

Consultant Approach To Project (Continued)

-  **Elevator cab upgrade** - If requested, we would prepare a specification to upgrade your elevator cabs based on the finished and appearance required. We would provide ideas and photographs to assist you in determining the final product, or specify a particular design if you have one already chosen.
-  **Elevator maintenance specifications** - We will also provide you with a detailed maintenance section, which details a preventative maintenance schedule along with building requirements.
-  **Tender document** - We would prepare a detailed Bid Document based on the Specification Documents and pre-selected and approved bidders. We will also conduct a walkthrough on a pre-determined date with the contractors.
-  **Site meeting and walkthrough** - We would conduct a site walkthrough meeting to discuss the tender with the bidders and answer clarification questions.
-  **Addendums and information submittal** - We would also submit addendums and clarifications and reply to all requests for information.
-  **Tender review** - We would review and summarize the elevator tenders, provide comments on alternatives, and submit recommendations. We would meet once with the two low bidders to clarify their bid and assist in negotiating a contract.
-  **Award letter** - After the award decision is made, we would provide on behalf of the owner a thank you letter to the bidders and issue the award to the successful bidder.
-  **Shop drawing review** - We would review the elevator contractor's shop drawings for compliance with the specifications. We would make recommendations for correction as necessary.
-  **Interim inspections** - During the modernization phase we would perform monthly site inspections to check the work progress, scheduling, and to assist in the evaluation of the progress payments.
-  **Final acceptance inspection** - When the job is complete, we would perform a final acceptance inspection to confirm completion, proper operation, and compliance with the specifications. We would provide a report detailing our findings, a summary of performance measurements, and a listing of deficiencies.
-  **Follow-up inspection** - We would perform a follow-up inspection to review the status of previously listed deficiencies.

Insurance Requirements

Comprehensive General Liability Insurance - Solucore Inc. has comprehensive liability insurance. This insurance covers vehicular insurance as well as personal liability and injury.

Engineering and Architectural Services - Professional liability for errors and omissions which is substantially greater than the PEO requirements of \$250,000 and significantly greater than the equipment cost.

At Solucore, we value
experience and knowledge
because there is a
discernable difference
between practical
experience and theoretical
experience.

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