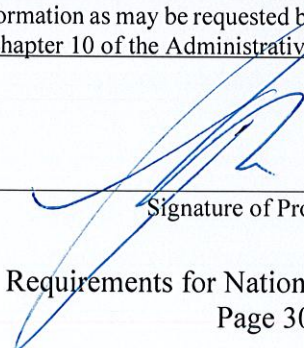
The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of it testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).



Signature of Procurement Agent

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #4

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html). Please refer back to these instructions for the appropriate links, as the Local Finance Notices include links that are no longer operational.

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at <http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12>. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract (See Local Finance Notice 2006-7 for additional information on this obligation at http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html). A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. NOTE: This section is not applicable to Boards of Education.

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

Doc #4, continued **C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**
Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

**OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

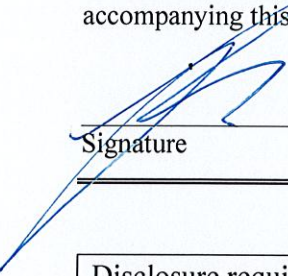
**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant to N.J.S.A. 19:44A-20.26**

**This form or its permitted facsimile must be submitted to the local unit
no later than 10 days prior to the award of the contract.**

Part I – Vendor Information

Vendor Name:	Van Deusen & Associates, Inc.		
Address:	120 Eagle Rock Avenue, Suite 310		
City:	East Hanover	State: NJ	Zip: 07936

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.


John McGarr
Director of Marketing

 Signature Printed Name Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form

Contributor Name	Recipient Name	Date	Dollar Amount
Not Applicable			\$

Check here if the information is continued on subsequent page(s)

**OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26**

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD
FROM THE PAY TO PLAY SECTION OF THE DLGS WEBSITE A
COUNTY-BASED, CUSTOMIZABLE FORM.**

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #5

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

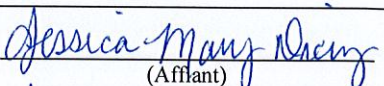
Limited Liability Partnership

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: M. Wade Smith	Name:
Home Address: 120 Eagle Rock Avenue, Suite 310 East Hanover, NJ 07936	Home Address:
Name: Robert Cuzzi	Name:
Home Address: 145 West. 30th Street, Floor 4 New York, NY 10001	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this <u>25</u> day of <u>September</u> , 2019	 (Affiant)
(Notary Public)	<u>Jessica Mary Diaz - MPT Coordinator</u> (Print name & title of affiant)
My Commission expires: <u>10-15-20</u>	(Corporate Seal)

Jessica Mary Diaz Notary Public, New Jersey My Commission Expires 10-15-20

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #6

Certification of Non-Involvement in Prohibited Activities in Iran

Pursuant to N.J.S.A. 52:32-58, Offerors must certify that neither the Offeror, nor any of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32 – 56(e) (3)), is listed on the Department of the Treasury’s List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32 – 56(f).

Offerors wishing to do business in New Jersey through this contract must fill out the Certification of Non-Involvement in Prohibited Activities in Iran here:

http://www.state.nj.us/humanservices/dfd/info/standard/fdc/disclosure_investmentact.pdf.

Offerors should submit the above form completed with their proposal.

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #7

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
(N.J.S.A. 52:32-44)

Offerors wishing to do business in New Jersey must submit their State Division of Revenue issued Business Registration Certificate with their proposal here. Failure to do so will disqualify the Offeror from offering products or services in New Jersey through any resulting contract.

<http://www.state.nj.us/treasury/revenue/forms/njreg.pdf>

September 25, 2019

Michael Lasley, CPPB
Contract Manager
OMNIA Partners, Public Sector
615-236-9072 Office

Re: OMNIA Partners-UCal, San Diego, CA - Vertical Transportation Consultation

Dear Mr. Lasley:

Van Deusen & Associates, Inc. appreciates the opportunity to provide our services for Vertical Transportation Consulting.

Attached please find the completed Business Compliance and Federal Funds Certifications forms.

Regarding the Affirmative Action Affidavit page, please note we have taken the necessary steps to obtain an updated copy of our Employee Information Report. In the interim, I have included an expired copy of our Employee Certificate Report (2012-2019).

In closing, should questions arise in your review of this submission by all means ask. We are here to help!

Very Truly Yours



John McGarr
Director of Marketing

JM/
Enclosure

Certification

CERTIFICATE OF EMPLOYEE INFORMATION REPORT 20602

This is to certify that the **RENEWAL** contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

15-FEB-2012

to

15-FEB-2019

**VAN DEUSEN AND ASSOCIATES INC.
5 REGENT STREET
LIVINGSTON NJ 07039**



A handwritten signature in black ink, appearing to read "A. Sidamon-Eristoff".

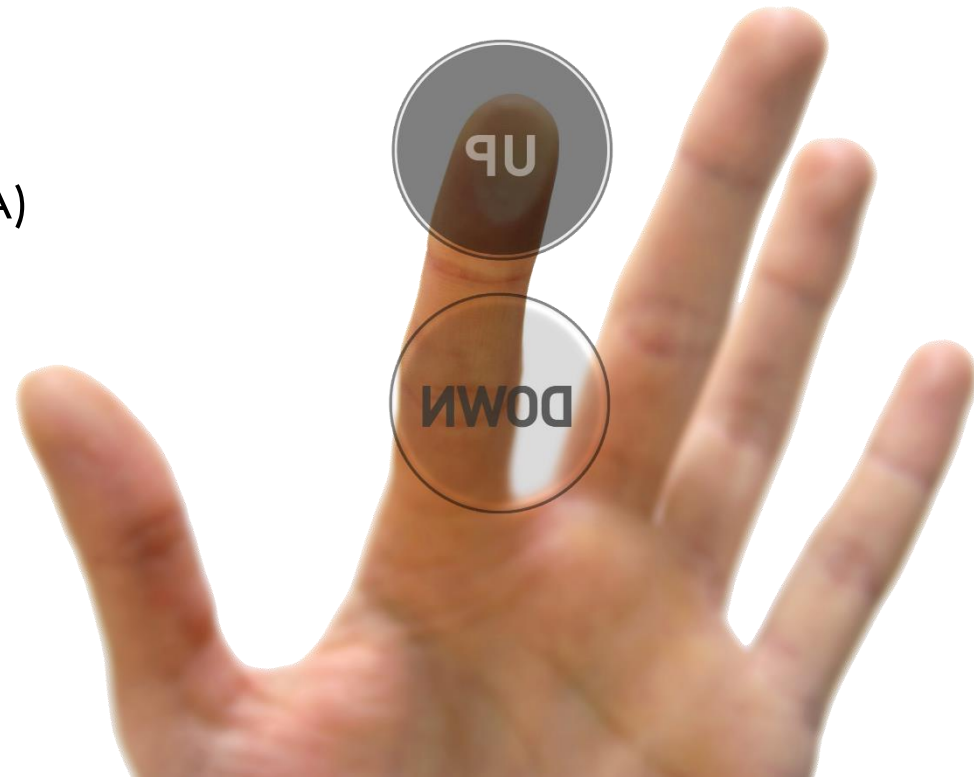
Andrew P. Sidamon-Eristoff
State Treasurer

LIST OF VDA'S SERVICES

- Due Diligence (DD) (details attached)
- Quality Control Evaluation (QCE) (details attached)
- Survey Evaluation Report (SER) (details attached)

Services below not requested in RFP but are available

- Inspection (MPT/AIC)
- Maintenance Monitoring
- Full Maintenance Agreement (FMA)
- Limited Maintenance Agreement(LMA)
- Modernization (Mod)
- Mod – Due Diligence
- Master Planning
- Contract Administration
- New Equipment- Existing Building
- New Construction (NC)
- Legal



Due Diligence

\$425/unit (minimum 4 units)

Add Travel to the following sites:

UC San Diego	6 hours
UC Santa Cruz	4 hours
UC Santa Barbra	4 hours

- ❑ Identify quantity, type and age of equipment
- ❑ Provide a general assessment of maintenance and operational condition
- ❑ Determine compliance with ADA
- ❑ Provide an opinion of remaining useful life



Quality Control Evaluation

\$525/unit (minimum 4 units)

Add Travel to the following sites:

UC San Diego	6 hours
UC Santa Cruz	4 hours
UC Santa Barbra	4 hours

- ❑ Evaluation or Overall Level of Maintenance
- ❑ Actual Operating Performance vs. Recommended Standards
- ❑ Review Mandated Testing Dates
- ❑ Itemized Deficiency Documentation
- ❑ Recommendations for Improvement

Service Evaluation & Report

\$820/unit (minimum 3 units)

Add Travel to the following sites:

UC San Diego	6 hours
UC Santa Cruz	4 hours
UC Santa Barbra	4 hours

- ▣ Survey of Existing Equipment
- ▣ Provide Current Equipment Status
 - Observation, Evaluation, Recommendation
- ▣ Provide a Vertical Transportation System Profile
- ▣ Document Code and ADA Compliance
- ▣ Evaluate Actual Operating Performance
- ▣ Provide a Life Cycle Analysis
- ▣ Itemized Deficiency Documentation with Photos if Necessary
- ▣ CapEx Needs and Planning



VDA[®] (Van Deusen & Associates)

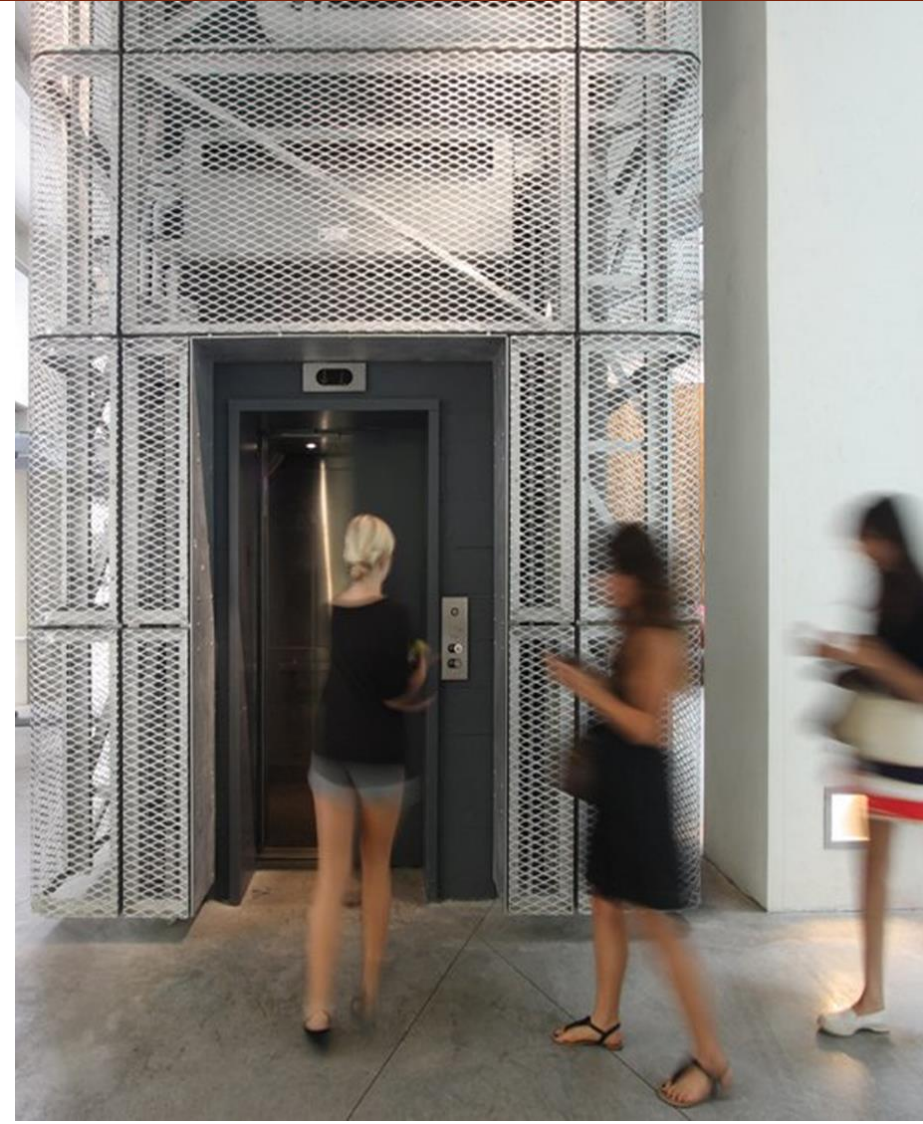
Prepared for

VDA[®] (Van Deusen & Associates)



Vertical Transportation Consultants

- **FOUNDED IN 1980 BY JOHN VAN DEUSEN**
- **OVER 30,000 PROJECTS WORLDWIDE**
- **A GLOBAL LEADER IN VT CONSULTING**
- **EXPERTS IN ALL TYPES AND PHASES OF VT**
 - ENGAGED THROUGH ENTIRE LIFECYCLE
 - STAFF WITH DIVERSE INDUSTRY BACKGROUND
 - CONTINUAL TECHNOLOGY TRAINING
- **BRANCHES THROUGHOUT THE US**
- **ALL MARKETS AND BUILDING TYPES**
- **154 EMPLOYEES**
 - 3 WORKING PRINCIPALS
 - 1 DIRECTOR
 - 45 MARKETING/ADMIN/ACCOUNTING
 - 105 TECHNICAL



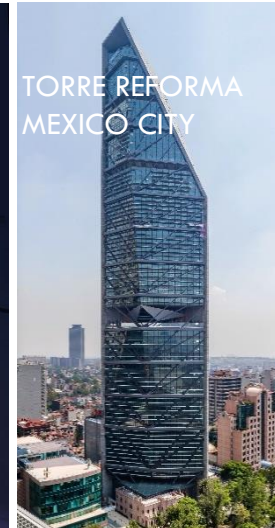
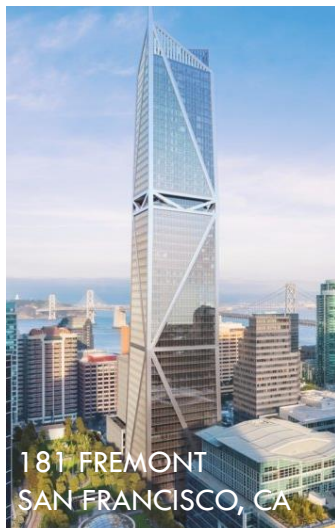
WHO IS VDA?

- VDA is an independent elevator consulting firm
 - Role: Technical / Code Advisor for all vertical transportation equipment and related issues. We work on your behalf.
- Majority of VDA staff have extensive elevator industry / field experience and are QEI certified elevator independent elevator inspectors
 - Many are also licensed Elevator Mechanics
- Value provided
 - Elevator industry expertise representing client interests
 - Local representation with corporate support and national network
 - Services can be customized by facility/Not one size fits all

What Services Does VDA Offer?

NEW CONSTRUCTIONS SERVICES

- Conceptual Design
- Traffic Analysis
- Design Layouts
- Performance Specifications
- Tendering Documents
- Bid Analysis/Peer Review
- Construction Administration



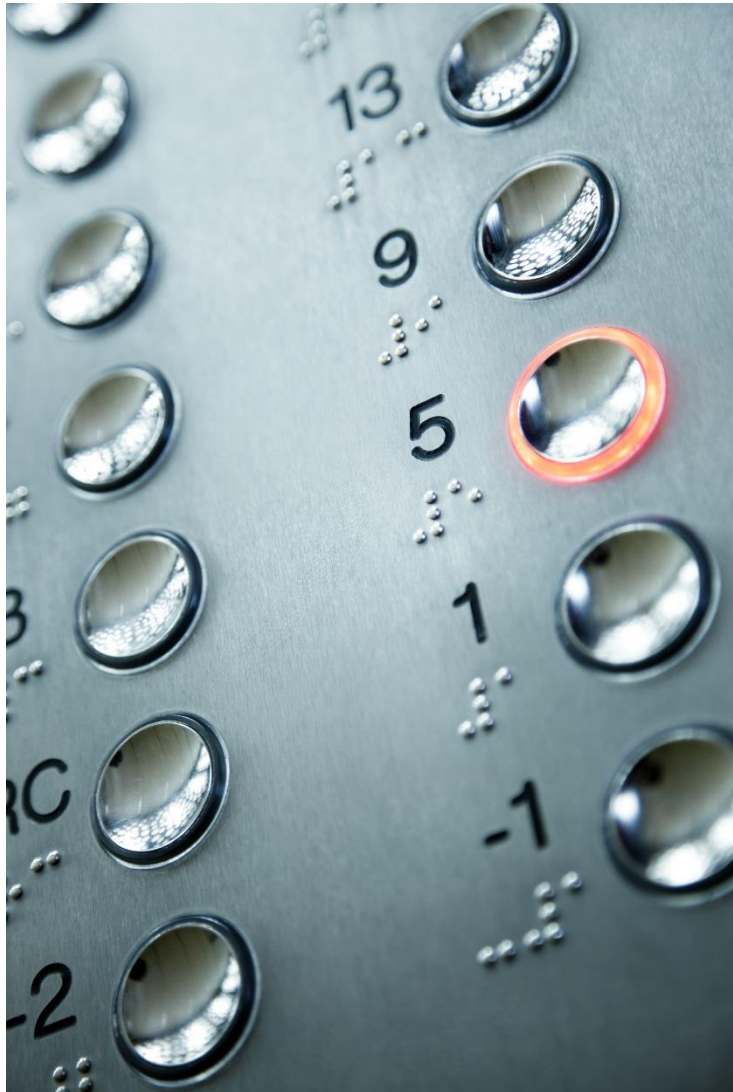
What Services Does VDA Offer?

MODERNIZATION SERVICES

- Initial Survey
- Equipment Evaluation
- Performance Specifications
- Tendering Documents
- Bid Analysis/Recommendation
- Construction Administration



What Services Does VDA Offer?



EXISTING EQUIPMENT SERVICES

- Equipment Evaluations
- Performance Evaluations
- Life Cycle/Budget Assistance
- Maintenance Quality Audits
- Service Agreement Preparation/Review
- Due Diligence
- Code Analysis
- ADA Survey



GLOBAL PROJECTS



Abu Dhabi International Airport Midfield Terminal Complex



Dubai Observation Tower



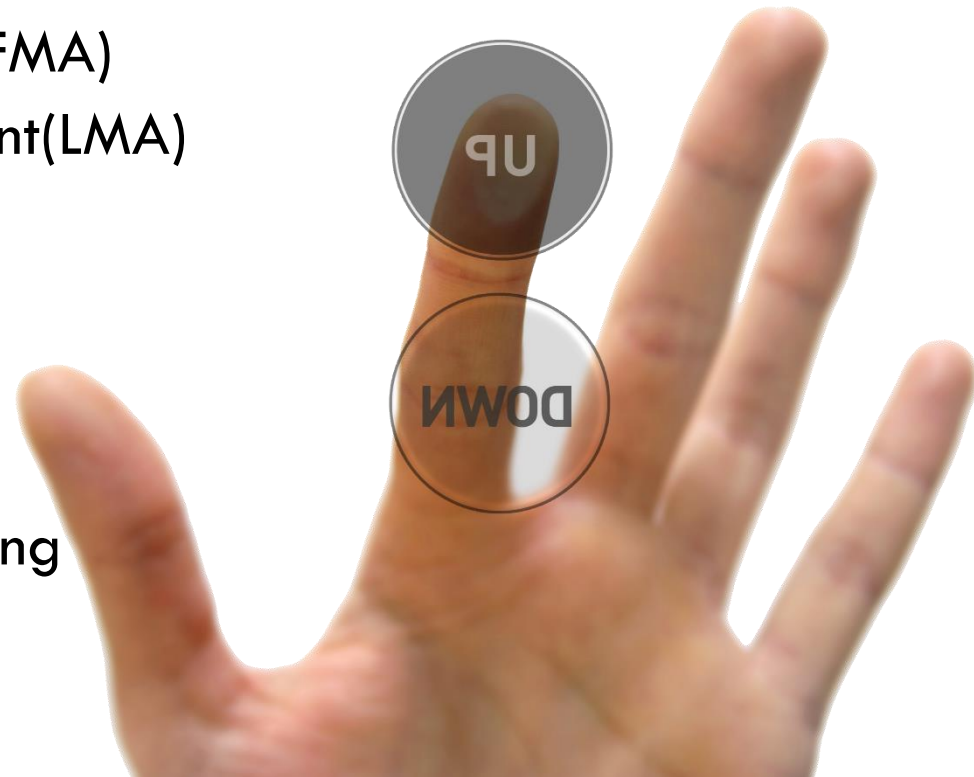
Al Hamra Firdous Tower



MGM Grand Complex Abu Dhabi

FULL LIST OF VDA'S SERVICES

- ❑ Quality Control Evaluation (QCE)
- ❑ Survey Evaluation Report (SER)
- ❑ Inspection (MPT/AIC)
- ❑ Maintenance Monitoring
- ❑ Full Maintenance Agreement (FMA)
- ❑ Limited Maintenance Agreement(LMA)
- ❑ Modernization (Mod)
- ❑ Mod – Due Diligence
- ❑ Master Planning
- ❑ Contract Administration
- ❑ New Equipment- Existing Building
- ❑ New Construction (NC)
- ❑ Legal





**Partner with VDA from
Concept to Completion**

BRANCH OFFICE LISTING (January 2019)

Atlanta, GA

3653 Canton Road, Suite 205 | Marietta, GA 30066
T: 404-532-1980 / F: 856-354-8573

FL - Miami

1000 West McNab Road, Suite 320 | Pompano Beach, FL 33069
T: 954-908-7252 / F: 954-271-3420

Belen, New Mexico

4801 Lang Ave NE, Suite 100 | Albuquerque, NM 87109
T: 505 798-2566

FL - Orlando (Virtual – UPS Store)

8815 Conroy-Windermere Road #615 | Orlando, FL 32835
T: 954-908-7252 / F: 954-271-3420

Boston, MA

101 Summer Street, 4th Floor | Boston, MA 02110
T: 617-574-5099 / F: 617-249-0790

Los Angeles, CA

790 East Colorado Blvd. 9th Floor | Pasadena, CA 91101
T: 626-467-8013

Chicago, IL (Main)

600 E. Diehl Road, Suite 140 | Naperville, IL 60563
T: 331-888-3063 / F: 856-354-8573

Minneapolis, MN

5775 Wayzata Boulevard, Suite 700 | St. Louis Park, MN 55416
T: 952-937-8833 / F: 952-937-8847

Charlotte, NC (Virtual – DeVinci)

11220 Elm Lane, Suite 200 | Charlotte, NC 28277
T: 704-994-8446

Montana (Virtual – C3 WorkLounge)

945 Wyoming Street, Suite 150 | Missoula, MT 59801
T: 406-646-2345

Denver, CO (Virtual-Evolution)

4 West Dry Creek Circle, Suite 100 | Littleton, CO 80120
T: 303-532-1268

Philadelphia (Voorhees)

Two Echelon Plaza, 221 Laurel Road, Suite 130 | Voorhees, NJ 08043
T: 856-354-8676 / F: 856-354-8573

Phoenix, AZ

2155 W. Pinnacle Peak Rd., Suite 201, Phoenix, AZ 85027
T: 602-282-6186

BRANCH OFFICE LISTING (January 2019)

East Hanover, NJ Headquarters

New York City

Salt Lake City, UT (Virtual)

175 S Main St, Ste 500, Salt Lake City, UT 84111
T: 385-215-8893 / F: 415-243-0781

120 Eagle Rock Ave, Suite 310
East Hanover, NJ 07936
T: 973-994-9220
F: 973-994-2539

145 West 30th St., 4th Floor
New York, NY 10001
T: 212-868-9090
F: 212-868-9099

San Francisco, CA

1388 Sutter St., Suite 608 | San Francisco, CA 94109
T: 415-243-0313 / F: 415-243-0781

St. Louis, MO (Virtual – Regus)

3636 South Geyer Road, Suite 100 | St. Louis, MO 63127
T: 314-858-1100

Washington, DC

601 13th Street, NW, Suite 900 South | Washington, DC 20005
T: 202-851-3368 / F: 202-828-1236

Texas (Virtual – Premier)

3838 Oak Lawn Avenue, Suite 1000 | Dallas, TX 75219
T: 214-329-4474

Wisconsin (Virtual)

5215 North Ironwood Road, Suite 200, K4 | Glendale, WI 53217
T: 414-301-6245

Houston

1707 ½ Post Oak Blvd., Box 468 | Houston, TX 77056
T: 713-234-1578

Zionsville, IN

85 East Cedar Street | Zionsville, IN 46077

**VDA – UC/OMNIA
Hourly Rates by Discipline – 2019***

	<u>UC/OMNIA</u>
Clerical	\$80.00
Consultant Staff	\$250.00
Due Diligence Report (minimum 4 units)	\$425.00
Quality Control Evaluation (minimum 4 units)	\$525.00
Service Evaluation & Report (minimum 3 units)	\$820.00

Add Travel to the Following Sites

UC San Diego	6 hours
UC Santa Cruz	4 hours
UC Santa Barbra	4 hours

*Rates and report pricing are subject to a cap of 4% increase, reviewed on an annual basis

December 18, 2017

Via Email

Re:

Dear Mr. :

In accordance with our agreement, VDA[®] (Van Deusen & Associates, Inc.) performed evaluation of the nine (9) elevators at the referenced property on December 12, 2017.

Our survey indicates the vertical transportation systems in this property are properly maintained, with minor deficiencies noted for corrective action under the scheduled preventive maintenance program.

The itemized Maintenance Deficiencies and Recorded Operating Performance sections should be forwarded to your maintenance company, with a directive to remedy conditions covered under the service agreement immediately.

After you have had a chance to review the report, please feel free to contact our office if you have any questions, would like to schedule a meeting, or desire further assistance prior to our next evaluation.

Very truly yours,



William P. DeCelle
Project Executive

WPD/hmm

Attachment

P02188.010-qce

Vertical
Transportation
Systems
Consultants



856-354-8676
Fax: 856-354-8573
E-mail: contact@vdassoc.com

Van Deussen & Associates, Inc. Two Echelon Plaza, 221 Laurel Rd, Suite 130 | Voorhees, NJ 08043

VERTICAL TRANSPORTATION

MAINTAINED CONDITION

QUALITY CONTROL REPORT

FOR

Prepared for:

Date: December 18, 2017

VDA No. P02118.010/WPD-

Headquarters: East Hanover, NJ

Atlanta, GA • Baltimore, MD/Washington, DC • Boston, MA • Charlotte, NC • Chicago, IL • Dallas, TX • Denver, CO • Los Angeles, CA • Miami, FL
Minneapolis, MN • New York, NY • New Smyrna Beach, FL • Orlando, FL • Philadelphia, PA • Salt Lake City, UT • San Francisco, CA • St. Louis, MO
www.vdassoc.com

INTENT

The purpose of this audit is to evaluate the maintained condition of the vertical transportation systems and related building equipment. The report and subsequent recommendations, where applicable, are based on a physical examination of the individual component parts and/or recording of the operating performance levels applicable to this particular consultation service.

Collected data is presented in the form of an overview summary for major component areas, and functions that are individually evaluated. Itemized deficiencies are provided to supplement the summaries provided to identify conditions for issuance to, and resolution by, the responsible parties.

Current and/or retroactive code compliance upgrades, if applicable, may be indicated for action by the Owner, while remedial improvements to the existing equipment may be suggested for consideration over and above normal maintenance servicing.

Particular attention should be given to major, long-term capital improvement recommendations with the understanding such information is provided as a service, for Client's future planning and budgeting.

OVERVIEW SUMMARY

A. Maintained Condition

VDA's maintained condition/quality control survey and analysis, performed on December 12, 2017, indicates the vertical transportation systems in this property are properly maintained, with minor deficiencies noted for corrective action under the scheduled preventive maintenance program.

B. Recorded Operating Performance

The recorded operating performance characteristics indicate the systems are functioning within recommended standards.

C. Mandated Test Status

Equipment tags observed indicate the status of the mandated inspection testing is as follows:

Category 1 Test: PE1 – 4/2013
PE2 & PE3 – 6/2013
PE4 – 4/2013
PE5 & PE6 – 8/2013
PE7 – 10/2013

Category 5 Test: PE1 – PE7 – 10/17/17
PE10 – 10/26/17
SE8 – 10/17/17

All test dates are current.

Category 1 Testing is due annually

Category 5 Testing is due within sixty (60) months of the last Category 5 Test

D. Remedial Recommendations

1. Issue the attached maintained condition deficiencies to the incumbent service provider, with a directive to correct and/or otherwise resolve the unsatisfactory items noted.
 - a. Require that the vendor provide a written confirmation of resolution and/or compliance for record, and forward same to our office. Response will be used to verify the work performed as part of the next VDA Quality Control audit.
2. Advise the vendor to provide itemized quotations for any repairs, replacements, adjustments or other procedures they propose, which are not covered under their maintenance agreement.
 - a. Upon receipt, forward same to our office for review and evaluation, prior to purchase and acceptance.

E. Long Term Improvements

1. The hydraulic passenger Elevator No. 10 design and/or age suggest that consideration be given to the following modernization and/or upgrades for improved reliability and upgraded efficiencies:
 - a. New power unit, new microprocessor control system, new door operator and door hardware. New cab interior and new signal fixtures. We would estimate that this work would cost between \$100,000 and \$115,000.

VDA is available to assist you with planning of any desired modernization or upgrading project scope of work, including performing a required modernization survey, preparation of specifications and complete bid package, review and analysis of submitted bids, assistance during contract award, as well as services during the construction phase, including progress visits, punch list and final acceptance visits.

MAINTENANCE DEFICIENCIES

Passenger Elevators PE1 – PE7:

1. Perform a general cleaning of the hoist machines. Remove all carbon dust build-up.
2. Clean machine room floor of all carbon dust, dirt and debris.
3. Install missing covers on fans mounted to the hoist machines.
4. Lubricate hoist ropes to the requirements of the rope manufacturer.
5. Install the car number on each hoist machine per ASME Code.
6. Adjust the volume of the gongs in the hall lanterns down to that they do not rattle the fixtures.
7. Clean the door operator and car door tracks, car door clutch of all dust, dirt and debris. Lubricate as required.
8. Turn on the fans for each cab.

Elevator PE5

1. Install cover on the door operator control box.

Elevator PE7

1. Investigate and correct the hoist rope noise (chatter) when the elevator is in motion at the hoist machine.

Elevator SE9

1. Perform general cleaning of the door operators, clutch and car door tracks.

Elevator PE10

1. Clean pit of dust, dirt and debris.
2. Empty overflow bucket in the pit.
3. Lubricate door operator and equipment to remove noisy operation.

RECORDED OPERATING PERFORMANCE

VDA No. P02118.010	ELEV. NO. PE1	ELEV. NO. PE2	ELEV. NO. PE3	ELEV. NO. PE4	ELEV. NO. PE5	ELEV. NO. PE6	ELEV. NO. PE7	ACCEPTABLE STANDARDS FOR THIS EQUIPMENT
A. SPEED - UP DIRECTION (FPM)	499	504	N/O	498	505	500	501	500±5%
B. SPEED - DOWN DIRECTION (FPM)	501	506	N/O	501	508	503	503	500±5%
C. DOOR OPENING TIME (SEC)	N/A	1.9	N/O	2.0	2.0	2.0	2.0	1.5 – 2.0
D. DOOR CLOSING TIME (SEC)	N/A	2.4	N/O	2.5	2.5	2.1*	2.3	2.5 – 3.0
E. DOOR OPEN DURATION - CAR CALL (SEC)	N/A	4.8	N/O	4.5	4.7	5.0	4.7	3.0 - 5.0
F. DOOR OPEN DURATION - HALL CALL (SEC)	N/A	4.9	N/O	4.8	4.8	4.7	4.5	5.0 - 7.0
G. DOOR OPEN DURATION - AFTER PROTECTIVE SHIELD IS RE-ESTABLISHED (SEC)	N/A	3.0	N/O	2.5	2.5	2.5	2.0	1.0 – 2.5
H. FLOOR TO FLOOR PERFORMANCE TIME (SEC)	N/A	11.1↑ 11.6↓	N/O	10.7↑ 11.1↓	10.8↑ 10.9↓	11.0↑ 11.1↓	11.9↑ 11.6↓	10.0 – 12.0
I. STOPPING ACCURACY (INCHES)	N/A	±1/4	N/O	±1/4	±1/4	±1/4	±1/4	±1/4
J. CAR DOOR CLOSING PRESSURE (LBS)	N/A	<30	N/O	<30	<30	<30		30 Maximum

* DENOTES CONDITION NOT WITHIN THE STANDARDS SPECIFIED

N/E - Denotes “No Evaluation” of referenced standard performed.

N/A - Denotes standard is “Not Applicable” to these systems.

N/O - Denotes “Not Operative” at time of evaluation.

Note: Elevator No. 1 was on independent service to facilitate a move of personnel between floors

Elevator No. 3 was out-of-service for a leveling issue

RECORDED OPERATING PERFORMANCE

VDA No. P02118.010	ELEV. NO. PE10	ACCEPTABLE STANDARDS FOR THIS EQUIPMENT
A. SPEED - UP DIRECTION (FPM)	N/A	N/A
B. SPEED - DOWN DIRECTION (FPM)	N/A	N/A
C. DOOR OPENING TIME (SEC)	1.8	1.5 – 2.0
D. DOOR CLOSING TIME (SEC)	2.7	2.5 – 2.7
E. DOOR OPEN DURATION - CAR CALL (SEC)	5.9*	3.0 - 5.0
F. DOOR OPEN DURATION - HALL CALL (SEC)	5.6	5.0 - 8.0
G. DOOR OPEN DURATION - AFTER PROTECTIVE SHIELD IS RE-ESTABLISHED (SEC)	60+*	1.0 – 2.5
H. FLOOR TO FLOOR PERFORMANCE TIME (SEC)	19.0↑ 24.5↓*	19.0 – 22.0
I. STOPPING ACCURACY (INCHES)	±1/4	±1/4
J. CAR DOOR CLOSING PRESSURE (LBS)	<30	30 Maximum

DEFINITIONS AND MEASUREMENTS
OF ITEMS LISTED IN
RECORDED OPERATING PERFORMANCE

- A&B. **Speed** is the rate at which the measured unit travels. The speed has been measured during a complete run of the unit and was taken as the highest sustained value recorded using a hand held tachometer.
- C. **Door Opening Time** is defined as the start of car doors opening until they are fully opened. The time was measured in seconds from the moment the car doors start to open until the car doors are fully open (i.e., motion stops).
- D. **Door Closing Time** is defined as the start of the car doors closing until fully closed. The time was measured in seconds from the moment the car doors start to close until the car doors are fully closed (i.e., motion stops).
- E. **Door Open Duration for a Car Call** is defined as the length of time the car doors remain fully open in response to a car call without anyone passing through the protective shield. This time was measured in seconds from the stop in the open motion of the car doors until the start of the closing motion of the car door.
- F. **Door Open Duration for a Hall Call** is defined as the length of time the car doors remain fully open in response to a lobby call without anyone passing through the protective shield. This time was measured in seconds from the stop in the open motion of the car doors until the start of the closing motion of the car doors.
- G. **Door Open Duration After Protective Shield is Re-Established** is defined as the length of time the car doors remain open after an object has passed through the protective shield until the car doors begin to close. This time was measured in seconds from the stop in the motion of the car doors until the re-start of the closing motion of the car doors.
- H. **Floor to Floor Performance Time** is defined as the time required for the movement of a car between two (2) floors, including the door closing and effective door opening for passenger transfer. The time was measured in seconds from the start of door closing at one floor until the car was stopped (within stopping accuracy) at the next floor with the doors opened for passenger transfer.
- I. **Stopping Accuracy** is the distance between the car and hoistway sills when the car is stopped at a floor and was measured as the vertical distance (in inches) between the horizontal planes of the car and hoistway sills when the car is stopped at a floor.
- J. **Car Door Closing Pressure** is the amount of force required to hold a door from closing after stalling the door, by external means, at about 1/3 of the closing distance. The door pressure was measured in pounds and was recorded upon removal of the physical block.

May 5, 2017

Via Email

Re:

Dear Mr.

In accordance with our agreement, VDA[®] (Van Deusen & Associates, Inc.) examined three (3) geared passenger/service elevators at the above-referenced property on April 26, 2017 to evaluate the current operating conditions.

Observations

The property is served by three (3) overhead geared traction passenger elevators, which operate in a group supervisory system. We examined these passenger/service elevators under the terms of our agreement.

These three (3) elevators have a rated capacity of 2,500 lbs. and are designed to operate at 350 feet per minute (fpm). The elevators utilize a traditional overhead geared traction type machine and are roped 1:1. The original system components were purchased and installed by Eastern Elevator Company in 1979, in conjunction with construction of the building. There has been a replacement of the car door operator and associated hoistway door hardware, control system and signal fixtures during a modernization program in 2001. The base equipment has no significant upgrading of the elevator components since the original installation.

These elevators serve a total of twenty (20) floors and twenty (20) openings. Front openings are found at floors B & 1 – 19. Elevator No.1 has an additional opening that serves the first-floor rear opening. GAL MOD door operators run the car and corridor doors and associated apparatus. An electronic proximity type detector is installed on each car door for door and passenger protection. Elevator No. 1 has single speed side hoistway openings, while Elevators 2 & 3 have two speed side slide hoistway openings. All three elevators have two speed side slide car doors. All the clear openings are 3'-0" wide x 7'-0" high clear openings on all floors. The attached Appendix A provides additional system profile information.

Otis Elevator Company is the incumbent service contractor that provides the current preventive maintenance on these elevators.

The five-year full load test was conducted as prescribed under ASME A17.1 Safety Standards in January 2012, as shown on the inspection card located in the machine room. The five-year test is now overdue.

There are no current maintenance records or monthly fire recall testing sheets located in the machine room. ASME A17.1 Safety Code for Elevators requires these specific items be tracked on site.

Evaluation Summary

The elevators were installed in 1979, were modernized in 2001, and comply with an earlier edition of the ASME A17.1 Elevator Code in effect at the time of the modernization program. Subsequent mandated retroactive requirements vary from one jurisdiction to another, subject to enforcement by the local governing authority. Pennsylvania does not enforce retroactive updates.

The elevators were operating at the time of our examination; therefore, we could not fully evaluate the current level of preventive maintenance and operating performance characteristics.

The elevators are currently five months overdue on the required five-year full load safety test required by the ASME A17.1 Safety Code for Elevators and is enforced in the State of Pennsylvania. This test needs to be performed immediately as this is a safety issue.

There appears to be no preventative maintenance being performed on these elevators. They are in poor condition as a result of the lack of any preventative maintenance. The elevator machine room equipment contains excessive dust, dirt and debris. Two of the machines have little to no gear lubricant in the gear cases. Two machines have compromised seals on the drive sheave, as a result, grease is all over the drive sheave assemblies. All three elevators have hoist rope wear and tension issues. The hoistway door equipment and the door operating equipment all contain excessive amounts of dust dirt and debris. These components have had little to no maintenance performed. We have itemized the major deficiencies for these elevators in the report. An enhanced effort is required by Otis to perform the preventative maintenance required for these elevators. Significant repairs as well as significant cleaning of the elevator equipment is required in the immediate time frame.

The elevator pits and pit equipment, hoistways and car equipment all have significant amounts of dust, dirt and debris.

The elevator system is comprised of good quality components but is poorly maintained. Providing the equipment is properly maintained, along with normally anticipated repairs, the existing core elevator components, machines, controllers signal fixtures should provide satisfactory service and meet the needs of the building for the next seven (7) to ten (10) years.

Recommendations

Immediate:

To extend the use of these passenger/service elevators, we recommend that the existing maintenance contractor be advised that the maintenance being performed on these elevators is extremely poor. An enhanced effort is required immediately for this equipment to operate properly. The maintenance, associated repairs and testing should take no longer than forty-five (45) days to prevent this equipment from failing from the lack of maintenance.

A copy of this report should be sent to Otis Elevator Company, the incumbent maintenance provider, with a directive to perform the required safety tests and begin performing the necessary repairs and to schedule the maintenance and repairs as outlined in this report.

We recommend the maintenance log booklet and fire recall log be installed in the machine room, as required by the ASME A17.1 Safety Code for Elevators.

Short-Term

As the preventative maintenance is so poor, we recommend that after the maintenance program is brought up to be current, that the owner consider replacement of the door operators with new closed loop door operators. Closed loop operations will allow for better control of the door operation and is an excellent upgrade to the general riding public. The budget for new closed loop operators is between \$12,000 to \$15,000 per elevator. Elevator No. 1 would require two door operators, one for the front openings and one for the rear opening.

Long -Term

Major modernization and upgrading of these three (3) elevators is recommended to occur within the next five (5) to seven (7) years. Replacement of the hoist machines, control system, signal fixtures and cab interiors would be performed at this time. Recent modernization projects of similar traction passenger elevator systems have averaged \$250,000 to \$275,000 per elevator. This estimate will vary depending upon the specific scope of work, aesthetics and industry escalation.

We welcome the opportunity to review our initial findings, conclusions and recommendations if further clarification is desired. Please contact our office if we can be of further assistance.

Very truly yours,



William P. DeCelle
Project Executive

WPD/hmm

Attachments

TRACTION ELEVATORS CURRENT EQUIPMENT STATUS

This section details the condition of major components and compares individual equipment areas to current industry standards and/or relative ASME A17.1 Safety Code Standards.

The original main elevator components were manufactured by Payne Elevator Company and installed by Eastern Elevator Company, under a franchise agreement approximately thirty-eight (38) years ago. These elevators underwent a modernization program in 2001 when the control systems were replaced along with the door operators signal fixtures and cab interiors. The remainder of the original equipment remains in use, since the original installation.

The basic equipment is grouped and evaluated as follows:

A. MACHINE ROOM:

1. Hoisting Machinery (*Electromechanical apparatus used to raise and lower the elevator car*):

The existing elevator hoist machines are geared overhead manufactured by Payne Elevator Company. The machine appears to be in poor condition. There are several leaks in each machine. Machines 2 and 3 have very little gear lubricant in the gear box. The drive sheaves on all cars have uneven cable wear. The outboard seal on the drive sheaves for cars 1 and 2 are severely leaking.

2. Drive Motors (*Electrical rotating device used in conjunction with the above hoisting machinery*):

The hoist motors are 25 HP AC motors respectively and they appear to be operating correctly. They need to be wiped down of all dust dirt and debris.

3. Power Drives (*Electrical device used to interface building power supply with above drive motor*):

The power drives for these elevators consist of an ACVF Drive assembly manufactured by Magnetek under the model series HPV-900. These drives utilize the buildings alternating current to power the elevator motor and are located inside the control cabinet for each elevator.

4. Signal Controls Selectors (*Electrical and electromechanical devices used to govern the starting, stopping, direction of travel and dispatching sequence of operation*):

The elevator controllers consist of individual car controllers for each car. The microprocessor controllers were installed as part of the 2001 modernization program. The control system was manufactured by CEC Control Company. Spare parts and replacement parts are easy to obtain. These controllers need to be cleaned of all dust, dirt and debris. Additional preventive maintenance is required.

5. Motion Controls (*Electrical operative unit interfaced with the signal control governing speed*):

The control system uses a floor stop selector with a tape and series of magnets installed in the hoistway to assist in locating the elevator position in the hoistway. A car top box assists in transmitting the position of the car to the controller through the travel cable attached to the car and controller.

B. HOISTWAY AND PIT:

1. Wire Ropes (*Cables used for Hoisting, Compensation & Governor Safety Device*):

There are five (5) five-eighths inch (5/8") hoist cables for each elevator. The roping arrangement for these cars is 1:1. The governor ropes for the car safety consists of a one-half (1/2) inch rope. All three sets of hoist ropes show anticipated diameter reduction. The hoist ropes for Elevator No. 1 has developed several rouging spots from the lack of lubrication. These ropes will need to be replaced immediately. The hoist ropes on Elevators 2 & 3 show considerable crown wear and need to be lubricated to the rope manufacturers recommendations. There is significant rope debris from all three sets of rope in the machine room and on the hoist machine. All three sets of ropes need to be equalized.

2. Guide Rails and Guides (*Steel vertical tracks in hoistway used to direct the car and counterweight movement with relative roller or sliding type guide shoes*):

The car and counterweight guide rails consist of steel "T" type rails, typical for this type of installation. The car and counterweight frame assemblies are equipped with rubber tire roller guides. The car roller guides and the counterweight roller guides need additional maintenance. The ride quality for Elevator No. 3 is poor. Roller maintenance is required.

3. Mechanical Safety Equipment & Counterweight Assembly (*Overspeed governor used to monitor car/counterweight speed and balancing unit used for roped systems*):

There is an overspeed governor assembly for each car. It is connected to the car safety. The safety device is approximately four months overdue with the required ASME A17.1 Safety Code test requirements. The last five-year full load test was conducted in January 2012.

4. Hoistway Door Equipment (*Top and bottom door trackage with relative rollers, guides and linkage, electromechanical safety interlocks*):

The hoistway door operating hardware is manufactured by GAL Manufacturing Company. The hardware consists of bolted-on hoistway tracks, applied door hangers and sill mounted spring closers. GAL electrical and mechanical door interlocks are mounted at each opening. There are hoistway door unlocking devices for each hoistway opening. There is significant amounts of dust, dirt and debris on all the door equipment and hoistway sills. Enhanced maintenance is required.

5. Buffers (*Safety devices used in pit to stop uncontrolled descending elevator car or counterweight*):

The car and counterweight buffers are oil and installed in the elevator pit. The buffers are overdue to be tested in accordance with the ASME A17.1 Safety Code.

6. Electrical Wiring and Traveling Cables (*Electrical conductors used to transmit control signaling between the elevator car, machine controls and corridor fixture stations*):

The electrical wiring in the hoistway, machine room, pit and elevator cab appears to be some of the original wiring, and new wiring from the 2001 modernization program. They are in fair condition.

C. CAR EQUIPMENT:

1. Car Door Equipment (*Master power operator and linkages, trackage, sliding panel[s] or gate[s] with relative safety devices and door protection systems*):

The door operator is manufactured by GAL with a Model MOD type operator. The car tracks consist of a formed track and applied hangers that were also manufactured by GAL. Each car door has an electronic proximity type detector for passenger transfer safety. The door equipment has significant dust, dirt and debris and needs to be thoroughly cleaned,

adjusted and lubricated. This door system operates poorly due to the lack of preventative maintenance.

2. Cab Enclosure (*Cabin for load carrying unit including interior lighting, floor covering, emergency exits and finishes*):

The cab enclosures appear to be the original shell and may have been updated with new plastic laminate walls. The cab fronts and car doors are satin stainless steel. The cab ceiling is painted white. There are surface mounted fluorescent lights located on the cab ceiling and a suspended ceiling is installed in each cab. The cabs have handrails on the side and rear walls. The flooring is a vinyl tile. The cab interior for Elevator No. 1 is 10'-0" high and Elevators 2 & 3 are 8'-0" high. The cabs appear to be in fair condition.

3. Car Frame (*Supporting structural frame and platform on which car enclosure is mounted with fastenings for hoisting mechanisms*):

The structural steel member that makes up the cab structure appears to be in good condition. The car platform is also in good condition.

4. Car Safety (*Mechanical safety device used to stop an overspeeding elevator in down direction of travel*):

The car safeties appear to be in good condition and the testing requirements of these devices is overdue with the ASME Code requirements. These components need to be thoroughly cleaned.

D. FIXTURES:

1. Operating/Signal Equipment (*Car and hall pushbutton fixtures, position indicator devices, direction of travel indicators, communication devices, emergency lighting and advisory indicators*):

The signal operating fixtures are in good condition. The current fixtures meet the federal guidelines for ADA compliance. See attached ADA sheet. The fixtures consist of a car operating panel, a Digital Position Indicator in the car operating panel, and at the main floor lobby over the entrance. There are hall lanterns for each elevator at each floor. The fire recall switch is also located at the first floor. There is no emergency power selection switch.

LIFE CYCLE ANALYSIS

Elevator ID: Elevators 1- 2- 3

Date: 05/05/17

Component/System	Projected Design Life (Years)	Present Age (Years)	Remaining Useful Life (Years)	Condition Comments	Recommended Action
MACHINE ROOM					
1. Hoisting Machinery, Sheaves & Bearing	25 – 30	38	3 – 5	Poor condition – multiple leaks / low gear oil / drive sheave wear /	Enhanced Maintenance Required / Replace when modernized
2. Drive Motors	25 – 30	16	10 – 15	Good condition	Continue Preventative Maintenance Program / Replace when modernized
3. Power Drives	25 – 30	16	10 – 15	Average condition	Continue Preventative Maintenance Program / Replace when modernized
4. Signal Controls (Selectors)	20 – 25	16	5 – 10	Average condition	Continue Preventative Maintenance Program / Replace when modernized
5. Motion Controls	20 – 25	16	5 – 10	Average condition	Continue Preventative Maintenance Program / Replace when modernized
HOISTWAY AND PIT					
1. Wire Ropes (Hoist, Comp. & Governor)	Varies	Varies	Varies	Poor condition	Enhanced Maintenance Required
2. Guide Rails	75+	38	40+	Good condition	Continue Preventative Maintenance Program
3. Mechanical Safety Equipment & Counterweight	75+	38	40+	Fair condition, testing overdue	Enhanced Maintenance Required
4. Hoistway Door Equipment	20 – 25	16	5 – 10	Poor condition	Enhanced Maintenance Required
CAR EQUIPMENT					
1. Car Door Equipment	15 – 20	16	1 – 3	Poor condition	Enhanced Maintenance Required / Replacement warranted in the short-term.
2. Cab Enclosure	Varies	Varies	Varies	Fair condition	Continue Preventive Maintenance program / Upgrade
3. Car Frame	75+	34	45+	Good condition	Enhanced Maintenance Required
4. Car Safety	75+	34	45+	Fair condition, testing overdue	Enhanced Maintenance Required
OPERATING/SIGNAL EQUIPMENT					
1. Fixtures	10 – 15	16	5 – 10	Average condition	Continue Preventative Maintenance Program / Replace when modernized

THE AMERICANS WITH DISABILITIES ACT (ADA)

The "ADA" is a Civil Rights act passed by the United States Congress and is enforced by the Department of Justice. It prohibits discrimination against the disabled in employment, state and local government services, public transportation, public accommodations and telecommunications.

ADA is a federal "compliance" law whereby an individual may file a lawsuit if he/she believes grounds for discrimination exist or are about to occur as a result of a lack of action. The ADA is not a local or state building code. Enforcement is currently triggered by inspection following a civil action filed by an offended party rather than a local or sub-code official's inspection of conditions in a building.

The intent of this survey/evaluation is to provide technical assistance in the area of vertical transportation systems requirements for existing, altered and new buildings subject to the guideline applicability (ADAAG).

The ADA and its implementing regulations place numerous obligations on property owners, employers, local and state governments, retail establishments, places of public accommodation and commercial facilities. Determining the scope of these obligations is a legal judgement that must be made by individuals responsible in consultation with their qualified legal advisers. Our audit is limited to observed conditions, operations and signaling as compared to the ADAAG Part 4 published standards.

The following survey information and associated data should not be construed as a recommendation of VDA or any of its employees. The decision to implement all, some or none of the technical changes applicable remains with our clients and/or the responsible entities they represent. The purpose of the audit is to provide a yardstick for others to measure the impact that compliance may have on existing systems.

**THE AMERICANS WITH DISABILITIES ACT
ELEVATOR SYSTEMS ADA COMPLIANCE SURVEY**

ELEVATORS ID: Elevators 1- 2 - 3

DATE: 05/05/17

"S" DENOTES SATISFACTORY

"U" DENOTES UNSATISFACTORY

COMPLIANCE ITEM/CATEGORY	S	U	CONDITION COMMENTS
ASME A17.1 1990 Safety Code	X		
Cab Enclosure (layout, door size, illumination and flooring)	X		
Car Operating Panel(s) (design, location and function)	X		
Car Signals and Communications (indicators and communications)	X		
Car and Corridor Entrances (size, signage and Re-opening device)	X		
Corridor Fixtures (operation, signals and location)	X	X	Several light out in hall lanterns and car panels
Operational Functions (automatic leveling and door timing)	X		
Additional Notes and Evaluation Clarifications			

MAINTENANCE DEFICIENCIES

ALL ELEVATORS

1. Perform the five-year full load test in accordance with the ASME A17.1 Safety Code. Test is overdue.
2. The machines have small leaks and need to be sealed. Machines 2 and 3 gear boxes are nearly empty of lubricant.
3. Replace seals in the drive sheave for Elevators 1 & 2. Clean the drive sheaves accordingly.
4. Clean hoist machine assemblies from dust dirt and debris.
5. Clean the overspeed governors of all dust dirt and debris.
6. Replace the hoist ropes on Elevator No. 1
7. Clean rope debris around the machines and lubricate the hoist ropes in accordance with the rope manufacturer's recommendations.
8. Equalize the hoist ropes one each machine.
9. Clean out the controllers of all dust.
10. Clean drive fans.
11. Clean machine room floor.
12. Install parts in an adequate cabinet. Remove all old discarded parts for the machine room.
13. Install service records in the monthly fire recall tests as required by Code.
14. Brake assembly needs to be cleaned of dust, dirt and debris.
15. Door operator/hardware contain excessive dust, dirt and debris and needs to be cleaned.
16. Hoistway hangers, tracks and sills contain excessive dust, dirt and debris and needs to be cleaned.
17. Make adjustments to the elevator performance in accordance with the operating charts attached.
18. Clean pits and pit equipment of dust dirt and debris.

19. Correct poor ride quality in Elevator No. 3.
20. Replace non-working lights in the car panels and hall lanterns.
21. Door operation for each elevator is noisy and poor. Adjust for proper operations.

OWNER ITEMS

1. Install HVAC for the machine room in accordance with the controller manufacturer's recommendation found on the control cabinets.

RECORDED OPERATING PERFORMANCE

P02909000	ELEV. NO. 1	ELEV. NO. 1 REAR	ELEV. NO. 2	ELEV. NO. 3	ACCEPTABLE STANDARDS FOR THIS EQUIPMENT
A. SPEED - UP DIRECTION (FPM)	315*	N/A	343	351	340 to 360
B. SPEED - DOWN DIRECTION (FPM)	318*	N/A	343	353	340 to 360
C. DOOR OPENING TIME (SEC)	3.1*	3.0*	4.5*	3.6*	2.0 to 2.5
D. DOOR CLOSING TIME (SEC)	3.7	3.6	4.5	5.3*	3.8 to 4.5
E. DOOR OPEN DURATION - CAR CALL (SEC)	5.7*	11.5**	5.3	5.2	3.0 to 5.0
F. DOOR OPEN DURATION - HALL CALL (SEC)	10.5*	11.3**	5.8	6.3	5.0 to 8.0
G. DOOR OPEN DURATION - AFTER PROTECTIVE SHIELD IS RE-ESTABLISHED (SEC)	3.9*	4.5**	2.9	2.6	1.0 to 2.5
H. FLOOR TO FLOOR PERFORMANCE TIME (SEC)	13.4 ↑ 13.5 ↓	N/A	16.0 ↑ 16.3 ↓	15.2 ↑ 15.1 ↓	13.0 to 15.5
I. STOPPING ACCURACY (INCHES)	± ¼	± ¼	± ¼	± ¼	± ¼
J. CAR DOOR CLOSING PRESSURE (LBS)	<30	<30	<30	<30	30 max.

* DENOTES UNACCEPTABLE CONDITION BASED ON STANDARDS SPECIFIED.

N/E - denotes "No Evaluation" of referenced standard performed.

N/A - denotes standard is "Not Applicable" to these systems.

N/O - denotes "Not Operative" at time of evaluation.

** Extra time for rear opening to loading dock

DEFINITIONS AND MEASUREMENTS
OF ITEMS LISTED IN
RECORDED OPERATING PERFORMANCE

- A&B. **Speed** is the rate at which the measured unit travels. The speed has been measured during a complete run of the unit and was taken as the highest sustained value recorded using a hand held tachometer.
- C. **Door Opening Time** is defined as the start of car doors opening until they are fully opened. The time was measured in seconds from the moment the car doors start to open until the car doors are fully open (i.e., motion stops).
- D. **Door Closing Time** is defined as the start of the car doors closing until fully closed. The time was measured in seconds from the moment the car doors start to close until the car doors are fully closed (i.e., motion stops).
- E. **Door Open Duration for a Car Call** is defined as the length of time the car doors remain fully open in response to a car call without anyone passing through the protective shield. This time was measured in seconds from the stop in the open motion of the car doors until the start of the closing motion of the car door.
- F. **Door Open Duration for a Hall Call** is defined as the length of time the car doors remain fully open in response to a lobby call without anyone passing through the protective shield. This time was measured in seconds from the stop in the open motion of the car doors until the start of the closing motion of the car doors.
- G. **Door Open Duration After Protective Shield is Re-Established** is defined as the length of time the car doors remain open after an object has passed through the protective shield until the car doors begin to close. This time was measured in seconds from the stop in the motion of the car doors until the re-start of the closing motion of the car doors.
- H. **Floor to Floor Performance Time** is defined as the time required for the movement of a car between two (2) floors, including the door closing and effective door opening for passenger transfer. The time was measured in seconds from the start of door closing at one floor until the car was stopped (within stopping accuracy) at the next floor with the doors opened for passenger transfer.
- I. **Stopping Accuracy** is the distance between the car and hoistway sills when the car is stopped at a floor and was measured as the vertical distance (in inches) between the horizontal planes of the car and hoistway sills when the car is stopped at a floor.
- J. **Car Door Closing Pressure** is the amount of force required to hold a door from closing after stalling the door, by external means, at about 1/3 of the closing distance. The door pressure was measured in pounds and was recorded upon removal of the physical block.

Appendix A

Vertical Transportation

Systems Profile

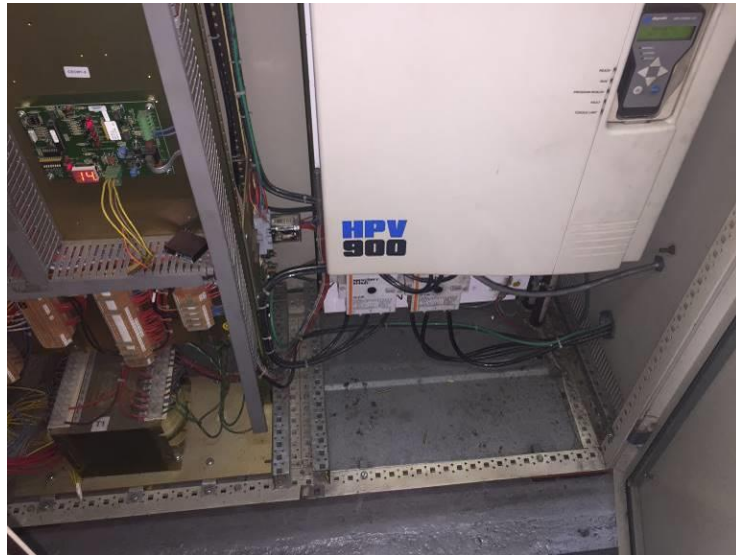
VDA No. P04524000

Building Type: Residential
Location: 3901 Market Street, Philadelphia, Pa.
Unit I.D: Elevators 1-2-3
Type of System(s): Conventional Traction

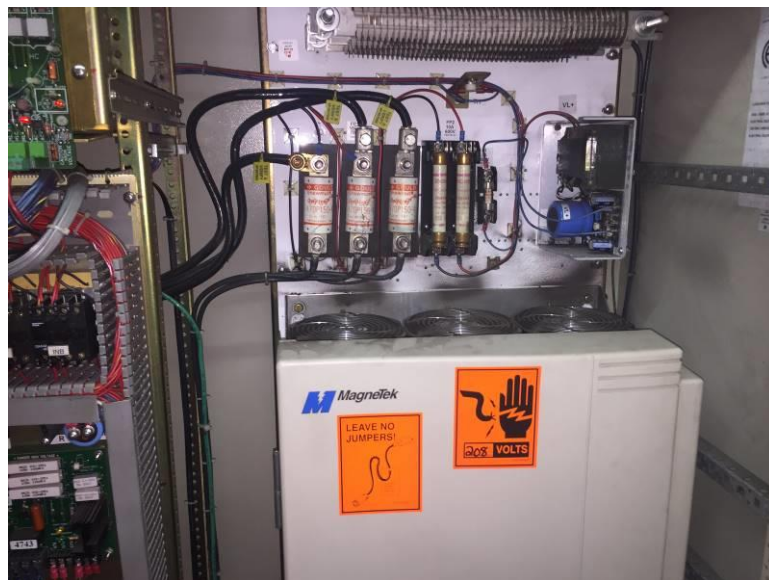
A. General Information:

Capacity (lbs.) / Loading: 2,500 / Passenger/Service
Rated Speed (fpm): 350
Floors Served: Twenty (20) @ B, 1 – 19
Elevator No. 1 has rear at 1st floor
Machine Type / Location: Conventional Geared Traction / Overhead
Control Type: Microprocessor- CEC -Futura
Sequence of Operation: Group Supervisory System
Door Configuration / Size: Elevs. 2&3 - 3'-0" x 7'-0" Two Speed Side Slide
Elev. #1 - 3'-0" x 7'-0" Single Speed Side Slide
Power Supply / Drive: 240 Volts / 3 Phase / AC Power
O.E.M. / Date of Installation: Eastern Elevator Company / 1979
Modernization Contractor / Date: Digital Elevator Company / 2001
Present Service Company: Otis Elevator Company
Date / Type of Last Testing: 01/2012 – Full Load – Overdue

PHOTOGRAPHS



Dirty Controller



Dirty Drive Fans



Dirty Machine Room



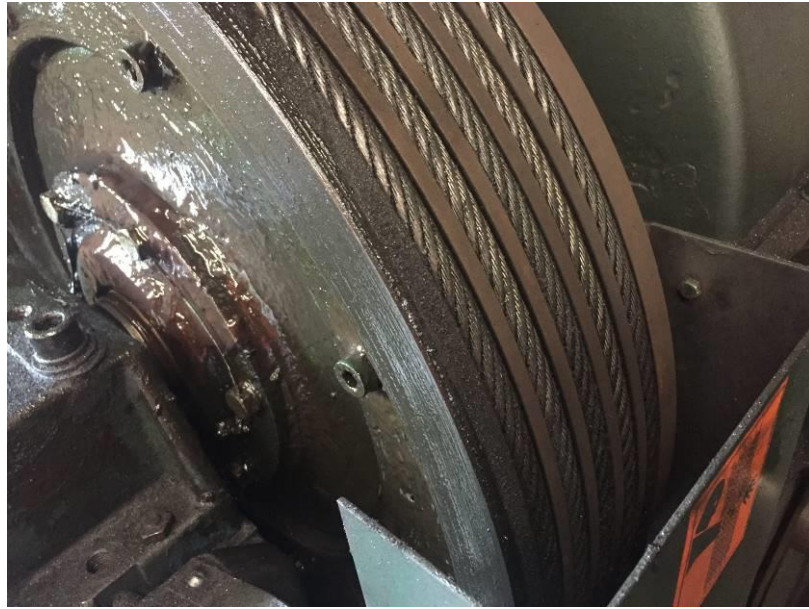
Dirty Machine Room



Drive Sheave Seal Failure



Drive Sheave Seal Failure



Drive Sheave Seal Failure



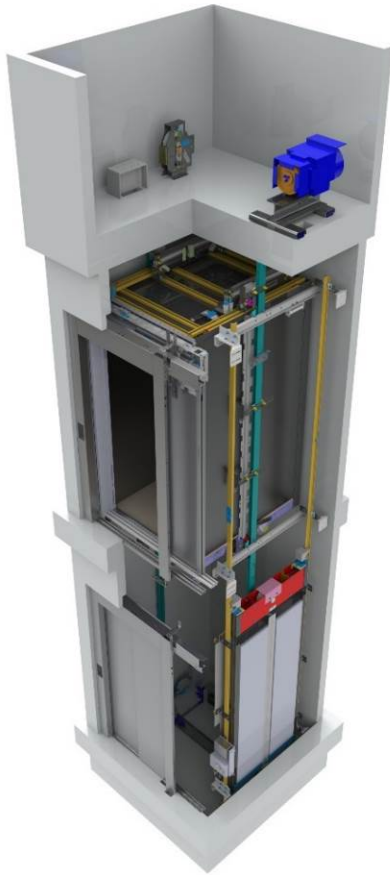
Dirty Hoist Ropes



Rope Debris Around Machine



Uneven Ropes in Sheave



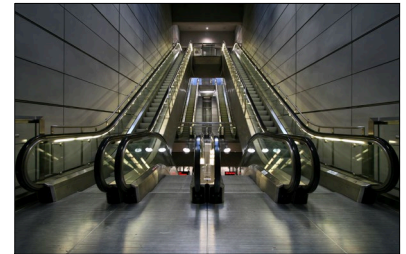
Quality Control

- Witness Testing
- Maintenance Audit
- Testing Procedures
- Ongoing Evaluations
- Improvement Recommendations
- Review Operations Performance



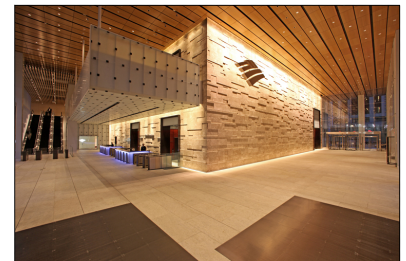
Evaluations

- ADA Survey
- Code Analysis
- Budget Estimates
- Ongoing Evaluations
- Improvement Recommendations
- Review Operations Performance



Modernization

- Survey
- Site Visits
- Feasibility Studies
- Bid Documents
- Traffic Analysis
- Contract Documents
- Construction Administration



New Construction

- Peer Review
- Bid Evaluation
- Specifications
- Layout Drawings
- Traffic Analysis
- Shop Drawing Review
- Construction Administration





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/26/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Capacity Coverage Company of New Jersey LLC One Blue Hill Plaza P.O. Box 1689 Pearl River NY 10965	CONTACT NAME: David Eisenberg	
	PHONE (A/C No, Ext): 201-661-2000	FAX (A/C, No): 201-661-2499
E-MAIL ADDRESS: deisenberg@capcoverage.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Valley Forge Insurance Company		20508
INSURER B: Evanston Insurance Company		35378
INSURER C: National Fire Insurance Company of Hartford		20478
INSURER D: Continental Insurance Company		35289
INSURER E: Continental Casualty Company		20443
INSURER F:		

INSURED 27559
 Van Deusen & Associates, Inc.
 120 Eagle Rock Avenue
 Suite 310
 East Hanover NJ 07936

COVERAGES **CERTIFICATE NUMBER:** 1468360778 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			6023077873	1/31/2019	1/31/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			6045848373	1/31/2019	1/31/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6043868751	1/31/2019	1/31/2020	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
A E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			6045539406 6045539633	1/31/2019 1/31/2019	1/31/2020 1/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B C	Professional Liability Valuable Papers			MKLV7PL0003401 6023077873	11/13/2018 1/31/2019	11/13/2019 1/31/2020	Each Claim Aggregate Valuable Papers Incl	3,000,000 3,000,000 \$500K Blanket

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SAMPLE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

NOA