

# DUTCHESS COMMUNITY COLLEGE

Request for Bids – RFB-DCC-01-2027

Vertical Transportation Service and Maintenance

## ATTACHMENT 1 – DETAILED SCOPE

### 1. Purpose Of This Attachment

This Attachment establishes the detailed requirements for comprehensive maintenance and related services for the College's elevators, lifts, and associated vertical transportation equipment. It shall be read together with the RFB, equipment schedule, pricing requirements, and all other Contract Documents.

### 2. Background And Objective

Dutchess Community College operates vertical transportation equipment of varying manufacturers, models, ages, and conditions in multiple campus buildings. The College seeks one qualified Contractor to provide scheduled preventive maintenance, covered corrective repairs, callbacks, emergency and entrapment response, required testing, and separately authorized repair services for the equipment identified in this Attachment. The fixed monthly price and separately billable work shall be governed by the Equipment Coverage Schedule and the coverage requirements and exclusions stated in this Attachment.

The objective is to maintain the covered equipment in a safe, reliable, code-compliant, and serviceable condition; minimize downtime; extend useful equipment life; and establish clear responsibility for maintenance, repairs, documentation, and response performance.

### 3. Covered Equipment

The fixed maintenance price shall include all elevators and lifts listed below. The information reflects the College's available records and is provided to assist bidders; bidders remain responsible for inspecting the equipment and reporting discrepancies before submitting a bid.

| Unit | Building/Location | Equipment Type               | Reported Manufacturer | Reported Model |
|------|-------------------|------------------------------|-----------------------|----------------|
| 1    | Falcon Hall       | Passenger Hydraulic Elevator | TK Elevator           | TAC 20         |

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

| Unit | Building/Location                 | Equipment Type               | Reported Manufacturer | Reported Model |
|------|-----------------------------------|------------------------------|-----------------------|----------------|
| 2    | Taconic Hall                      | Passenger Hydraulic Elevator | Otis                  | To be verified |
| 3    | Orcutt Student Services Building  | Passenger Hydraulic Elevator | Dover                 | DMC-1          |
| 4    | Washington Hall – East            | Passenger Hydraulic Elevator | Dover                 | DMC-1M         |
| 5    | Washington Hall – West            | Passenger Hydraulic Elevator | Dover                 | DMC-1M         |
| 6    | Hudson Hall – East                | Passenger Hydraulic Elevator | Dover                 | LMH            |
| 7    | Hudson Hall – Center              | Passenger Hydraulic Elevator | Dover                 | LMH            |
| 8    | Center for Business and Industry  | Passenger Hydraulic Elevator | Dover                 | DMC-1          |
| 9    | Hudson Hall – Post Office/Service | Hydraulic Service Elevator   | Otis                  | 211            |
| 10   | Bowne Hall                        | Passenger Elevator           | Otis                  | 1152MC1        |
| 11   | Falcon Hall                       | Sidewalk Lift                | Sedgwick              | HD             |
| 13   | Hudson Hall – Car 3               | Passenger Hydraulic Elevator | TK Elevator           | TAC 22         |
| 14   | Conklin Hall – Car 1              | Passenger Hydraulic Elevator | TK Elevator           | TAC 22         |

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

| Unit | Building/Location    | Equipment Type                  | Reported Manufacturer | Reported Model         |
|------|----------------------|---------------------------------|-----------------------|------------------------|
| 15   | Conklin Hall – Car 2 | Passenger Hydraulic Elevator    | TK Elevator           | TAC 22                 |
| TBD  | Gallery Circle       | Passenger MRL Traction Elevator | KONE                  | Equipment No. 46090615 |

*Equipment Table: Maintenance for the Gallery Circle KONE MRL elevator shall commence upon expiration of the applicable installation warranty and included maintenance period, or on another date directed by the College. Bidders shall provide separate pricing for this unit.*

#### 4. Equipment Coverage Schedule

The following exclusions establish a uniform basis for bidding. They identify repairs and component replacements excluded from the fixed monthly maintenance price and do not constitute a determination that any equipment or component is obsolete.

Preventive maintenance, required testing, and callback and diagnostic services shall remain subject to the requirements of this Attachment. Repairs and replacements identified below shall be performed when separately authorized by the College, using the awarded labor rates and material-pricing provisions. Repairs to other covered components remain included in the fixed monthly price, subject to Section 9.

| Equipment                                                                                                                                                                                      | Repairs and component replacements excluded from the fixed monthly price                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Taconic Hall; Orcutt Student Services; Washington Hall–East and West; Hudson Hall–East, Center, Car 3, and Post Office/Service; Center for Business and Industry; Conklin Hall–Car 1 and Car 2 | Door operator systems; phones and communication devices; hydraulic pistons; jack packing; selector assemblies; traveling cables; hydraulic pumps; hydraulic pump motors; hydraulic valves; and solid-state circuit boards. |
| Bowne Hall                                                                                                                                                                                     | Drive unit and motor generator; hoist machine; door operator system; phones and communication devices; hoist ropes; selector assembly; sheaves; and traveling cables.                                                      |
| Gallery Circle KONE MRL                                                                                                                                                                        | Hoist ropes; selector assembly; sheaves; door operator system; phones and                                                                                                                                                  |

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

|                                             |                                                                                                                                                                                                                   |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             | communication devices; traveling cables; drive unit; and hoist machine.                                                                                                                                           |
| Falcon Hall passenger elevator              | Phones and communication devices.                                                                                                                                                                                 |
| Falcon Hall Sedgwick sidewalk/material lift | All corrective repairs and component replacements. Required preventive maintenance, examination, lubrication, testing, and specified callback and diagnostic services remain included in the fixed monthly price. |

*These exclusions do not relieve the Contractor of responsibility for correcting damage or deficiencies caused by its failure to perform the Contract properly. Bidders shall price the coverage specified by the College and shall not substitute their own exclusions.*

The College will offer an optional site visit to allow bidders to examine the covered equipment, machine rooms, pits, controls, and reasonably accessible conditions. Bidders are responsible for familiarizing themselves with the equipment and conditions affecting performance, whether or not they attend the site visit. Any discrepancy affecting price or performance must be reported before the question deadline. Conditions disclosed in the RFB or reasonably observable during the optional site visit shall not provide a basis for additional compensation after award.

Contact Michael Maher, Purchasing Agent at [Michael.maher@sunydutchess.edu](mailto:Michael.maher@sunydutchess.edu) to schedule a site visit, if desired. Based upon requests, the College reserves the right to coordinate and schedule site visits with multiple vendors at the same time.

#### 5. Maintenance Coverage and Included Parts

Each unit shall receive the maintenance coverage assigned by the College in the Equipment Coverage Schedule. Except for repairs and component replacements expressly excluded for that unit, the fixed monthly price shall include all labor, travel, tools, diagnostic services, materials, and parts necessary to repair or replace covered components that fail or deteriorate through normal use.

An exclusion from the fixed monthly repair price does not exclude the component from required preventive maintenance or relieve the Contractor of its obligation to perform separately authorized repairs within the Contract scope. Such repairs shall be priced using the awarded labor rates and material-pricing provisions and shall require prior written College authorization.

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

Subject to the unit-specific exclusions in the Equipment Coverage Schedule and the exclusions in Section 9, covered components shall include, as applicable:

- Controllers, relays, contactors, transformers, circuit boards, wiring, and operating controls;
- Motors, pumps, valves, drives, machines, and related assemblies;
- Door operators, hangers, rollers, tracks, interlocks, contacts, reopening devices, and related door equipment;
- Selectors, traveling cables, fixtures, indicators, alarms, emergency lighting, and elevator communication devices;
- Hydraulic piping, fittings, packing, seals, fluid, and temperature-control equipment;
- Ropes, sheaves, guides, guide shoes, buffers, and accessible hoistway and pit equipment; and
- Safety devices, emergency-lowering equipment, batteries, and other components necessary for proper operation.

Parts shall be new or properly remanufactured and suitable for the equipment. Used parts may not be installed without the College's prior approval. Diagnosis, removal, repair, replacement, installation, adjustment, and testing of covered components shall be included in the fixed monthly price.

No component shall be excluded unless the exclusion is expressly stated in the RFB. A Contractor quotation, service ticket, or subsequent declaration that a component is excluded shall not modify the awarded coverage.

### 6. Callbacks, Emergencies, and Entrapment Response

The Contractor shall maintain a continuously available service-dispatch system capable of receiving calls twenty-four (24) hours per day, seven (7) days per week, including holidays.

A qualified elevator mechanic shall arrive onsite within:

- Sixty (60) minutes for passenger entrapments or conditions presenting an immediate safety risk; and
- Four (4) hours for other equipment shutdowns reported during regular working hours.

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

After-hours shutdowns not involving an entrapment or immediate safety risk shall be addressed by the beginning of the next regular working day unless the College designates the condition as requiring emergency response.

Callbacks arising from normal wear, malfunction, or failure of listed equipment and performed during regular working hours shall include travel, diagnosis, release of entrapped passengers, and securing the equipment within the fixed monthly price. This coverage applies to all listed units, including units and components subject to repair exclusions in the Equipment Coverage Schedule. Corrective repairs to covered components shall also be included.

When diagnosis identifies a repair or component replacement excluded under the Equipment Coverage Schedule, the Contractor shall document the condition and provide an itemized quotation using the awarded labor rates and material-pricing provisions. Such corrective work shall require prior written College authorization. Travel, diagnosis, passenger release, and securing the equipment already included in the callback shall not be billed again as part of the separately authorized repair. Service records and invoices shall distinguish included callback activities from separately billable corrective work.

The fixed monthly price shall also include up to ten (10) after-hours emergency callbacks during each Contract year. Each included after-hours callback shall receive the same coverage as a covered callback performed during regular working hours and shall not become separately billable because it requires more than one mechanic or more than a specified number of labor hours.

Each service incident shall count as one callback. A repeat visit resulting from the Contractor's failure to correct the original problem shall not count as an additional callback. Unused after-hours callbacks shall expire at the end of each Contract year and shall not carry forward.

After the ten (10) included after-hours callbacks have been used, the Contractor shall continue to meet all applicable emergency-response requirements. College-requested callbacks performed outside regular working hours may be billed at the applicable awarded overtime or holiday labor rate. Work performed during regular working hours shall be billed at the straight-time rate. No separate travel charge shall be permitted, and covered parts and materials shall remain included.

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

The Contractor shall track included after-hours callbacks and identify the applicable callback number on each service report and invoice.

If a callback results from an expressly excluded cause, the Contractor shall release any entrapped passengers, evaluate and secure the equipment, and provide the College with a written report and quotation for corrective work. No separately priced repair may proceed without the required Purchase Order or other written authorization from the College.

The Contractor shall provide a written service report following each callback identifying the unit, reported condition, response and arrival times, cause, work performed, parts used, equipment status when the Contractor departed, and the applicable included after-hours callback number, when applicable.

#### 7. Required Testing and Inspection Coordination

The monthly maintenance price shall include all inspections and code-required periodic testing that becomes due for the covered equipment during the Contract term, including applicable Category 1, Category 3, Category 5, pressure-relief, leakage, load, and other required tests. Pricing shall include all labor, supervision, tools, test weights, equipment, coordination, and documentation necessary to complete the testing. No separate charge shall be permitted for required testing unless the testing results solely from a code change taking effect after the bid due date or from work expressly excluded from the Contract.

The Contractor shall provide all labor, tools, test equipment, and documentation required for testing and shall coordinate with the College and its independent elevator inspector. Fees charged by the College's independent inspector shall remain the College's responsibility unless otherwise stated.

The Contractor shall notify the College sufficiently in advance of required testing, promptly provide completed test reports, and correct deficiencies involving covered maintenance or components without additional charge. Other required corrective work shall be documented and separately quoted.

#### 8. Preventive Maintenance Requirements

The Contractor shall provide a minimum of six (6) scheduled preventive-maintenance visits for each covered unit during each twelve-month Contract period. Visits shall generally occur once every two months and shall be reasonably evenly spaced. Service calls, callbacks, testing visits, and emergency responses shall not substitute for required preventive-maintenance visits.

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

Preventive maintenance shall include all labor, supervision, tools, lubricants, cleaning materials, and ordinary consumables necessary to inspect, clean, lubricate, adjust, and maintain the equipment. Work shall include, as applicable:

- Controllers, drives, motors, pumps, valves, hydraulic systems, and related equipment;
- Door operators, tracks, hangers, rollers, guides, interlocks, and reopening devices;
- Operating controls, fixtures, indicators, alarms, emergency lighting, telephones, and communication devices;
- Leveling, stopping accuracy, ride quality, door timing, and overall operation;
- Safety devices, emergency-lowering systems, batteries, fire-service operation, and required protective features;
- Machine rooms, control spaces, car tops, pits, and accessible hoistway equipment;
- Identification of oil leaks, abnormal wear, loose components, contamination, and unsafe conditions; completion of routine cleaning, lubrication, tightening, and adjustment within the fixed monthly price; and correction of other deficiencies in accordance with the repair coverage established in the Equipment Coverage Schedule and Section 9;
- All other maintenance required by applicable law, adopted codes and standards, and the equipment-specific Maintenance Control Program.

Preventive maintenance shall be performed by properly licensed and qualified personnel during hours coordinated with the College. Each visit shall be documented by unit, date, technician, work performed, deficiencies identified, and corrective action taken or recommended.

The Contractor shall not reduce maintenance frequency, substitute remote monitoring for an onsite visit, or defer required work based solely on equipment usage without the College's prior written approval.

### 9. Exclusions and Separately Authorized Work

Unless otherwise expressly stated in the RFB, the fixed maintenance price shall exclude only:

- Complete modernization, alteration, or replacement of an entire elevator or control system;
- New or retroactive code-required upgrades not resulting from the Contractor's failure to properly maintain the equipment;

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

- Replacement of underground hydraulic cylinders, buried piping, or related excavation;
- Cosmetic refinishing or replacement of cab interiors, flooring, wall panels, ceilings, door panels, frames, and other architectural finishes;
- Building electrical feeders, disconnects, fire-alarm systems, telephone or network service, HVAC systems, sump pumps, and structural components;
- Hazardous-material identification, remediation, or abatement;
- Damage caused by fire, flood, vandalism, misuse, casualty, building-system failure, or work performed by others, except to the extent caused or worsened by the Contractor; and
- Repairs and component replacements expressly excluded from the fixed monthly price in the Equipment Coverage Schedule in Section 4. These exclusions do not reduce the preventive-maintenance, testing, callback, or diagnostic obligations specified in this Attachment.

Normal wear, equipment age, the number of mechanics or labor hours required, or the cost of an otherwise covered repair shall not make the work excluded.

If a required component is no longer commercially available, the Contractor shall document its efforts to locate a suitable new, remanufactured, compatible, or College-approved used replacement and provide the College with available repair or replacement options. Obsolescence shall not be established solely by the component's age or the Contractor's preference for modernization. For components otherwise covered by the fixed monthly price, a suitable replacement shall remain included. If the only feasible solution requires modernization or system replacement expressly excluded under this Section, the Contractor shall submit a separate quotation for College review and authorization before proceeding.

Excluded work may be separately quoted but shall not proceed without the required Purchase Order. Quotations shall identify the scope, labor hours and Contract rates, materials and applicable markup, schedule, exclusions, and total not-to-exceed price.

#### 10. Staffing, Licensing, and Service Personnel

Mechanics and technicians shall be properly licensed and qualified, as applicable, for the equipment and work being performed. The Contractor shall determine appropriate staffing, including the use of helpers or apprentices, subject to applicable law and supervision requirements. Monthly maintenance pricing shall include all staffing necessary to perform

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

the required services. Quotations for additional work shall identify the proposed labor classifications and estimated hours.

The Contractor shall assign personnel experienced with the equipment types, manufacturers, and control systems covered by the Contract. Personnel shall have access to the diagnostic tools, software, technical information, and parts necessary to maintain and service the equipment without dependence upon the College.

Before commencing work, and upon request thereafter, the Contractor shall provide the College with its current contractor-license information and the names and license information of assigned mechanics. The Contractor shall promptly notify the College of any expiration, suspension, revocation, or material change affecting required licensing.

The Contractor shall maintain sufficient qualified staffing and backup personnel to perform scheduled maintenance and meet all callback, emergency, and entrapment-response requirements. Approved subcontractors shall meet the same licensing and qualification requirements, and the Contractor shall remain fully responsible for their work.

#### 11. Records, Maintenance Control program, and Reporting

The Contractor shall maintain a current Maintenance Control Program and all maintenance, testing, and equipment records required by applicable law and code for each covered unit. Required onsite records shall remain readily accessible to the College and its independent inspector.

Each preventive-maintenance visit, callback, repair, and test shall be documented by unit and include the date, technician, arrival and departure times, work performed, parts replaced, deficiencies identified, and equipment status. An oil-usage log shall be maintained for each hydraulic unit.

The Contractor shall provide the College with a monthly service summary identifying scheduled maintenance completed, callbacks, shutdowns, testing, outstanding deficiencies, and recommended corrective work. Supporting service documentation shall accompany or be available with the applicable invoice.

Electronic records or an online portal may be used, but they shall not be the College's sole means of access. Records must be downloadable in a reasonably usable format and provided to the College upon request and at Contract expiration or termination.

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

#### 12. Equipment Additions, Removals, and Changes in Coverage

The College may add, activate, suspend, or remove equipment from maintenance coverage during the Contract term, subject to applicable procurement requirements and issuance of a Purchase Order or authorized Purchase Order amendment.

When a listed unit is activated, including the Gallery Circle elevator following expiration of its warranty maintenance, the applicable monthly bid price shall apply. When a unit is permanently removed from coverage, the monthly Contract price shall be reduced by that unit's accepted monthly price as of the effective date established by the College.

Pricing for replacement or additional equipment reasonably comparable to listed equipment shall be based upon the applicable Contract pricing. Equipment materially different from the awarded scope may require separate pricing or procurement, as determined by the College.

Monthly maintenance charges shall not be prorated. A unit added or activated during a calendar month may be billed at the full applicable monthly rate for that month. A unit removed or suspended during a calendar month shall remain billable through the last day of that month, with no charge accruing thereafter. The College will schedule additions, activations, removals, and suspensions at the beginning or end of a calendar month when reasonably practicable.

Adding, activating, suspending, or removing equipment shall not restart or extend the Contract term and shall not guarantee any minimum quantity or duration of service.

#### 13. Performance Deficiencies and Corrective Action

If the Contractor fails to perform a required service, meet a response time, maintain required records, or otherwise comply with the Contract, the College may issue written notice describing the deficiency and requiring corrective action within a reasonable stated period. Conditions affecting safety, passenger entrapment, or essential access shall be addressed immediately.

A missed preventive-maintenance visit shall be completed within ten (10) business days after notice from the College and shall not replace or postpone the next regularly scheduled visit. Repeated missed visits, recurring failures to meet response times, or failure to correct identified deficiencies may constitute material breach.

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

The College may withhold payment or require a reasonable credit for services not performed. Any credit shall represent an adjustment for the reduced or omitted service and shall not constitute a penalty.

If the Contractor fails to correct a covered condition within the required time, the College may obtain corrective work from another qualified source after notice to the Contractor, except that prior notice shall not be required when immediate action is reasonably necessary to protect persons or property. The College may recover reasonable additional costs resulting from the Contractor's failure to perform its Contract obligations.

The Contractor shall not be responsible for delay caused solely by circumstances beyond its reasonable control, provided it promptly notifies the College, documents the cause, and takes reasonable steps to minimize the delay.

#### 14. Site Conditions, Access, Safety, and Coordination

The College will provide the Contractor reasonable access to covered equipment and associated work areas. Contractor personnel shall comply with College security, access, parking, identification, and safety requirements and shall check in and out as directed.

The Contractor shall coordinate scheduled work with the College, minimize disruption to campus operations, and provide reasonable advance notice of planned shutdowns. Emergency shutdowns or unsafe conditions shall be reported immediately.

The Contractor shall protect building occupants and College property, provide required barriers and warnings, follow applicable lockout/tagout and safety procedures, and keep work areas clean. Before leaving the site, the Contractor shall return equipment to service or leave it safely secured and notify the College of its status.

If the Contractor encounters a suspected hazardous material or other unsafe condition outside the required work, it shall stop the affected work, secure the area as appropriate, and promptly notify the College.

Keys, access devices, and security information provided by the College shall remain College property and shall not be duplicated, shared, or used for any purpose unrelated to the Contract.

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

#### 15. Bonding for Separate Work

No bid, performance, or payment bond is required for the recurring maintenance services covered by this Contract. Any separately authorized repair, replacement, modernization, or other project shall remain subject to all applicable procurement and bonding requirements and may require a separate solicitation. If any bid, performance, payment, or other bond is required by law, funding source, or the College for such work, the Contractor shall furnish the required bond in the form, amount, and timeframe specified by the College.

#### 16. College Responsibilities

The College will designate a representative to coordinate services and will provide reasonable access to covered equipment, machine rooms, control spaces, and available maintenance records.

The College will maintain building utilities and systems outside the Contractor's scope and will notify the Contractor of known equipment problems, planned construction, or other conditions that may materially affect the work.

The College will reasonably cooperate in scheduling maintenance, testing, inspections, and planned shutdowns. These responsibilities do not relieve the Contractor of its obligations under the Contract.

#### 17. Warranty of Work and Parts

The Contractor warrants that all work will be performed in a professional and workmanlike manner. Parts shall be compatible, serviceable, safe, and suitable for the equipment. New, remanufactured, or used parts may be installed; however, used parts must be identified and approved by the College before installation.

Separately authorized repairs and replacement parts shall be warranted for at least one (1) year following College acceptance, or for the manufacturer's longer warranty period, unless otherwise approved by the College in writing before the work is authorized.

The Contractor shall promptly correct warranty deficiencies at no additional cost, including labor, travel, materials, and parts. Warranty coverage shall not limit any maintenance or repair otherwise included in the fixed monthly price.

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

#### 18. Certified Payroll Requirements

The Contractor and each subcontractor shall comply with all prevailing-wage and certified-payroll requirements applicable to the Contract, including timely electronic submission through the New York State Department of Labor's certified-payroll system.

As a condition precedent to payment, the Contractor shall provide the College with copies of all applicable certified payrolls and system-generated confirmation or other proof acceptable to the College showing that each payroll was submitted to NYSDOL. Payment will not be delayed solely because a submitted payroll is not yet visible in the public portal, provided the required copies and satisfactory proof of submission have been received.

If no covered labor was performed during an invoice period, the Contractor shall provide a signed statement confirming that no covered labor was performed.

An invoice lacking the required payroll documentation shall be considered incomplete and shall not be eligible for payment. Failure by a subcontractor to comply shall be considered a failure by the Contractor. Payment may be withheld until all required documentation has been provided, without late fees, interest, suspension of services, or extension of time.

#### 19. Invoicing and Payment

The Contractor shall invoice monthly in arrears. Each invoice shall identify the purchase order, billing period, covered equipment and applicable monthly rates, approved additions or removals, credits, and any separately authorized work.

Invoices shall include the required service records and certified-payroll documentation for the billing period. Separately authorized work shall be itemized and reference the applicable purchase order or amendment.

The College will pay properly submitted and accepted invoices in accordance with applicable law and College procedures. The College may dispute or withhold payment for unsupported, unauthorized, incomplete, or unperformed work but will process any otherwise payable undisputed amount after all certified-payroll requirements have been satisfied.

No prepayment, surcharge, administrative fee, late fee, or other charge shall apply unless expressly included in the Contract. Payment does not constitute acceptance of defective work or waive any College right or remedy.

# DUTCHESS COMMUNITY COLLEGE

## Request for Bids – RFB-DCC-01-2027

### Vertical Transportation Service and Maintenance

#### 20. Service Transition and Contract Closeout

At the beginning and end of the Contract, the Contractor shall reasonably cooperate with the College and any incoming or outgoing service provider to maintain uninterrupted service.

Upon expiration or termination, the Contractor shall promptly provide all current maintenance records, testing documentation, open-deficiency information, equipment-specific configuration data, College-owned access credentials, keys, and other College property. The Contractor shall leave covered equipment in a safe condition and identify any unit that is out of service or awaiting repair.

The Contractor shall not disable equipment, alter access, withhold required records, or otherwise interfere with continued maintenance by the College or a successor contractor. Contractor-owned devices may be removed only with prior coordination and without impairing equipment operation or required emergency communications. Reasonable transition and closeout services are included in the Contract price.

END OF DETAILED SCOPE