

STUARD & ASSOCIATES, INC.
ELEVATOR CONSULTING SERVICES
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Third Party State Inspections
Equipment Evaluation
Maintenance Performance
Maintenance Specifications
Modernization Analysis
Modernization Specifications

Acceptance Inspections
Expert Witness
NAESA
Indiana Certification 10001
Illinois Certification 2834
QEI Certification 567
IEC

Date May 11, 2022

TO Ball State University
Purchasing Services
3401 N. Tillotson Avenue
Muncie, IN 47304

Attention: Ms. June Sanders

RE RFP #11219 Elevator Consulting Services

Transmittal

ADDITIONAL REQUIRED DOCUMENTS AVAILABLE FROM LINK PROVIDED

<http://elevatorconsulting.com/ballstate>

Stuard & Associates was established in 1988 and incorporated in the State of Indiana. Our goal then, is the same as now, to extend our professional expertise, extensive knowledge and skills related to vertical transportation industry to all who understand the complexity of elevator systems and the importance of seeking assistance from an independent source dedicated to their client's best interest.

We are recognized nationally as a Woman Owned Business, WBE through the State of Illinois and have an application in process with the State of Indiana. We have a complete range of consulting services to include existing elevator and building needs assessment for the purpose of modernization and/or major repair, complete project management, preventive maintenance condition evaluations, due diligence equipment analysis prior to purchasing a major asset, specification and contract document production for modernization as well as new construction, bid solicitation, and contract review. Our client list includes major universities such as IU and IUPUI, Purdue University, State of Indiana, VA and GSA institutions, housing authorities, major manufacturing, numerous architectural firms, building management companies and individual partnerships. Tony Stuard, who is the lead consultant that would be assigned to BSU, operates

within a 5-8% range of proposed vs actual cost, even within the past couple of years with COVID pricing issues. The projects where he is in control of the timeline, have always been completed on time.

In addition to consulting, Stuard & Associates also has an extensive elevator inspection business doing almost 5000 elevator, escalator and lift inspections each year within Indiana and Illinois. Our Indiana customers include Ascension Hospital and Flaherty & Collins. Our Inspectors knowledge of past and current elevator, building and electrical codes are unparalleled within the elevator industry.

Here we will address some common issues and Stuard's approach to those issues. As Elevator Professionals that have been in the industry for 30-50+ years, we have seen a world of changes not only in equipment, but Elevator Contractor's installation and maintenance practices. In the old days when hoistways and escalator trusses underwent an annual clean down, and many heavily used units required weekly maintenance that was completed no matter the time it took. However, today's mechanics are scheduled through GPS systems on their phones with a set time allowance for each job. This requires them to move to the next job, regardless of what is left to be completed. To be fair, manufacturers have made significant strides in providing equipment made that does not require the old grease gun, oil can, and constant controller contact adjustments; however, sometimes this is still necessary.

As Consultants for Ball State University, we would recognize these changes in the industry and are equipped to analyze any age of elevator system. This allows us to determine what changes are necessary during a major alteration to provide the BSU with a "new" 25 to 30-year life cycle.

This begins with our initial survey at your location, we will review machine room and owner kept service logs, repair orders, invoices for "extra" charges during the past 12 months, provided such records can/will be made available. A meeting will be scheduled with BSU representatives and/or employees who have had direct knowledge of elevator service agreement administration. It would be best to include individuals with firsthand interaction with elevator problems as they relate to individual buildings. This might include maintenance individuals, housekeeping, or supervisors located in each particular building. Once we complete this work, we are ready to survey each building and individual elevator system.

During our initial survey of the equipment, we will naturally consider the age, condition, and type of each elevator system. Such considerations include drive machine, governor, cables and ropes, car safety, controller type and age, hydraulic power unit, underground cylinders, ADA necessities, car operating signal systems, door open/close systems, wiring, traveling cables, car enclosure, platform, sill condition, hoistway doors and tracks, and landing sills. This is a partial list and by no means is it the full extent of the equipment that will be reviewed.

After the work above is completed, BSU will receive a comprehensive report that will not only fully recommend the extent of each alteration necessary but prioritizes each location by needs AND use by the owner.

All sections of Exhibit A will be provided for each area necessary for the project at hand as the items listed within the scope of work are standard practice for Stuard & Associates already. We are very detail oriented and thorough in our assessment, delivery and follow-up. For consistency of work, as mentioned before, Tony Stuard would be assigned to BSU. He is our lead consultant and is most efficient with his time and analysis. We have provided sample reports for your review, our WBE National Certificates, the Participation Plan as well as our pricing. We are available and willing to complete all Duties listed in Exhibit A in an efficient and timely manner upon request.

Thank you for your consideration. We appreciate the opportunity to provide a bid to you for the elevator consulting services.

A handwritten signature in black ink, appearing to read "Heather Stuard Roberts". The signature is written in a cursive, flowing style.

Heather Stuard Roberts
CEO
Stuard & Associates, Inc