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DCAS Commissioners' Office

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DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES



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WILLIAM J. DIAMOND
Commissioner

MEMORANDUM

TO: Joseph J. Lhota
Deputy Mayor for Operations

FROM: William J. Diamond *Bill Diamond*

DATE: February 2, 1999

RE: Maintenance Contracts for Emergency Backup Systems
for Office of Emergency Management at 7 World Trade Cen

Post-It Fax Note	7671	Date	2/2/99	# of pages	2
To	Allen Pymen to	From	Tania		
Co Dept.	8094	Co Comm.	Comm. Diamond		
Phone #	3640	Phone #	669-7111		
Fax #	3640	Fax #	669-8992		

A. Emergency Generators: Contract has already been awarded by DCAS to H.O. Penn Machinery Company, Inc.

Start date of the maintenance contract will begin simultaneously with the full installation of three emergency generators. The emergency generators support all systems on the 23rd floor, including the supplemental air conditioning system that serves the entire floor as well.

Important points:

1. DCAS will review maintenance contract again with the contractor and OEM so that OEM agrees with the level of service provided in the contract.
2. Time frames to respond to emergencies and repairs will be kept to a minimum (OEM to approve time frames).
3. OEM recommends weekly testing and DCAS will adapt contract terms accordingly.
4. DCAS engineers will become familiar with the working system in order to properly enforce the contract. DCAS will have on call 24 hours a day a Stationary Engineer who can respond to immediate emergencies.

5. **Contract to include service of transfer switches of equipment served by emergency generator such as elevator and supplemental air conditioning system.**

B. Supplemental Air Conditioning System:

As per the lease, Silverstein Properties will maintain the Air Conditioning System through Kaback Enterprises who run the entire 7 World Trade Center air conditioning system. (City will reimburse Silverstein Properties for this service.)

1. **DCAS will ensure that contract between Silverstein and Kaback includes shortest response time to emergencies.**
2. **In addition, OEM recommended that DCAS engineers should be familiar with the HVAC System and be capable to respond just in case and DCAS will comply with that request.**