

April 15, 2019

Mr. Jeff Barrow
Monroe County Schools
Jeff.Barrow@KeysSchools.com

Re: Temporary Elevator Service

Dear Mr. Barrow:

Island Elevator Company, Inc. surveyed all of the Monroe County School Elevator Systems as per the list provided by you. Our survey intent was to identify those elevators which require immediate attention. All of the elevators do require attention.

Please find attached Proposals for four (4) elevators that require immediate attention.

1. Key Largo School Labor \$2,600.00 Materials: \$615.75
2. Coral Shores High School Labor \$3,200.00 Materials \$584.28
3. Horace O'Bryant Building 6, Labor \$800.00 Materials \$165.00
4. Key West High School 4000 Bldg. Labor \$1,600.00 Materials \$169.00

If this work is not done you will not pass your annual inspection of the elevators. The balance of the elevators need work but not as immediate as the ones listed above.

It is the opinion of Island Elevator Company, Inc. that if this is for a period of six (6) months you could get by with two (2) preventative maintenance trips. The cost of the maintenance would be \$200.00 per elevator for Upper Keys and Marathon. The cost of maintenance for Key West would be \$250.00 per elevator plus parts. All parts are cost plus 30% which covers markup and freight as elevator parts are always from out of State.

During the six (6) month period we can arrange to have a QEI Inspector inspect the elevators and Island Elevator Company, Inc. perform the State required tests on each elevator. The QEI Inspector and performing of the required tests will be \$350.00 per elevator. To prevent violations the Schools can do the following on their side:

1. Make sure each elevator machine room has an up to date Fire Extinguisher.
2. Make sure that Machine Rooms have lighting.
3. Make sure that Machine Room Doors are self-closing and locking.
4. Make sure there is no storage in the elevator machine rooms.

Island Elevator Company, Inc. can provide emergency call back service for unscheduled calls. All calls will be Monday thru Friday and response will be immediate or within 24 hours of receipt of elevator complaint. Unscheduled calls will be \$200.00 in Key Largo, which cover one hour on site; \$250.00 in Marathon and \$300.00 per call in Key West. Any parts necessary will be billed at cost plus 30% mark-up.

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In the future I think it would be advantageous for the Schools to hire an independent elevator inspection company that could survey all of the elevators, provide you with life expectancy and some sort of pricing for budgeting. If you like I can provide you with a name of a company that performs this sort of work.

Monroe County Schools deserve to have proper elevator maintenance performed so they can extend the life expectancy of the elevators and prevent, as much as possible, unscheduled shutdowns.

If you have any questions, please feel free to call me and we sincerely appreciate the opportunity to provide you with some sort of maintenance.

Sincerely,

Mary Williams
President