



DECATUR PUBLIC LIBRARY  
To 247 E. North Street  
Decatur, Illinois 62523

1507 S. Ninth Street  
Dated At: Springfield, Ill. 62703  
December 1, 1975

Building Name and Location: **DECATUR PUBLIC LIBRARY**  
247 E. North Street  
Decatur, Illinois

Equipment Covered:

**ONE (1) HAUGHTON GEARED FREIGHT ELEVATOR**

We propose to furnish OTIS SERVICE on the above described elevator equipment. This service will consist of regular examinations, lubrication, adjustments and parts replacement as outlined under "Scope of Service" herein.

We will perform the work with men trained, supervised and employed by Otis Elevator Company. All work will be performed during regular working hours of our regular working days, unless otherwise specified in this agreement.

Examinations and adjustments included in this agreement will be made according to the established procedures prescribed in our service and field engineering manuals.

Lubricants and greases furnished under this agreement will be Otis lubricants, compounded to our rigid specifications and applied according to our recommended procedures.

Parts furnished under this agreement or under any repair order outside the scope of this agreement, will be specifically selected by Otis Elevator Company for use on this equipment.

The Otis Service Representative assigned to you will, at your request, assist you with your elevator problems in the areas of modernization, traffic handling ability, recommendations and requirements of code authorities, and proper use and care of your equipment.

#### EMERGENCY CALLBACK SERVICE

Should trouble develop between regular examinations, we will, upon receipt of notification by you, dispatch a service mechanic to perform necessary minor adjustments. There will be no charge for emergency minor adjustment callback service performed during regular working hours. If there are overtime callbacks . . . in each calendar year we will absorb the cost of the first three (3) multiplied by the number of units in this contract. Should there be overtime calls in excess of that total within a calendar year, you will be charged extra for all costs at our regular billing rates.

Services Provided

**DURING REGULARLY SCHEDULED OTIS SERVICE EXAMINATIONS, AS REQUIRED WE WILL:**

- Clean** the elevator machine, including motor and brake; control equipment including controller, selector, hoistway and car operating devices; safety equipment including car safeties, overspeed governor, safety linkages, releasing devices, interlocks and automatic door protective device; door operator equipment including linkages, drive motor, speed reduction units and electro-mechanical or motor operated cam devices. In addition we will periodically brush down and vacuum the hoistway, divider beams, door hangers, car top and bottom, door sills (beyond opening) and pit.
- Lubricate** bearings, gear reduction units, selector, governor, tension frame, sheaves, hoist ropes, cam equipment, door operator, hangers, interlocks, safety and door operator linkages, roller guides and guide rails.
- Adjust** associated equipment and devices, including the following, providing the adjustment can be performed by the examiner as part of his normal routine:
- Operating switches and relays on the following: controller, selector, brake, governor, leveling device, car safety systems, door operator system including door protective device, car and hall button operating stations, and in the hoistway and pit.
  - Mechanical and electro-mechanical devices (not requiring disassembly for adjustment) including brake, machine, safety shoe and door operator linkages, hangers, interlocks, pit equipment, cams and rollers, roller guides and guide shoes.

**IN ADDITION THIS CONTRACT PROVIDES:**

- Parts and supplies** as follows: lubricating oils and greases; cleaning materials; operating switch and relay components (including metal and carbon contacts, insulators, springs, connectors, holders, arc deflectors and barriers, and distance pieces); motor brushes, special lamps for car and hall signal fixtures; and fuses (except main line disconnect).
- Owners obligation** Current wiring diagrams reflecting all changes, parts catalogs and maintenance instructions for the equipment covered by this contract will be obtained by the owner and are to remain his property. An inventory of spare parts not provided for above but necessary for normal maintenance replacement will be maintained by the owner and be available to us in the event of any emergency.
- A metal cabinet** For the storage of parts and supplies included in this contract will be maintained in the machine room for the term of this contract.

**EXCLUSIONS:** *Cleaning, adjustments, parts, and repairs which are not included above are specifically excluded. Such work, when necessary, and authorized by you, shall be performed at our regular billing rates for material and labor including travel time and expenses.*

**SPECIAL PROVISIONS:**

Scope of Service

This OTIS SERVICE will commence on \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ and continue thereafter until terminated. Either party may terminate this agreement at the end of the first five year period or at the end of any subsequent five year period by giving the other party 90 days prior written notice. In the event the building is sold or the elevator is permanently removed from service, this contract may be terminated by your giving us 30 days prior written notice.

CONTRACT PRICE SEVENTY-FOUR AND 75/100 (\$ 74.75 ) DOLLARS, per month, payable monthly. As soon as practicable after we have received notice of change in labor costs, this price will be decreased or increased in direct proportion to the percentage of decrease or increase in straight time hourly labor cost including fringe benefits for the month within which the change occurs as compared to the labor cost including fringe benefits for the month this proposal is dated. For purposes of calculation, the labor cost in effect on the date of this proposal was 10.80 per hour which includes fringe costs of 1.76.

You will pay, in addition to the price, any tax imposed upon you by any existing or future law and the amount of any tax imposed upon us, our suppliers or you under any statute, court decision, rule or regulation becoming effective after the date of this proposal which is based upon or incident to the transfer, use, ownership or possession of the materials or equipment involved in the performance hereof or the service rendered hereunder.

It is agreed that we do not assume possession or control of any part of the equipment but such remains yours exclusively as the owner (or lessee) thereof. We will not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lock-outs, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief or acts of God. Under no circumstances will we be liable for consequential damages.

This proposal, when accepted by you below and approved by our authorized representative, will constitute the contract between us and all prior representations or agreements not incorporated herein are superseded.

JTM/fv

OTIS ELEVATOR COMPANY

By Donald Nelson

Accepted in Duplicate \_\_\_\_\_ 19\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

Approved for Otis Elevator Company

\_\_\_\_\_ 19\_\_\_\_

Authorized Representative