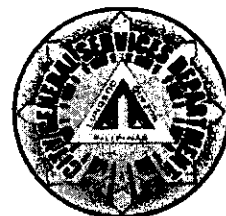




Republika ng Pilipinas
Lungsod ng Quezon

Kagawaran ng Lingkurang Panlahat
GENERAL SERVICES DEPARTMENT

9th & 8th Flr. Main Bldg. Quezon City Hall, Elliptical Rd., Diliman, Quezon City
Trunkline: 02-89884242 Local No.: 8600 (OIC), RMCD-8624, BGMD-7329,
CWMD-8603, FAMCD-8620/1126, MD-8612/8209, ADMIN-8602, MPMCD-8609
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TERMS OF REFERENCE
FOR THE COMPREHENSIVE PREVENTIVE MAINTENANCE OF 54 ELEVATOR UNITS AND 2 ESCALATOR
UNITS FOR QUEZON CITY GOVERNMENT INSTALLATIONS

I. RATIONALE

It is the general policy of the Quezon City Government to enhance and to preserve the value of its property as well as to give priority to the safety of its occupant/ end users through the application of proper maintenance services for its facilities. As owner of various properties/ government buildings, it is desirous of hiring the services of duly qualified and competent elevator maintenance service providers for its properties with duties and functions stated herein.

II. DEFINITION OF TERMS:

1. QCG – Quezon City Government
2. CGSD – City General Services Department
3. BGMD – Building & Grounds Management Division
4. EQUIPMENT – Refers to Elevator & Escalator Unit

III. PROJECT OBJECTIVES

The primary objective is to maintain continuous, safe operations of the elevator & escalator units ("EQUIPMENT").

IV. AREA COVERAGE

A. ELEVATOR WITHIN QUEZON CITY HALL COMPOUND

NO	LOCATION	BRAND	CAPACITY	NO. OF STOPS/OPENINGS
1	CAR A High Rise Building	FUJI	1150 kgs. 17 Persons	14
2	CAR B High Rise Building	FUJI	1150 kgs. 17 Persons	14
3	CAR C High Rise Building	FUJI	1150 kgs. 17 Persons	14
4	CAR D High Rise Building	JOY LIVE	1250 kgs. 16 Persons	15
5	CAR E High Rise Building	JOY LIVE	1250 kgs. 16 Persons	15
6	ANNEX Building (TREASURY)	MITSUBISHI	1050 kgs. 14 Person	3
7	Multi-Level Parking Building	FUJI	1250 kgs. 19 Persons	5
8	Civic Center Building A	MITSUBISHI	1150 kgs. 14 Persons	9
9	Civic Center Building B	MITSUBISHI	1150 kgs. 14 Persons	9
10	Civic Center Building C	FUJI YIDA	1250 kgs. 16 Persons	3
11	Civic Center Building D (Car 1)	FUJI	800 kgs. 12 Persons	7
12	Civic Center Building D (Car 2)	FUJI	1350 kgs. 20 Persons	6
13	Civic Center Building D (Car 3)	FUJI	630 kgs. 9 Persons	3
14	Civic Center Building E	FUJI	1250 kgs. 19 Persons	5
15	Civic Center Building F (Car 1)	FUJI	800 kgs. 12 Persons	8
16	Civic Center Building F (Car 2)	FUJI	1250 kgs. 19 Persons	6
17	Quezon City Health (Car 1)	FUJI	1250 kgs. 19 Persons	5
18	Quezon City Health (Car 2)	FUJI	800 kgs. 12 Persons	4
19	NGO Building	FUJI YIDA	1600 kgs. 21 Persons	3
20	DRRMO Building	FUJI YIDA	1600 kgs. 21 Persons	4
21	DPOS Building	FUJI YIDA	1600 kgs. 21 Persons	3
22	Community Building	FUJI	800 kgs. 12 Persons	3
23	Quezon City Public Library Building	FUJI YIDA	630 kgs. 8 Persons	3
24	Underpass Quezon City Hall Side	FUJI YIDA	800 kgs. 10 Persons	2
25	Underpass Circle Side	FUJI YIDA	800 kgs. 10 Persons	2

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VISION : The General Services Department envisions itself to be a Quality Community within the Quezon City Government by delivering responsive and quality general services through committed, service-oriented and technologically advanced personnel.
MISSION : We provide the delivery of general services to the Quezon City Government and its constituents that are **EFFECTIVE, EFFICIENT and ECONOMICAL.**





VISION : The General Services Department envisions itself to be a Quality Community within the Quezon City Government and its constituents that are **EFFECTIVE**, **EFFICIENT** and **ECONOMICAL**.

MISSION : We provide the delivery of general services to the Quezon City Government and its constituents that are **EFFECTIVE**.



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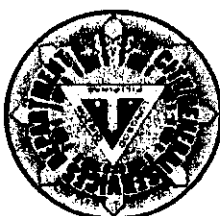
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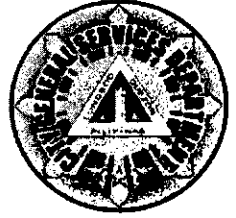
Total Number of Elevator Units - Fifty-Four (54) units

NO	LOCATION	BRAND	CAPACITY	NO. OF STOPS/OPENINGS
1	COMTEC Building Car 1	FUJI YIDA	1250 kgs. 16 Persons	8
2	COMTEC Building Car 2	FUJI YIDA	800 kgs. 10 Persons	8
3	DISTRICT 3 Action Office (MARILAG)	MITSUBISHI	600 kgs. 9 Persons	6
4	Archival Building Amoranto	FUJI	1000 kgs. 15 Persons	4
5	Central Warehouse Elevator 1	FUJI	1250 kgs. 19 Persons	3
6	Central Warehouse Elevator 3	FUJI	5000 kgs. 60 Persons (CARGO)	4
7	Central Warehouse Elevator 2	FUJI	2000 kgs. 30 Persons (CARGO)	4
8	Rosario Macatang Bauista Hospital (Car 1) BRGY. BATASAN	AGP/STBI	1600 kgs. 10 Persons	5
9	Rosario Macatang Bauista Hospital (Car 2) BRGY. BATASAN	AGP/STBI	1600 kgs. 10 Persons	5
10	Novales District Hospital (Car 1) BRGY. SAN BARTOLOME	FUJI YIDA	1600 kgs. 21 Persons	3
11	Novales District Hospital (Car 2) BRGY. SAN BARTOLOME	FUJI YIDA	1600 kgs. 21 Persons	4
12	Quezon City General Hospital (Car 1) BRGY. BAHAY TORO	KOYO	1150 kgs. 15 Persons	3
13	Quezon City General Hospital (Car 2) BRGY. BAHAY TORO	HYUNDAI	1000 kgs. 15 Persons	5
14	Quezon City General Hospital (Car 3) BRGY. BAHAY TORO	HYUNDAI	1000 kgs. 15 Persons	5
15	Quezon City General Hospital (Car 4) BRGY. BAHAY TORO	HYUNDAI	1000 kgs. 15 Persons	5
16	Quezon City General Hospital (Car 5) BRGY. BAHAY TORO	HYUNDAI	1000 kgs. 15 Persons	5
17	Quezon City University (ACU) Bauista Building, Auditorium (Car 1) SAN BARTOLOME	FUJI YIDA	1000 kgs. 13 Persons	8
18	Quezon City University (ACU) Bauista Building, Auditorium (Car 2) SAN BARTOLOME	FUJI YIDA	1000 kgs. 13 Persons	8
19	Quezon City University (ACU) Admin Building, SAN BARTOLOME	FUJI YIDA	1450 kgs. 16 Persons	5
20	Regional Disaster Center (DRMO) DAHLIA, BRGY. WEST FAIRVIEW	NIPPON	1150 kgs. 15 Persons	5
21	GCX Elevator	Mitsubishi	630 kgs. 8 Persons	2
22	Barangay Bagon Siliangan Quezon City (Freight Elevator) WINONE, LTHW	UNITY EXPRESS INDUSTRIAL CORP.	2000 kgs. 30 Persons	5
23	Amoranto Arena (Passenger Elevator No. 1)	FUJI	2000 kgs. 30 Persons	5
24	Amoranto Arena (Passenger Elevator No. 2)	FUJI	2000 kgs. 30 Persons	4
25	Amoranto Arena (Passenger Elevator No. 3)	FUJI	2000 kgs. 30 Persons	2
26	Amoranto Arena (Passenger Elevator No. 4)	FUJI	2000 kgs. 30 Persons	4
27	Amoranto Arena (Passenger Elevator No. 5)	FUJI	2000 kgs. 30 Persons	4
28	Amoranto Arena (Passenger Elevator No. 6)	FUJI	2000 kgs. 30 Persons	2
29	Amoranto Arena (Passenger Elevator No. 7)	FUJI	2000 kgs. 30 Persons	2

B. ELEVATOR IN OTHER CITY GOVERNMENT INSTALLATIONS

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C. ESCALATOR UNIT (AMORANTO ARENA)

1	FJF-35-1000 Escalator NO. 1	Fuji Escalator		
2	FJF-35-1000 Escalator NO. 2	Fuji Escalator		

V. PROJECT SCOPE OF WORK

Provision of elevator maintenance technicians under its supervision, including cleaning, repair and replacement of all spare parts and elevator & escalator components, consumables and other requirements to undertake a full comprehensive maintenance.

A. ELEVATOR

1. Evaluate the general performance of the Equipment on the period covered since the last inspection visit.
2. Examine, adjust and lubricate all the appropriate parts of all motors, controllers, brakes, door operators, rail guides, elevator cars, sheaves and inspect the wear and tear condition of the Equipment.
3. Clean, adjust necessary machinery, motors, ropes, pulleys, fixing, controllers, gates, car doors, landing door locks, rollers, guides, wirings and safety devices.
4. Identify and report to the CLIENT all sources of unusual noise from inside the elevators and machine room.
5. Check all machines and components for abnormal temperature rise, oil leaks and vibration.
6. Provide recommendations for the total enhancement and improvement of the CLIENT's Equipment.
7. Examine the condition of the hoisting and governor ropes and to equalize tension of all hoisting ropes.
8. Check digital position indicators and direction lamps, bulbs, buzzers and car lights.
9. Check all load wires, terminations and the operations of contactors, relays, contacts, push buttons and all safety switches.
10. Clean machine room, hoist way, car top, guide rails and pit equipment.
11. Examine and test periodically all safety devices and speed governors.
12. Check for any differences in leveling accuracy, brake slippage, starting acceleration, running, deceleration, stopping and riding comfort.
13. Monthly check of the condition of the safety gear.
14. Conduct load testing once a year
15. Check and initialize the maintenance records of the elevator unit(s).
16. Submit summary report on the conducted preventive maintenance activity.

B. ESCALATOR

1. Evaluate the general performance of the Equipment on the period covered since the last inspection visit.
2. Systematically examine, adjust, lubricate as request and if conditions warrant, repair or replace the equipment;
 - 2.1 Machine, Worm, Gear, Thrust Bearings, Drive Chain, Thrust Bearing, Main Bearings, Brake Pulley, Brake Coil, Brake Linings and Components Parts.





2.2 Motor, Rotating Elements and Bearings

2.3 Controller, All Relays, Contacts, Coils, Resistance for Operating and Motor Circuits, Operating Transformers, Operating Rectifiers, Skirt Switches, Upper and Lower Landing switches, Limit Switches, Handrail Protection Switches and all other control equipment.

2.4 Handrail Drive Chains, Handrail Brush Guards, Handrail Guide Rollers, Alignment Devices Steps, Steps wheels, Step Chains Step Axle Bushings, Comb Plates, Floor Plates and Tracks.

2.5 Upper Drive, Upper Drive Bearings, Tension Sprocket Bearings, Upper Newel Bearings, Lower Newel Bearings.

3. Examine, adjust and lubricate all the appropriate parts of all motors, controllers, brakes, door operators, rail guides, chain and sprockets, drive rollers and inspect the wear and tear condition of the Equipment.

4. Identify and report to the CLIENT all sources of unusual noise from inside the escalators.

5. Check all the machines and components for abnormal temperature rise, oil leaks and vibration.

6. Provide recommendations for the total enhancement and improvement of the CLIENT's Equipment.

7. To check the comb, demarcation cleats, handrails, step band, balustrade glass, skirting panels and floor plates for any damage.

8. Check for any difference in leveling accuracy, brake slippage, starting acceleration, running, deceleration, stopping and riding comfort.

9. Monthly check of the condition of the safety gear.

10. Check and initialize the maintenance records of the escalator unit(s)".

VI. RESPONSIBILITIES OF THE SERVICE PROVIDER

The service provider shall:

1. Provide trained personnel who are qualified to properly maintain the equipment in safe operating condition.

2. Examine, lubricate, and adjust the EQUIPMENT and generally carry out all planned maintenance in a systematic and controlled manner using its techniques and expertise, once a month. **The service provider shall station a minimum of four (4) on-site technicians from 8:00 a.m. to 5:00 p.m., six (6) days a week during contract implementation.** This includes repair, calibration & maintenance works or as need arises. The technician shall submit a monthly service report to the Buildings and Grounds Management Division (BGMD), CGSD.

3. Repair and replacement any defective part/s detailed in the scope of works.

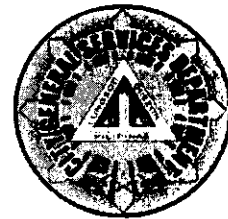
4. Maintain the EQUIPMENT to the safety standard of the original EQUIPMENT and shall, at the QCG request, advice in any changes required by governmental authorities, codes and/or regulations.

5. Maintain the performance characteristics of the EQUIPMENT as originally designed and installed or as amended by mutual written agreement between the QCG and the service provider.

6. Give priority in its service, repairs and manufacturing facilities to restoring the EQUIPMENT to normal service.

7. Check the group dispatching systems and make necessary tests to ensure that all circuits and time settings are properly adjusted and that the system performs as designed and installed.





8. Maintain a reasonable stock of spare parts and supplies to service the EQUIPMENT, including parts that are no longer commercially available and have to be specifically manufactured for the EQUIPMENT.
9. Prepare to carry out work at the QCG's expense in connection with the EQUIPMENT failing outside the scope of the agreement, such work would be carried out under the terms and conditions as agreed upon by both parties.
10. Required to perform on public and special holidays including Sundays at no extra cost to the QCG.
11. Install original brand of parts/equipment and provide a certificate of genuineness.
12. Inspect the condition/status of all units and secure a certificate of inspection from the City General Services Department (CGSD) as part of the requirements.
13. Provide motorcycle to be used for the operations (1 unit).
14. An equipment Evaluation Report shall be submitted for all unit conditions upon submission of bids.
15. Submit a monthly accomplishment report with photos of all repair, troubleshooting and preventive maintenance report tagged as before, during and after as part of the assessment on the quality of services rendered and as an attachment to the monthly billing of service provider.

VII. RESPONSIBILITIES OF THE QCG

The QCG shall:

1. Allow the service provider's employees access to its properties where the EQUIPMENT is installed, its landings, lobbies and motor room associated there with and all areas mentioned herein.
2. Not allow the repair, alteration, replacement or any interference with any of the EQUIPMENT or any parts thereof, of any items specified herein, by any person other than the service provider.
3. Report the details of irregular performance of the EQUIPMENT.
4. Maintain the cleanliness of the EQUIPMENT.
5. Provide the machine room with adequate lighting and ventilation.
6. Give assistance to the personnel of the service provider in enhancing the effective operation of the EQUIPMENT.
7. Have the authority to inspect and audit the materials, fixtures and parts delivered in connection with the repair and maintenance of the EQUIPMENT.

VIII. INDEMNITY

The service provider agrees to indemnify and hold the city government and the latter's offices, employees and agents free and harmless from and against any and all actions, suits, claims, liabilities, damages, cost and expenses which may be pursued by any persons or entity by reasons or occasioned by, or non-observance thereof UNLESS the same is attributable to the gross negligence or willful misconduct of the city government or its authorized officers, employees or agents.

PARTS COVERAGE OF A COMPREHENSIVE ELEVATOR PREVENTIVE MAINTENANCE CONTRACT

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
CONTROL PANEL	
Power Transistor,	Automatic Voltage Regulator
Cooling Fan	
Magnetic Contactor	





PCB MPU	
PCB I/O	
PCB SCL	
PCB GDC	
PCB SV	
PCB SST	
Main Drive	
Relay	
Resistors	
Capacitors Unit	
ZNR Unit	
EMI Filter	
Terminal Block	
Diode	
Transformer	
Fuse Free Breaker	
Fuse	
Interphone Unit	
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
MACHINE	
Machine Cushion	Gear/Gearless Machine
Brake Lining	Brake Assembly
Brake Check Switch	Secondary Pulley

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
	ARD (Automatic Rescue Device)

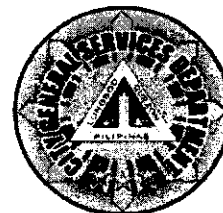
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
TRANSFORMER GOVERNOR	
Governor Ropes	Governor Machine Assembly

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
CAR TOP	
Fan	Apparatus Box
Emergency Switch	PCB Door Controller
Maintenance Switch	
Proximity Floor Detector	
Rope	
Safety Switch	
PPCB I/O	
Pulley	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
GOVERNOR LIMIT SW	
Limit Switch Assy	Pulley Assy
FLS, DLS, SDS Switch	

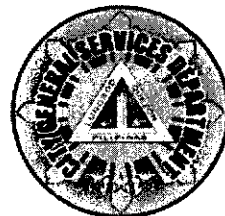
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
SUPERVISORY	
DOT Matrix Display	





Key Switch	
Interphone Unit	
Buzzer	
LED Floor Detector	
Battery 12v	
Battery 6/24v	
Guide Shoe/Roller	
Oiler Box	
Pulley (If any)	
Spring/Custom for Ropes	
Cems System	
Video Controller	
CPU Init	
LCD Display	
Key Board	
Mouse	
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
DOOR MACHINE	
Door Belt, Door Drive	
CAM Roller	
CAM Switch GS, Door Motor	
CAM Switch OLS, CLS	
Pulley Tension	
Spring	
Door Rail	
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
CAR DOOR	
Safety Shoe	Multi Beam Sensor
Safety Shoe Stopper	
Retraction Bracket	
Door Guide Shoe	
Door Stopper	
Door Cushion	
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
IN CAGE	
Interphone Unit	
Operation Switch	
LCD Display	
Video Controller	
Micro Push Button	
PBC DOT, Matrix indicator	
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
UNDER CAR	
Load Sensor	
Cushion	
Safety Wedge	
Guide Shoe/Roller	
Safety Switch	
Travelling Cable	
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
COUNTER WEIGHT	
Guide Shoe	



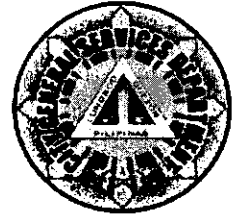


Spring for Ropes	
Safety Wedge (If any)	
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
LIMIT SW	
Limit Switch Assy	
FLS, DLS, SDS Switch	
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
HATCH DOOR	
Door Lock Switch	PCB LCD Display
PBC SCL	
Door Coupling Device	
Roller	
Door Hanger	
Door Rail	
Door Spring	
Door Rope	
Door Guide Shoe	
Door Pulley	
PBC DOT. Matrix Indicator	
Micro Push Button	
PCB Display	
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
	CUSHION BUFFER
	Spring
	Hydraulic cylinder
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
COMPENSATING	
Cable	Chain

PARTS COVERAGE OF A COMPREHENSIVE ESCALATOR PREVENTIVE MAINTENANCE SERVICE (PMS) FOR TWELVE (12) MONTHS

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
Aluminum Newel Guide	Balustrade
Axle Roller, Polyurethane	Boards
Brake Power Supply	Brake Electro Magnet
Cleats Lock	Friction Wheel
Comb Plate Switch	Glass Panel, Tempered, Standard (per panel)
Combfinger (Metal)	Glass Panel, Tempered, Variable (per panel)
Combfinger (Plastic)	Induction motor whole set (motor+reducer+brake)
Contactor	Main Board
Demarcation Line and Tail	Motor Chain
Demarcation/Cleats (Plastic)	Newel Aluminum Curve
Guide Roller	Pressure Roller Assembly
Handrail Belt	Programmable Logi Controller (PLC)
Handrail Guide Roller	Rubber Handrail
Handrail Plastic Guide	Secondary Chain
Limit Switch	Shaft for Chain Assembly
Newel Guide Roller, 17 Nods	Step Assembly with Rollers and Demarcations
Newel Roller, 17 Nods	Step Chain Assembly with Shafting and





	Rollers
Operation Key Switch	Log roller assy
Pressure Guide Roller	
Pressure Roller	
Relay	
Rubber Entry Switch	
Safety Switches	
Step Guide Roller	
Step Roller, Polyurethane	
Step Comb (plastic)	
Step Comb (metal)	
Stop Button Switch	

IX. PROJECT STANDARDS & REQUIREMENT

The following are the minimum qualifications and requirements for the contractor:

- ✓ ❖ Track record
 - The Service Provider should have at least two (2) years actual experience in preventive maintenance, repair or installation of elevator.
- ✓ ❖ Organization
 - The Service Provider should submit its detailed organization chart which should indicate an established organizational structure of technical personnel to show its capability to undertake the project.
- ✓ ❖ Manpower
 - The Service Provider shall provide at least **six (6) technical personnel** wearing proper personal protective equipment in conducting the preventive maintenance of the enrolled units.
- ✓ ❖ Pre-inspection
 - The prospective bidders must secure a gatepass or permit for the site inspection of the project. The same must be acknowledge by the concerned building administrator / directors confirming that the bidder had conducted an actual pre inspection of the project.

- ✓ All services to be rendered must be supervised by an accredited Safety Officer and a duly licensed Mechanical Engineer whom are required to provide Certificate of Registration and License.

X. WARRANTY

1. Warranty is meant to express the integrity of the labor and material supplied under normal use of the equipment to be free from defects. Damage due to normal wear and tear is not covered by warranty. Moreover, consequent damages due to operational cause or natural events beyond control of man are not warrantable.
- ✓ 2. The Service Provider shall give three (3) months warranty on labor performed.
- ✓ 3. Spare parts supplied by the service provider shall carry a three (3) months limited warranty from the time of installation.
4. Warranty repairs do not extend any further life to the supplier's basic warranty terms and conditions of the equipment.
5. Warranty repair cost is limited only to the cost of supplied items to bring the equipment in operation prior to the warranty repair.





XI. APPROVED BUDGET FOR THE CONTRACT

The City Government has set an approved budget ceiling of **Fourteen Million Three Hundred Sixty Thousand Seven Hundred Ninety Two Pesos and 40/100 only (Php.14,360,792.40)** for 54 units of elevator and 2 units Escalator, payable monthly upon completion of the scope of work. Included are all amount of any sales, use, excise or other tax which may now or hereafter be applicable to the services to be performed under this Agreement.

XII. CONTRACT DURATION

The contract has one (1) year duration effective January 1, 2025 to December 31, 2025. The City has the right to terminate the contract pursuant to item No. XV of this TOR or any kind of breach of contract.

XIII. BASIS OF PAYMENT

Monthly payment based on accomplishment report.

XIV. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

XV. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into a contract pursuant to RA 9184 and its IRR.


XVI. DELIVERY PERIOD

The project has one (1) year duration from the issuance of the Notice to Proceed.

Prepared by:


JERRICK D. GAYETA
Acting Chief, BGMD

Attested by:


JOEL G. ESCUETA
City Government Asst. Department Head III
For Operation

Noted by:


FER. BASS
Officer-in-Charge
City General Services Department

