



General Services Administration

Federal Supply Schedule Price List

For

Elevator and Escalator Maintenance Services

Contract No. GS-06F-0081M

General Services Administration
Federal Acquisition Service
Authorized Federal Acquisition Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

GSA MAS 03FAC
Category 811 001

Description Elevator and Escalator Preventative Maintenance
Elevator and Escalator Maintenance Services Class 7699

Contract Number:
GS-06F-0081M

DUNS:
001534676

Contract Period:
09/30/2017-09/29/2022

Otis Elevator Company
1 Carrier Place
Farmington, CT 06032-2562

Contact:
Tim Karp
Tim.Karp@otis.com
Phone: (301) 628-8163
Fax: (860) 353-1130
<http://www.otis.com/>

Business Size:
Large

Exhibit A Attached:
Otis Standard OS contract Sample

Otis Elevator Company Snapshot:

Highest Level of Service and Support at the Best Overall Value

Otis Elevator Company offers a tightly coordinated and comprehensive service strategy that will result in providing you a consistent high level of service excellence that will exceed Federal Agency expectations and requirements.

Local Excellence

All our offices, approximately 130 across the US, are staffed with technicians, supervisors and managers with experience on each type of equipment in use at your facilities. Our local offices are known for their hands-on approach with a high level of supervision and an emphasis on strict compliance ensuring all maintenance is performed, repeat calls are eliminated, and technical problems are identified quickly, escalated and abated efficiently. Each of our Regions has dedicated engineers on staff to diagnose and fix technical problems and support the local offices within their respective region.

Most Advanced Maintenance Program in the Industry – OMMS®

The Otis Maintenance Management System (OMMS®) is the most advanced approach to maintenance in the industry. OMMS® prescribes maintenance procedures based on usage, type, building, and other factors associated with your elevators as opposed arbitrary routines driven by calendar base maintenance systems. OMMS® uses standard, well-defined maintenance framework to ensure that the right maintenance is being performed at the right time, every time. The system pushes standardization across the entire Otis organization and the result is a level of consistent high performance unmatched in the industry. Otis' GSA Schedule is based on our OS or Otis Service service product.

Maintenance Capabilities for Non-Otis Equipment

Otis Elevator Company has the largest infrastructure to support our equipment in the industry. Due to this depth, you can be assured that Otis can expertly maintain, repair, and adjust all equipment associated with this RFQ. We have tremendous depth in our local offices, all having:

Otis Remote On-Line Expert (ROLE) – provides a quick and easy way for an Otis technician to receive help from an expert on a specific type of brand of equipment. It is essentially a network of experts available to support any field technician in any office, immediately, 24/7 to help troubleshoot and correct problems quickly and permanently. Otis has the ability to leverage our national capabilities at every property. Please note ROLE is not intended to reduce or inhibit local office capabilities, but rather enhance and assist as necessary.

Otis Callback Reduction Center – is focused on identifying equipment that is not meeting equipment performance requirements. Identifying the correct support to resolve an issue is critical. That may include regional field engineering support or national engineering support.

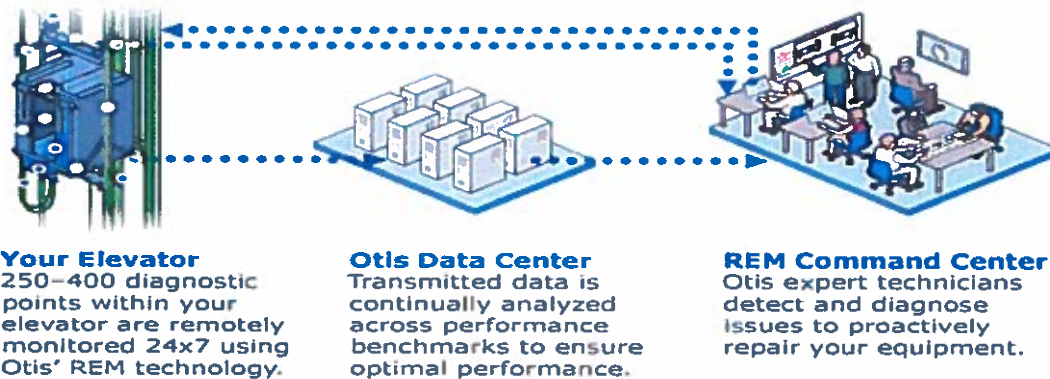
Otis Service Center – the largest Otis and competitive inventory in the industry stocks over 37,000 components for a total of \$17 million dollars in inventory. Otis holds purchasing relationships with all the major manufacturers and regularly works with them to obtain on hand stock.

Platform for Ensuring Responsiveness, Accountability and Performance

Otisline - our 24x7 call center utilizes Otis employees to answer and dispatch every trouble call or emergency in the country. Otisline tracks responsiveness by logging every call from the time that the call is received to the time the mechanic arrives at the building to the time that issue has been resolved.

E*Service – e*Service is a web-based tool that will give CO's, KO's COR's and COTR's the ability to monitor performance of any single piece of equipment to the entire equipment portfolio. Otis E*Service has tremendous functionality that will allow you to verify performance, run customized reports, and even place service calls. Otis believes in transparency. Our E*Service allows you to see when equipment is scheduled for service, when services was performed, uptime of a unit, shutdowns, repairs and allows for numerous charts and tables to show equipment performance. All this is available to you as our customer. Essentially we give our customers access to these tools so they can see and track our efforts.

Remote Elevator Monitoring (REM) – based on equipment type, Otis provides an added level of oversight troubleshooting expertise via our Remote Elevator Monitoring (REM) tool. REM not only monitors failures but also performance degradation. Based on a review of a customer's equipment list will allow Otis to determine if a portfolio's current elevators can be fitted with Otis REM units. If provided the opportunity, with REM installed Otis can often identify and correct a problem before the elevator shuts down. Where we have the ability to install REM we will discuss with each customer independently regarding potential installation cost including the need for a phone line in the elevator machine room.



We are very excited about an opportunity to work with all Federal Agencies using GSA MAS and look forward to meeting to further discuss our proposal and how Otis' exclusive techniques

and procedures will improve, protect and extend the useful life of your vertical transportation equipment.

Quality Control Plan

Unique to Otis is our commitment to overall contract compliance. Otis believes in full compliance on all its contracts, and goes the extra mile for all Federal Projects. Internally, Otis utilizes a Federal Project compliance team to audit local offices concerning all Federal work. Each office is required to perform individual review, but oversight is carried out by an audit team. Our goal is to ensure strict compliance, and abate any and all issues in a timely professional manner, essentially limiting customer inconvenience. Think of it as a second set of eyes for your project to ensure maximum satisfaction.

Otis Elevator's maintenance program ensures quality control with every aspect of the maintenance contract. Supervisor surveys are conducted by the maintenance supervisor, the account manager, and managers above these levels. This allows Otis to ensure that all maintenance is conducted by the assigned mechanic to the highest Otis standard.

For the Federal Agency elevators will be surveyed as necessary. Surveys consist of visual inspections, ride quality, and equipment performance. Results of the surveys will be communicated directly to the mechanic and helper assigned to the job as well as to the customer, especially if items must be corrected with assistance from the building.

Key Components of the Quality Control Plan (this varies job to job):

- Mechanic Walk-Trougths (As applicable)
- Account Manager Audits (As applicable)
- Maintenance Supervisor Audits (As applicable)
- Consistent communication of findings to Federal Agency
- Larger projects quarterly/semi-annual meetings

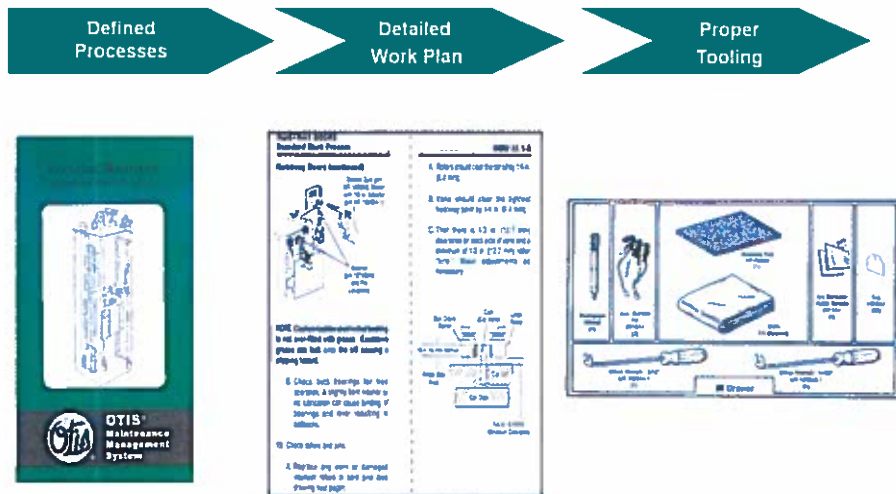
Transition Plan

Upon award of all Federal projects awarded via GSA MAS Otis will facilitate a kick-off meeting to formally introduce the entire local Otis staff, as applicable, to each site. We think it is very important to know who our customers are and for you to know who will be executing work for your project. Furthermore, Otis wants each level of service from our field to management to understand and physically see your projects. This ensures a smooth transition, and reduces overall customer inconvenience.

At this meeting the Account Manager, Technician, and Maintenance Supervisor will immediately begin developing an inventory of the existing equipment condition, necessary maintenance and/or repairs, code issue, and develop a report of typical replacement parts required. Otis will provide all contact information and spend as much time as necessary to assist

Federal Agency personnel regarding access, use and retrieval of electronic information via available Otis tracking systems.

Standard Work Processes



Otis knows that quality derives from consistency. Otis has developed what we believe is the safest, most effective, and most efficient standard work processes (SWPs) for nearly every procedure needed for maintenance and repair of elevator equipment. All these SWPs are fully reviewed and tested prior to field implementation to ensure the best possible process.

Our technicians are trained in these procedures and given these SWPs for all their work so that each task performed is performed correctly, safely, with the proper tooling, and in the most efficient way possible to minimize risk, ensure quality, and deliver consistent reliability. If conditions require a change from the SWP or a technician has a better way of performing a task, a Job Hazard Analysis is performed and new job plan is developed with proper coordination to ensure that the end result is safe, correct, efficient work. Otis engineers and field operations are always looking to add quality or improve our SWPs to continue to deliver improved work to our customers in a safe manner.

Closed Loop Documentation

Furthermore, Otis systems provide customers a high quality and customer friendly online interface, e-Service, that provides you immediate and 24/7 access to a wealth of maintenance records and performance data for your entire portfolio, without having to access individual machine rooms, comb through endless reams of paper, or require tedious notes from your assigned mechanic. Additionally, these reports can be downloaded or scheduled for email delivery to our customers on a schedule and in a format of their choice.

Available reports are the Maintenance Control Report, showing every task performed on the equipment, as well as a Callback Report, which will break down service call data. All reports are available by campus, building, and individual elevator, and the e-Service system allows you to drill down in equipment detail. Samples of these reports are included as an attachment.

OMMS® data is also reported to our maintenance supervisors weekly and reviewed with mechanics to ensure execution and to collect input from mechanics and develop next week's plan.

Customer Information

1a. Table of Awarded SINS:

Special Item No. (SIN)	Description	Price
811-001	Elevator & Escalator Preventive Maintenance	Contact Tim Karp at 301-628-8163
003-97	Ancillary Repairs and Modifications	Contact Tim Karp at 301-628-8163

1b. Identification of lowest price item:

Not Applicable

1c. Commercial Job Title Descriptions:

Not Applicable

2. Maximum Order:

To be evaluated on a case by case basis

3. Minimum Order: \$1,000.00

4. Geographic Coverage (delivery area):

To include any Government Facility whether Conus or Oconus

5. Points of Production:

Customer Area

6. Discounts from listed price:

(1) Advance Payment Discount

Quarterly 1%
Semi-annually 2%
Annually 4%

(2) Extended Term Discount

10 years 3%
15 years 5%
20 years 7%

(4) Electronic Funds Transfer Payment Discount

Payment by EFT 1%

7. Individual Contracts with term of 5-years or more Quantity Discounts:

NUMBER OF UNITS	PERCENTAGE DISCOUNT
0-74	0%
75-99	4%
100-199	5%
200-299	6%
300-399	7%
400-599	8%
600-799	9%
800-999	10%
1000-1249	11%
1250-1499	12%
1500-1749	13%
1750 and over	14%

8. Prompt payment terms:

Payment will be made within 30 days and in accordance with the terms of the Prompt Payment Act (31df USC 3901 et.seq.).

9a. Government Purchase Cards above Micro-Purchase Threshold:

Government purchasing cards are an acceptable and preferred method of payment above the micro-purchase threshold.

10. Foreign Items:

Not Applicable

11a. Time of Delivery:

30-45 days ARO

11b. Expedited Delivery:

Not Applicable

11c. Overnight and 2-day Delivery:

Not Applicable

11d. Urgent Requirements:

Not Applicable

12. FOB Points:

Destination

13a. Ordering Address: Attn: Strategic Accounts Federal Government

Otis Elevator Company
5500 Village Blvd
West Palm Beach, FL 33047

13b. Ordering Procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Warranty Provision:

Otis warranty is limited to the repair or replacement, at Otis discretion, of defective materials and the correction of defective workmanship within a reasonable time for defects that are reported to Otis during the term of this contract. This warranty excludes damage due to external causes such as fire, water and weather, improper use, misuse, neglect or work by others. THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

15. Export Packing Charges:

To be evaluated on a case by case basis

16. Terms and Conditions of Government Purchase Card Acceptance:

Not Applicable

17. Terms and Conditions of Rentals, Maintenance and Repair:

Contact Louis Surette at 561-618-4777 or at Louis.Surette@otis.com

18. Terms and Conditions of Installation:

Not Applicable

19. Terms and Conditions of any other services:

Not Applicable

20. Terms and Conditions of Repair Parts

Not Applicable

21. List of Service and Distribution Parts

Go to www.otis.com for a list of Otis service locations nationwide.

22. List of Participating Dealers:

Not Applicable

23. Preventive Maintenance:

Contact Tim Karp

24a. Special Attributes:

Not Applicable

24b. Section 508 Compliance:

Otis is Y2K Complaint

24c. Data Universal Number System (DUNS) number:

001534676

25. SAM Database:

Otis is registered in the System Award Management (SAM) database



DATE: ~~XXXXXX~~

TO:
~~XXXXXX~~
~~XXXXXX~~
~~XXXXXX~~

FROM:
Otis Elevator Company

EQUIPMENT LOCATION:

PROPOSAL NUMBER:
EQUIPMENT DESCRIPTION:

No Of Units	Type Of Units	Manufacturer	Customer Designation	Machine Number
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OTIS SERVICE

We propose to furnish Otis Service on the equipment ("Units") described above. Otis Service is preventive maintenance service designed to extend equipment life.

OTIS MAINTENANCE MANAGEMENT SYSTEMSM

We will use the Otis Maintenance Management System preventive maintenance program to deliver service tailored to your specific building needs. Equipment type, component life, equipment usage, and building environment will be taken into account by the OMMS scheduling system, which will be used to plan maintenance activities in advance. The Units will be provided with devices to monitor equipment usage. We will use OMMS standard work processes developed and continuously improved by Otis.

Under this Contract, we will service the Units on the following terms and conditions:

PERFORMANCE

MAINTENANCE

We will maintain the Units using trained personnel directly employed and supervised by us. The maintenance will include inspection, lubrication, and minor adjustment of the following parts:

- Controllers, selectors and dispatching equipment, relays, solid-state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes, mechanical and electrical driving equipment, signal lamps, and position indicating equipment.
- Door operators, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms, car and counterweight guide shoes including rollers and gibs, and emergency car lighting.
- Hoistway door interlocks and hangers, bottom door guides, and auxiliary door closing devices.
- Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, contacts, linings, and component parts.
- Motors, brushes, brush holders, and bearings.
- Governors, governor sheaves and shaft assemblies, bearings, contacts, governor jaws, deflector or secondary sheaves, car and counterweight buffers, car and counterweight guide rails, car and counterweight sheave assemblies, top and bottom limit switches, governor tension sheave assemblies, and compensating sheave assemblies.
- Pumps, pump motors, operating valves, valve motors, leveling valves, plunger packings, exposed piping, above ground plungers and cylinders, and hydraulic fluid tanks.

In addition, if conditions or usage warrant, we will repair or replace the following parts:

- Motor brushes, operating-switch and relay components, plug-in relays, special lamps for car and hall fixtures, special lamps for emergency car lighting, and fuses (except main line disconnect).

This Contract includes emergency minor adjustment callback services during our regular working hours.

EXCLUSIONS

Services, repairs and/or parts not listed above are specifically excluded. This Contract does not cover inspection, lubrication, adjustment or cleaning that requires disassembly. If you later request any of these services, you agree to pay extra at our regular billing rates.

RELIABILITY

PARTS COVERAGE

If necessary, due to normal usage and wear, Otis will repair or replace any of the parts specified above at their sole discretion, unless specifically excluded elsewhere in the contract. Any parts under this Contract requiring replacement will be replaced with parts selected by Otis.

QUALITY CONTROL

We will periodically conduct field audits of our personnel and the Units to maintain quality standards. Otis field engineers will provide technical assistance, technical information, and Code consultation to support our maintenance organization.

RESPONSIVENESS

24-HOUR DISPATCHING

We will, at your request, provide you with access to eService and our OTISLINE[®] 24-hour, year-round dispatching service. In the event a Unit malfunction occurs between regular examinations, you will be able to place a service call on eService or thru an OTISLINE customer service representative, who will, at your request, dispatch an examiner to perform emergency minor adjustment callback service. In the event Otis receives an emergency call from the phone in the elevator and a passenger indicates a need for assistance, Otis shall attempt to contact a building representative for an assessment of the situation and authorization to respond to the call. If Otis is unable to reach a building representative, Otis shall respond to the emergency call from the phone in the elevator. The visit will be treated as a Callback. It is your responsibility to have a representative available to receive and respond to OTISLINE calls; and (b) maintain working telephone equipment.

COMMUNICATION

CUSTOMER REPRESENTATIVE

An Otis representative will be available to discuss with you your elevator needs in the areas of modernization, traffic handling ability, recommendations and requirements of code authorities, proper use and care of the Units, and the OMMS program.

REPORTS – eSERVICE

We will use the OMMS program to record completion of maintenance procedures. We will, at your request, provide you access to eService. You will be able to access twelve (12) months of repair, completed maintenance procedure and service call history for the Unit(s). You will be responsible for obtaining Internet access to use eService.

SAFETY AND ENVIRONMENT

SAFETY TRAINING

We will instruct our personnel to use appropriate personal protection equipment and follow safe work practices.

ENVIRONMENTAL PROTECTION

Otis endeavors to reduce generation of waste materials, to minimize risks to the environment, customers, the general public and Otis employees, and to comply with all federal and state environmental laws and regulations. Material Safety Data Sheet (MSDS) Manuals are available for review at your request.

You assume responsibility for removal of wastes, including but not limited to hydraulic oil, spoils, asbestos, etc., as it is not part of this Contract.

MAINLINE DISCONNECTS

You agree to engage a qualified electrician to service at least once annually the elevator mainline disconnects located in the elevator equipment room.

SHARED RESPONSIBILITY

You agree to provide us unrestricted ready and safe access to all areas of the building in which any part of the Units are located and to keep all machine rooms and pit areas free from water, stored materials, and debris. You agree to provide a safe work place for our personnel, and to remove and remediate any waste or hazardous materials in accordance with applicable laws and regulations.

If any Unit is malfunctioning or is in a dangerous condition, you agree to immediately notify us using the 24-hour OTISLINE service. Until the problem is corrected, you agree to remove the Unit from service and take all necessary precautions to prevent access or use.

You agree to properly post, maintain, and preserve any and all instructions or warnings to passengers in connection with the use of any Units.

In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by (1) clicking on "The Americas" tab on the left side of the website; (2) choosing "US/English" to take you to the "USA" web page; (3) clicking on the "Otis Safety" link on the left side of the page; and (4) downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," both of which are in .pdf format on the right side of the website page. Customer agrees that it will disseminate these procedures throughout its organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at Customer's facility.

WORK SCHEDULE

NORMAL HOURS

All maintenance procedures and repairs will be performed during our regular working hours of our regular working days for the examiners who perform the service. All lamp and signal replacements will be performed during regular examinations.

For purposes of this Contract, a Callback is a response by Otis to a request for service or assistance made (a) by the customer or customer representative, (b) by the building or building representative; (c) by emergency personnel; (d) through the ADA phone line, and/or (e) through REM[®] monitoring system, for service or assistance, on an as needed basis, excluding regularly scheduled maintenance.

Regular working hours: 8:00 AM – 4:30 PM.

Regular working days: Monday – Friday excluding holidays.

OVERTIME

Callbacks outside of regular working hours will be billed at standard overtime rates.

OWNERSHIP AND LICENSES

WIRING DIAGRAMS

You agree to provide us with current wiring diagrams reflecting all previously made changes for Units covered by this Contract to facilitate proper maintenance of the equipment. We shall maintain the wiring diagrams so that they properly reflect any changes made by Otis to the equipment. These diagrams will remain your property.

OTIS SERVICE EQUIPMENT

Any counters, meters, tools, remote monitoring devices, or communication devices which we may use or install under this Contract remain our property, solely for the use of Otis employees. Such service equipment is not considered a part of the Units. You grant us the right to store or install such service equipment in your building and to electrically connect it to the Units. You will restrict access to the service equipment to authorized Otis personnel. You agree to keep the software resident in the service equipment in confidence as a trade secret for Otis. You will not permit others to use, access, examine, copy, disclose or disassemble the service equipment or the software resident in the service equipment for any purpose whatsoever. If the service is terminated for any reason, we will be given access to your premises to remove the service equipment, including the resident software, at our expense.

OTIS SOFTWARE

Software owned by Otis may be embedded in parts or otherwise provided by Otis as part of this maintenance agreement. You have the right to use this software only for operation of the units for which the part was provided. You may also make a backup or archival copy of the software, provided you reproduce the copyright notice and any other legend of ownership on the copy. You may not otherwise copy, display, adapt, modify, distribute, reverse assemble, reverse compile, or otherwise translate the software. You will not transfer possession of the software except as part of a transfer of ownership of the Units and the assumption of the rights and obligations under this agreement by the transferee.

NON-OTIS SOFTWARE

You retain your rights to any software not provided by Otis contained in the Units and agree to allow Otis to make one backup or archival copy for you.

SERVICE TOOLS

You are responsible to secure our right to use any special service tools required to maintain your non- Otis equipment. These tools must be provided prior to us beginning maintenance on such equipment.

THE UNITS

It is agreed that we do not assume possession or control of the Units, that such Units remain yours solely as owner and operator, lessee, or agent of the owner or lessee, and that you are solely responsible for all requirements imposed by any federal, state, or local law, Code, ordinance or regulation.

CLARIFICATIONS

We will not be required: (i) to make any tests other than that as specifically set forth herein, (ii) to make any replacements with parts of a different design or type, (iii) to make any changes in the existing design of the Units, (iv) to alter, update, modernize or install new attachments to any Units, whether or not recommended or directed by insurance companies or by governmental authorities, (v) to make repairs or replacements necessitated by failures detected during or due to testing of escalators or buried or unexposed hydraulic cylinders or piping; (vi) to replace or repair any component or system utilizing obsolete or discontinued parts, including parts for which the original design is no longer manufactured by the original equipment manufacturers, or parts where the original item has been replaced by an item of different design or is replaceable only by fabrication; (vii) to provide reconditioned or used parts. Without affecting our obligation to provide service under this Contract, you agree to permit us to train our personnel on the Units.

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, labor disputes, strikes, lockouts, fire, explosion, theft, floods, water, weather, earthquake, riot, civil commotion, war, commercial unavailability of parts, vandalism, misuse, abuse, mischief, or acts of God.

Notwithstanding any other agreement or provision to the contrary, under no circumstances will we be liable for any indirect, special or consequential damages of any kind including, but not limited to, fines or penalties, loss of profits, loss of rents, loss of good will, loss of business opportunity, additional financing costs, or loss of use of any equipment or property, whether in contract, tort, warranty or otherwise.

ALTERATIONS

You will not allow others to make alterations, additions, adjustments, or repairs to the equipment.

SPECIAL PROVISIONS

Notwithstanding any other provision herein to the contrary, the following provisions shall be applicable and govern in the event of conflict:

CONTRACT PRICE AND TERM

CONTRACT PRICE

TBD (\$ TBD) per month, payable Annually.

TERM

The Commencement Date will be -.

The Term of this Contract unless modified under the extended term below, will be for five (5) years beginning on the Commencement Date. The Contract will automatically be renewed on the fifth anniversary for an additional five (5) years unless terminated by either party by giving written notice to the other party at least ninety (90) days, but no more than 120 days prior to the end of the current five (5) year term. Thereafter, the Contract will automatically be renewed on each fifth anniversary for an additional five (5) year term unless terminated by either party by giving written notice to the other party at least ninety (90) days, but no more than 120 days prior to the end of the then current five (5) year term.

PRICE ADJUSTMENT

The Contract Price will be adjusted annually to reflect increases or decreases in the labor cost.

The original Contract Price will be increased or decreased by the percent increase or decrease in the straight time hourly labor cost for the price adjustment month compared with such straight time hourly labor cost on 01/01/2015 which was 70.426. The phrase "straight time hourly labor cost" means the sum of the straight time hourly labor rate plus the hourly cost of fringe benefits paid to elevator examiners in the locality where the equipment is to be maintained.

In the event that you sell the building or your interest is terminated prior to the expiration of the Contract, you agree to assign the Contract to the new owner or successor and to cause the new owner to assume your obligations under this agreement. If the new owner or successor fails to assume your obligations under the Contract, then you agree to pay to Otis all sums due for the unexpired Term.

PAYMENTS

Payments will be made on a Annually basis, due on or before the last day of the month prior to the billing period, beginning on the Commencement Date.

The method of payment will be by check.

ACCEPTANCE

This proposal, when accepted by you below and approved by our authorized representative, will constitute the entire and exclusive contract between us for the services to be provided and your authorization to perform as outlined herein. All

prior or contemporaneous oral or written representations or agreements not incorporated herein will be superseded. Any purchase order issued by you in connection with the services to be provided will be deemed to be issued for your administrative or billing identification purposes only, and the parties hereto intend that the terms and conditions contained herein will exclusively govern the services to be provided. We do not give up rights under any existing contract until this proposal is fully executed. This Contract may not be changed, modified, revised or amended unless in writing signed by you and an authorized representative of Otis. Further, any manual changes to this form will not be effective as to Otis unless initialed in the margin by an authorized representative of Otis.

THIS QUOTATION is valid for ninety (90) days from the proposal date.

Submitted by:
 Title:
 E-mail:

Accepted in Duplicate

CUSTOMER
 Approved by Authorized Representative

Otis Elevator Company
 Approved by Authorized Representative

Date: _____

Date: _____

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Title _____

Title _____

E-mail: _____

Name of Company _____

Principal, Owner or Authorized Representative of Principal or Owner

Agent: _____
 (Name of Principal or Owner)

BILL TO INFORMATION

Company Name: _____

Address: _____

Address 2: _____

City: _____

State: _____

Zip Code: _____

ACCOUNTS PAYABLE CONTACT

Name: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

TAX STATUS

Are you tax exempt? Yes No
If yes, please provide tax exempt certificate

Do you require a Purchase Order be listed on your invoices? Yes No

If yes, please provide contact info for PO renewal:

Name: _____

Fax: _____

Phone: _____

E-Mail: _____

Would you like Otis to automatically debit your bank account for your maintenance invoices? Yes No

If yes, please provide blank check for bank routing and account information.



