

005-RFB-3085-2026 – Statewide Elevator Services

SECTION 1 – INTRODUCTION

1.1 Background Information

This RFB provides the information needed for Bidders to prepare competitive submissions. The RFB process benefits the Lead and Participating Agencies and is intended to provide competitive information for use in the selection process. This document does not cover all circumstances; Bidders are responsible for determining all factors necessary to prepare complete bids.

The State of Iowa is seeking qualified Bidders to provide comprehensive elevator repair, maintenance, inspection, and emergency response services across State-owned and leased facilities. Due to the Statewide scope of service and geographic coverage requirements, the State intends to award based on work zones. The State may award contracts up to the 3 lowest Bidders for Zone 1-4 services and the 3 lowest Bidders for Zone 5 services.

Bidders may submit bids on more than one zone. Bidders must maintain a physical, non-residential facility within the zone(s) for which they are bidding. The State may apply special considerations in situations where a Bidder facility is split between two zones or a bordering city in another State (i.e. Omaha, NE. and Council Bluffs, IA. or Davenport, IA. and Moline, IL.).

Note that out-of-state corporate registrations do not automatically authorize technicians under Iowa Code 89A. Out-of-state technicians crossing into Iowa boundaries must hold valid Iowa Department of Inspections, Appeals, and Licensing (DIAL) elevator mechanic licenses.

Work Zones

Service Location Options: Zone 1, Zone 2, Zone 3, Zone 4, or Zone 5

Zone 1: NE - *Independence, Marshalltown, Eldora, Anamosa*

Counties: Allamakee, Benton, Black Hawk, Bremer, Buchanan, Butler, Cerro Gordo, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Floyd, Franklin, Grundy, Hardin, Howard, Jackson, Jones, Linn, Marshall, Mitchell, Tama, Winneshiek, Worth

Zone 2: NW - *Fort Dodge, Rockwell City, Cherokee*

Counties: Buena Vista, Calhoun, Carroll, Cherokee, Clay, Crawford, Dickinson, Emmet, *Greene*, Hamilton, Hancock, Humboldt, Ida, Kossuth, Lyon, Monona, O'Brien, Osceola, Palo Alto, Plymouth, Pocahontas, Sac, Sioux, Webster, Winnebago, Woodbury, Wright

Zone 3: SW - *Clarinda, Glenwood*

Counties: Adair, Adams, Audubon, Cass, Clarke, Decatur, Fremont, Guthrie, Harrison, Mills, *Montgomery*, Page, Pottawattamie, Ringgold, Shelby, Taylor, Union

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Zone 4: SE - Mount Pleasant, Oakdale, Fort Madison

Counties: Appanoose, Cedar, Clinton, Davis, Des Moines, Henry, Iowa, Jefferson, Johnson, Keokuk, Lee, Louisa, Lucas, Mahaska, Monroe, Muscatine, Poweshiek, Scott, Van Buren, Wapello, Washington, Wayne

Zone 5: DSM Metro - Newton, Mitchellville, Woodward, Johnston, DSM Metro.

Counties: Boone, Dallas, Jasper, Madison, Marion, Polk, Story, Warren

* Large facilities are listed within each zone as an example. All zones include other State facilities and political subdivision locations.

The parties understand and agree that for any portion of the goods or services constituting a “public improvement” as defined in Iowa Code section 26.2, the Purchasing Entity may only engage Bidder under this Contract for purchases at or below the competitive bid threshold established in Iowa Code section 314.1B. All purchases under this Contract related to a “public improvement” must comply with Iowa Code chapters 26 and 573, as applicable. Any project exceeding this threshold, including all new system installations or full replacements, must be awarded through a separate competitive selection process.

All design work will be done by the Owner or a third party; engineering plans and specifications may be provided. The State does not accept design-build approach.

1.2 Contract Term

The term of the contract will begin 12/01/2026 and end on 11/30/2027.

The Contract may be renewed by mutual agreement of both parties for up to five (5) years.

1.3 Transition period

Awarded Bidders and facility representatives shall conduct a joint physical inspection of all elevator assets and related equipment covered under the awarded zone(s) within thirty (30) days following the formal award of the contract. The purpose of this inspection is to document the baseline operational status, safety compliance, and physical condition of each unit.

Any deficiencies identified during the joint inspection that fall outside of the preventative maintenance scope must be documented in a comprehensive, itemized report provided to the Facility Administrator within five (5) business days of the inspection completion. To protect the State against non-competitive pricing and inflated onboarding costs, the following protocols shall apply:

- Written Estimates Required: For any validated pre-existing deficiency, the Bidder must provide a written, itemized estimate based strictly on the non-covered labor hours and material markups established in the Bidder’s bid response (Exhibit B).
- State Right of Refusal & Alternative Remediation: The State reserves the absolute right to reject the Bidder’s repair estimate. The Purchasing Entity may, at its sole discretion:
 - 1) Utilize a separate competitive process or a qualified third-party contractor to remediate the issue.

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- 2) Accept the asset into the contract "as-is" with a mutually agreed-upon operational waiver, provided it does not violate life-safety codes.

1.4 Site Visit

There will be no site visit associated with this solicitation.

SECTION 2 – SPECIFICATIONS

All items listed in this Section are Bid Specifications. A successful Bidder must be able to satisfy all these specifications to be deemed a Responsible Bidder.

2.1. Licensing and qualifications

Bidders must be registered with and maintain an active Iowa Bidder Registration through the Department of Inspections, Appeals, and Licensing (DIAL). Bidders must have the necessary organizational structure, resources, and facilities to effectively perform all services required under this RFB.

Bidder must comply with all applicable codes, including but not limited to:

- ASME A17.1 Elevator Code
- ASME A18.1 Platform Code
- NFPA 70
- ADA Accessibility Standards
- Iowa Code 89A and related regulations requiring Bidders to obtain permits, coordinate inspections, and file reports.

Bidder must assign only personnel who possess required qualifications, training, certifications, licensing, and who are authorized to perform the specific work under this solicitation.

2.2. Scope of Work

The scope of work includes furnishing all labor, materials, supervision, tools, equipment, supplies, and any other resources necessary to perform full-service maintenance and repair of covered equipment. This includes, but is not limited to, routine and preventative maintenance, inspections, testing, adjustments, troubleshooting, and the repair or replacement of parts as required to ensure safe and reliable operation.

This solicitation is intended to provide coverage for Statewide government facilities. This solicitation excludes services for the Capitol Complex located in Des Moines, IA.

Reference Exhibit A for a list of permitted elevators Statewide that would fall into the scope of the solicitation. Note that Exhibit A is representative and may not be inclusive of all State facilities requiring the services being solicited.

Bidders will be bidding on the following (reference Exhibit B):

- **Preventative Maintenance** (per month) based on Preventative Maintenance services as outlined in section 2.2.1 of this RFB and the elevator's number of landings as shown on Exhibit B:
 - The flat monthly maintenance fee shall be completely inclusive of all routine PM labor, wear-and-tear repair labor, and the cost of all replacement parts and consumables listed in Section 2.2.1.

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- The flat monthly maintenance fee shall be completely inclusive of all periodic testing labor, including annual CAT 1 and five-year CAT 5 load testing requirements.
- **Hourly Rates for Maintenance and Repair services outside of the Preventative Maintenance services as listed in section 2.2.1:**
 - Regular hourly labor rate – Hours that fall between the regular operational hours of the Bidder (7a-5p, Monday through Friday).
 - Overtime hourly labor rate – Hours that fall outside of the regular hours of operation, excluding Sundays and holidays.
 - Double overtime hourly labor rate – Reserved for hours worked during Sundays and holidays.
- **Percentage Markup on Contractor's Invoice Cost**
 - "Bidder's Invoice Cost" is the actual wholesale cost paid by the contractor, net of any trade discounts.
 - Bidders paid original invoices or receipts may be requested in the invoice bundle for auditing purposes.
- **Additional Elevator Consulting Services (Hourly rate)**

The State's objectives for this RFB include the following:

- 2.2.1. Preventative Maintenance:** Proactive and scheduled monthly maintenance to minimize downtime and extend equipment life.
- Bearing, brake magnet coils, relays, brakes, buffers, counterweights, bar safety devices
 - Controllers and controller parts, commutators, coils, contacts, cams
 - Car and hoist way door hangers, control panels, corridor position indicators, car door operators, car operating panels, car door safety edges, door operating devices
 - Car lights (except bulbs and fluorescent tubes), door operating devices, tracks and guides
 - Electric wiring, fuses, gears, generators, guide shoes, gate hangers, governors, hall lanterns
 - Heaters for oil reservoirs, hoist machines, interlocks, indicators, leveling devices
 - Lamp bulb replacements in all fixtures (except general car lighting), including emergency lighting systems, exhaust fans
 - Magnet frames, motors, motor-generator sets, coiling devices, rotating elements
 - Pumps and valves for hydraulic elevators, packing for pistons
 - Push buttons, resistors for motors and controllers, relays, sheaves, selectors, switches on car and in hoist way, starters
 - The successful Bidder must possess or acquire all necessary diagnostic tools, software, chips, and keys required to fully service, troubleshoot, and reset the equipment listed in Exhibit A without additional cost to the State
 - Signal bells, signal systems, thrusts, tension frames, telephone cables, terminal and slow-down devices, traveling cables, under-car safety worm gears
 - Windings, wire ropes, cables
 - Smoke detectors in hoist ways and lobbies (not part of the building fire alarm system)

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This work encompasses all preventative maintenance, corrective repairs, and replacement activities necessary to maintain safe, reliable, and code-compliant operation of all elevators, and service lifts covered under this RFB.

- The Bidder shall clean and lubricate all sheave bearings and hoist way ropes in accordance with industry standards.
- The Bidder shall also repack machine stuffing boxes and refill gear cases as required.
- Bidder shall only use lubricants recommended by the manufacturer or equivalent approved by the manufacturer for all equipment being serviced.
- Bidders must maintain clean and properly lubricated guide rails, except when roller-type guides and dry gibs are involved, no rail lubrication will be used.
- Bidder shall supply, as needed, the following parts and supplies: oil, grease, rope preservative, hydraulic fluid, cleaning compound, wiping cloths, paints, and other maintenance consumables. All lubricants must be of the grade recommended by the equipment manufacturer and be stored in a Bidder provided metal cabinet in each machine room.
- The motor windings shall be periodically treated with proper insulation compound.
- Bidders must renew all wire ropes as necessary to maintain safety; to equalize the tensions on all hoisting ropes, repair or replace conductor cables and hoist way and machine room elevator wiring. Any frayed/damaged cables must be replaced immediately.
- Bidder shall maintain existing two-way visual communication systems and any future retrofits of such systems.
- Bidder shall immediately notify, in writing, the Facility Administrator or designee of the existence or the development of any defects in, or repairs required to, the elevators which the Bidder considers outside the responsibilities of the terms of the Agreement (ex: vandalism or improper use/operation) and shall furnish photos and a written estimate of the cost to make necessary repairs.
- The Agency reserves the right to make final determination regarding responsibility for repairs and associated costs.

2.2.2. Exclusions

- Structural hoist way enclosures
- Cab interior aesthetics (walls/flooring)
- Major force majeure damage (e.g. building flooding)

2.2.3. Compliance with Codes and Safety Regulations: Bidder shall ensure that all maintenance repairs, adjustments, installation of equipment and procedures are performed in compliance with all applicable federal, State, and local codes and the State of Iowa Elevator Code as enforced by the Bureau of Labor.

- The Bidder shall ensure compliance with all applicable codes, including ASME A17.1, ASME A18.1 (platform lifts), ADA standards, NFPA 70, and all State and local elevator regulations.

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- Bidder shall be responsible for obtaining all required permits, coordinating and completing necessary inspections, and providing timely notifications to authorities having jurisdiction.
- The State or Agency will pay the permit/inspection invoice. The Bidder must coordinate the labor.

2.2.4. PM Frequency

At a minimum, PMs are to be completed at these intervals:

- Monthly for passenger elevators
- Semi-annually for freight elevators

2.2.5. Testing, Inspections, and Acceptance

Bidder shall perform and document the following:

- Category 1 (CAT 1) and Category 5 (CAT 5) load tests (document pass/fail, weights used)
- Perform door restart and slack-rope tests
- Full safety test after major repairs or modernization
- Emergency communications code compliance

After testing, Bidder shall provide:

- Service log with date/time/technician
- Digital copies of inspection and safety test reports
- Parts replaced with part numbers
- Work order close-out with photos if practical

2.2.6. Annual Safety Test

Per Iowa Code Chapter 89A.6, Bidder shall perform full annual safety tests to include buffers, governors, brakes, and load tests per ASME A17.1. Signed test reports and inspection findings shall be provided to the facilities maintenance contact.

2.2.7. Regularly Scheduled Examinations

Bidder shall perform examinations in compliance with Iowa Code Chapter 89A and ASME. Examinations shall include, but is not limited to, preventative maintenance procedures, callback service when requested, maintenance of complete records, cleaning and lubricating, testing, adjusting, repairing, furnishing and replacement of parts including spares, furnishing all equipment for testing as required by applicable codes.

2.2.8. Non-Emergency Response

Bidder must respond to all non-emergency service requests within four (4) business hours of notification

- Urgent repair shall include any situation where an elevator is out of service in a manner that affects building operations.
- Bidder must respond to an urgent repair request with a technician on-site within four (4) business hours.

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- Bidder must respond to a routine repair request within two (2) business days. Resolution of routine requests should be targeted within ten (10) business days.

2.2.9. Emergency Response

Bidder shall complete all emergency service work as deemed necessary by the facility administrator or designee.

- Bidder must respond to emergency service requests within one (1) hour.
- Bidder to provide dedicated 24/7 dispatch phone and escalation list.

Emergencies shall include:

- Elevator entrapment with occupant(s)
- Situations posing major safety hazards
- Fire and/or smoke condition.

2.2.10. Inspections for Elevator Operating Permits

- Bidder shall, pursuant to Iowa Code Chapter 89A Elevators, coordinate all required annual (and other periodic) inspections and conduct all required tests for all elevators.
- Bidder shall correct all safety order items that are part of this contract, within five (5) days upon receiving a copy of the safety order unless parts need to be ordered.
- If parts need to be ordered, Bidder shall provide written documentation from the manufacturer advising the Agency when parts can be expected. Bidder shall promptly schedule and complete re-inspection once parts are received.
- Bidder shall bear the cost of re-inspection if an elevator fails its initial inspection.

2.2.11. Parts, Materials & Subcontracting

- Bidder shall provide Original Equipment Manufacturers (OEM) or OEM-equivalent replacement parts. Non-OEM parts require prior written approval from the State
- Bidder shall maintain common spare parts inventory and an emergency spare parts loan program for critical components.
- All subcontractors must meet same licensing, insurance, and qualification requirements.

2.2.12. Part Obsolescence

An elevator component, part, or software package shall be deemed "Obsolete" if, and only if, the original equipment manufacturer (OEM) has ceased production of the item, there are no rebuilt or certified aftermarket alternatives available on the open market, and the part cannot be sourced or safely refurbished through standard industry supply chains. Components shall not be deemed obsolete simply due to a Bidder's lack of access to proprietary OEM distribution channels.

- The Bidder bears the sole responsibility to prove a component is obsolete. If a component fails and the Bidder claims obsolescence, they must submit written documentation to the agency to include

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- Written documentation from the OEM confirming the part is no longer manufactured or supported
- Proof of documented inquiries to at least (3) independent elevator part suppliers or refurbishment houses demonstrating the part is unavailable.

Upon mutual agreement by the State and the Bidder that a component is genuinely obsolete, one of the following paths will be taken, subject to the State's final approval:

- 1) **Alternative Component Engineering:** If a substitute, modern component can be safely retrofitted or adapted to maintain the elevator's certification and safe operation, the Bidder shall provide the labor under the standard contract rates. The State will pay only for the direct material costs of the new alternative component (subject to percentage discounted from MSRP).
- 2) **Exclusion / Deletion from Contract:** If an entire system or major sub-assembly is obsolete and requires full modernization (e.g., replacing an obsolete controller or valve card), the specific elevator unit may be deleted from the maintenance contract by the Agency. The monthly maintenance fee will be reduced proportionately based on the per-unit pricing in the bid schedule.
- 3) **Formal Modernization:** The State, at its sole discretion, may elect to issue a separate competitive bid solicitation in the event a full modernization is required.

The obsolescence of a single component does not relieve the Bidder of their obligation to perform routine preventative maintenance on all other non-affected parts of the elevator asset. The Bidder shall continue to receive the prorated monthly maintenance fee for the asset until a formal contract deletion or modernization occurs.

2.2.13. Documentation

In accordance with DIAL requirements, the Bidder shall maintain a complete, orderly and chronological file including drawings, parts lists, and wiring diagrams for each elevator in each machine room. These files are the property of the State of Iowa and shall not be removed from premises by Bidder.

Bidder shall provide monthly service reports and annual summary to include the following details:

- PM completed, repairs made, downtime by unit, parts used, recommendations
- KPIs such as uptime %, # of calls, avg response time, avg time-to-repair

The Bidder shall maintain on-site and cloud-accessible logbooks for each unit.

2.2.14. Liquidated Damages and Performance Remedies

The Bidder acknowledges that failure to meet response times may result in operational disruptions, increased administrative burdens, safety hazards, and financial harm to the State of Iowa and its facility occupants. Because the precise financial damage resulting from such failures is difficult or impossible to calculate with certainty, the parties agree that the financial deductions detailed below represent a fair and reasonable

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estimation of damages, are not intended as a penalty, and shall be assessed as Liquidated Damages.

2.2.14.1 Assessments of Remedies: The Lead Agency or participating Facility Administrator reserves the right to deduct documented Liquidated Damages directly from the Bidder's monthly invoice for the affected zone. The assessment of damages shall be applied as follows:

- Failure to Meet Emergency Entrapment Response Time (Section 2.2.9): If a certified elevator technician fails to arrive physically on-site within one (1) hour after the Bidder receives the initial dispatch notification of an active passenger entrapment, the State shall assess liquidated damages of \$500.00 for the initial hour of delay. An additional \$150.00 may be assessed for each subsequent thirty (30) minute period when the technician remains absent from the site until arrival.
- Failure to Meet Urgent Out-of-Service Response Time (Section 2.2.8): If a technician fails to arrive physically on-site within four (4) business hours of notification for a unit that is out of service and affecting operations, the State may assess liquidated damages of \$250.00 for each business day that the unit remains out of service until the technician arrives on site.
- Failure to Correct Code Safety Orders (Section 2.2.10): If the Bidder fails to correct code safety violations within five (5) business days of receiving a copy of a State Safety Order (unless delayed due to documented parts availability rules under Section 2.2.10), the State may assess \$100.00 per unit, per calendar day until the unit is re-inspected and cleared.
- Chronic Equipment Downtime Remedy: If any single elevator asset falls below an uptime rate of ninety-five percent (95%) in a single calendar month (calculated against standard operating hours, excluding pre-approved planned modernizations or force majeure events), the State may deduct twenty-five percent (25%) of that specific unit's monthly flat maintenance fee for that month.

2.2.14.2 Waiver of damages: The State, at its sole discretion, may waive the collection of Liquidated Damages if the Bidder provides contemporaneous, verifiable proof that the delay or performance failure was caused strictly by a Force Majeure event, severe weather patterns making travel impossible, or an active facility-side security lockdown.

2.2.14.3 Assessment of liquidated damages does not relieve the Bidder of its obligation to meet the applicable response-time requirements or otherwise perform in accordance with the Contract. Liquidated damages are intended to establish the State's predetermined damage for the specified failure and are not a substitute for the Bidder's obligation to perform.

2.3. Warranty

All calls for elevator services shall initially be reported to the Bidder. If the service call involves an OEM warranty, the Bidder shall notify the Facility Manager, who will be responsible for placing and tracking the warranty service call with the manufacturer. The Bidder shall ensure that any elevator maintenance or repair services performed will not void or modify an existing OEM warranty.

In accordance with this Master agreement, the Bidder's warranty shall provide a minimum of one-year standard warranty coverage for Parts and service and shall not affect the warranty status of any other existing Parts of the Equipment. All the Bidder's warranties under this Master agreement shall provide coverage against defective material, workmanship, and failure to perform in accordance with the specifications and Manufacturer's performance criteria.

Should the Bidder's standard warranty conflict with any requirements, specifications, terms, or conditions of the Contract, then the Master agreement requirements, specifications, terms, and conditions shall prevail.

2.4. Recalled Parts

The Bidder shall track and notify the respective Agency of any recalls and is responsible for tracking recalls of any parts supplied pursuant to the master agreement.

In the event of a part recall, the Bidder shall provide notice of the recall to the affected customers, develop a recall strategy, and cooperate with the affected customers in monitoring the recall operation. The Bidder shall prepare recall related reports as may be required. Each Bidder shall, at the request of the Customer, give the Customer all assistance in locating and obtaining any replacement parts needed. Each Bidder shall immediately notify and provide copies to the Agency of any communications, whether relating to recalls or otherwise, with any Customer. The Bidder shall ensure recalled Parts are rectified, replaced and destroyed in compliance with all applicable laws, rules or regulations and the Department's instructions. All efforts relating to recalled Parts shall be at the Bidder's expense.

2.5. Accessibility and ADA Compliance: Maintenance of equipment in accordance with applicable accessibility standards, including the Americans with Disabilities Act (ADA).**2.6. Work Rules****2.6.1. Facility Rules**

Some State facilities have their own specific security, safety policies, and procedures established which must be always adhered to. Bidder's personnel shall provide to the facilities designated contact(s) the following information in advance of being admitted to site: name, date of birth, social security number, driver's license number (background checks may be required at secured facilities), location and description of work to be performed.

2.6.2. Site Conditions

The Bidder shall perform all work in a safe manner and in accordance with all applicable federal, State, and local safety regulations.

The Bidder shall immediately correct, at its sole expense, any unsafe or hazardous conditions caused by the Bidder's operations, employees, sub-Bidders, or equipment.

The Bidder shall be solely responsible for damage to existing structures, grounds, systems, equipment, or property resulting from the performance of the work by the Bidder, its employees, agents, or sub-Bidders. The Bidder shall repair or replace damaged property to its original condition at no additional cost to the State.

The Bidder shall coordinate all required service interruptions or utility shutdowns with the Agency in advance of any shutdown.

The Bidder shall always maintain the work site in a clean and orderly condition. The Bidder shall remove all waste materials, debris, surplus materials, and equipment from the work site upon completion of tasks.

The Bidder shall maintain all walkways, driveways, and parking areas in a clean and unobstructed condition during the performance of the work.

The Bidder shall coordinate employee parking arrangements with the Agency. All parking fees or related costs shall be the responsibility of the Bidder.

2.6.3. Proper Conduct

The Bidder and its employees, agents, and sub-Bidders shall always conduct themselves in a professional manner while on State property.

The following activities are prohibited on State premises:

- a. Possession of weapons, illegal drugs, or alcohol;
- b. Smoking, except in designated smoking areas authorized by the Agency; and
- c. Propping open, disabling, or leaving secured doors unsecured.

2.6.4. Temporary Utilities

The Bidder shall have temporary use of electrical power from existing outlets as directed by the Facility. The Bidder shall furnish all connections and extensions from these outlets at its own expense.

2.6.5. Storage

The Bidder shall store all materials, tools and equipment only in areas designated by the Agency. The Bidder shall keep those areas clean and clear of combustible materials/waste. The Bidder shall provide adequate facilities for the storage of waste

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materials and rubbish prior to removal from the site. Debris, surplus materials, equipment, etc., may need to be removed periodically, depending on the Facility needs. No ladders, tools, or equipment shall be left unattended. The Bidder shall be solely responsible for damage, loss or liability due to theft or vandalism of his materials, tools and equipment.

2.6.6. Hazardous Materials

If the Bidder encounters suspected hazardous materials, work must cease immediately and the Facility shall be notified. The Agency will test and remediate the hazard as required. The Bidder is responsible for informing and protecting its personnel and remains responsible for delays caused by these conditions. No reimbursement will be provided for reasonable delays related to hazard mitigation.

Attachment 1
Exceptions Form

Please list any and all exceptions to this RFB in this section. Include section and reason for exception:
(Attach additional pages if necessary)

<u>Section</u>	<u>Exception</u>
1. _____	_____ _____
2. _____	_____ _____
3. _____	_____ _____
4. _____	_____ _____
5. _____	_____ _____
6. _____	_____ _____
7. _____	_____ _____
8. _____	_____ _____
9. _____	_____ _____
10. _____	_____ _____