PERFORMANCE WORK STATEMENT
FOR
VERTICAL TRANSPORTATION EQUIPMENT MAINTENANCE, REPAIR, & INSPECTION SERVICES

04 FEBRUARY 2026

PERFORMANCE WORK STATEMENT (PWS) FOR VERTICAL TRANSPORTATION EQUIPMENT MAINTENANCE, REPAIR, & INSPECTION SERVICES

1. DESCRIPTION OF SERVICES. The Contractor shall provide all management, tools, supplies, equipment, parts and labor necessary to maintain, repair, and inspect the real property vertical transportation equipment (VTE) at Shaw Air Force Base in a manner that will ensure continuous and safe operation (full maintenance and repair except for the exclusions listed in paragraph 2 below). NOTE: The term "VTE" in this Performance Work Statement (PWS) includes all equipment listed in Appendix A: freight and passenger elevators, escalators, and may include wheelchair/stair lifts, dock levelers, and dumbwaiters.

1.1. This full maintenance contract signifies a VTE service provider (Contractor) takes total service responsibility for the equipment identified in the contract. Except those services covered in paragraph 2 below, the monthly fixed price includes all inspections, maintenance, repairs, replacements, and routine and emergency service calls. This contract allows the Government to budget total yearly costs and eliminates concerns relating to individual parts repair or replacement invoicing. The Contractor assumes all responsibility and provides services visits and types required to keep the VTE operating safely and within the performance objectives of paragraph 6.

1.2. Work conducted on VTE will be in accordance with the latest edition of the ASME A17.1/CSA B44, Safety Code for Elevators and Escalators, as adopted by the Authority Having Jurisdiction (AHJ), but no less stringent than ASME A17.1-2022. All inspections shall comply with the latest adopted edition of ASME A17.2, Guide for Inspection of Elevators, Escalators, and Moving Walks. Maintenance and testing of existing equipment shall comply with the requirements of ASME A17.3, Safety Code for Existing Elevators and Escalators. All work shall also comply with National Fire Protection Association Standards (NFPA), Unified Facilities Criteria (UFC) 3-600-01, Fire Protection Engineering for Facilities, Occupational Safety and Health Administration (OSHA) Standards, and the recommendations of the original equipment manufacturer (OEM).

2. EXCLUDED SERVICES. The following are not covered in the full maintenance service arrangement and are considered over and above services:

2.1. Alterations (a.k.a., modernizations) are not covered in the full maintenance service arrangement. (See Paragraph 3.2)

2.2. Acts by parties other than the Contractor of vandalism, abuse, negligence, damage resulting from rescue and recovery operations, acts of God (including damage resulting from emergency power generator power spikes and low quality) are not included in the contract.

2.3. Additional items excluded in the full maintenance coverage are cosmetic, construction, ancillary components of the VTE system including the finishing, repairing or replacement of the cab enclosure, ceiling frames, hoistway door panels, door frames, sills, car flooring, floor covering, main line power switches, main power breaker(s), hydraulic elevator jack outer housing, buried piping, smoke and fire sensors, fire service reports, main communication feeders to controller,

security systems, batteries for emergency lighting and lowering that are not solely dedicated to the VTE, air conditioners, and heaters.

2.4. Routine cleaning and refinishing the interior of cars and the exterior of the hoistway doors and frames is not included in the basic full maintenance service.

2.5. In the event that the Contractor encounters an item of work included in paragraph 2.1 through 2.4, the Contractor will report the situation to the Contracting Officer's Representative (COR). The report will include the work location, a detailed scope of the required work, justification for Contractor determination that the work was not included in the contract, and an itemized cost estimate (including time to repair, all required parts and a breakdown of labor hours). **NOTE: Any part, component or assembly unavailable from the manufacturer due to obsolescence, remains the Contractor's responsibility to obtain an engineered equivalent product from a commercial source.**

3. DEFINITIONS:

3.1. Maintenance, Repair and Replacement. Maintenance, repair and replacement are on existing VTE and included in the contract scope of services. All maintenance, repair and replacement of damaged, broken, or worn parts are to be done in a manner that ensures that the equipment may be operated safely. Maintenance, repair and replacement are actions to restore equipment to a state in which it may safely perform its required operations as installed in accordance with the manufacturer's recommendations. See ASME A17.1 for requirements.

3.2 Alteration. An alteration is also to existing VTE but is not included under the full maintenance service arrangement. Alteration/modernization will be covered on an over and above Contract Line Item, or it may result in a modification to the contract. The typical alteration results in a betterment to the safe operation of the equipment. In the case of elevators, when an alteration is made, all affected safety requirements must be complied with. All work as part of an alteration is required to comply with specific requirements of the current ASME A17.1 Code edition. See ASME A17.1 for requirements.

4. MAINTENANCE AND INSPECTION SERVICES:

4.1. The Contractor with the CO/COR (or representative) shall determine the working order and condition of all VTE listed in Appendix A within thirty (30) calendar days of contract award. The Government will either replace missing items or repair all items not in working order or serviceable condition, or the CO will direct the Contractor to replace the missing items, accomplish the repair, and reimburse the Contractor in accordance with the contract. The CO will give instructions for situations where a unit requires a level of repair potentially constituting alteration as described by paragraph 3. The Contractor and the CO shall certify their agreement as to the working order of the equipment. All repair work shall be in accordance with standard commercial practices using only new parts of equal quality specified by the VTE manufacturer in effecting repairs (substitution of a different component is only permitted where it is equivalent to that which was tested, as determined by the certifying agency).

4.2 The Contractor shall develop and submit to the Government an annual written Maintenance Control Program (MCP) for each VTE within thirty (30) calendar days after contract award to cover the basic contract and any option periods. The MCP shall, at a minimum, include required inspections, timelines for inspections and maintenance to be performed. The Contractor shall perform inspections and maintenance of all VTE in accordance with the MCP. The MCP shall ensure compliance with all minimum code requirements. Contractor will have VTE units at least 95% availability.

4.3 The Contractor shall perform preventative maintenance on Vertical Transportation Equipment (VTE), such as elevators, escalators, and dumbwaiters. This maintenance will adhere to the best commercial practices or the manufacturer's specifications to ensure the equipment remains safe and reliable. A Maintenance Control Program (MCP) will be used to define the schedule for specific maintenance tasks.

4.4 Cleaning of equipment spaces and daily cleanup of job sites in conjunction with maintenance, inspections and tests, and repairs are required.

4.5 The Contractor shall perform necessary inspections and tests as required under ASME A17.1 Appendix N, using a Qualified Elevator Inspector (QEI). The first annual test shall include the five-(5)-year test for all traction and roped hydraulic elevators regardless of due date. Category 1 (annual) and Category 5 (5-year), The three-(3) - year test shall be scheduled in conjunction with the annual test two years later from the first annual test.

4.6 The Government may perform inspections of the VTE at no cost to the Contractor for purposes of capital asset management and quality assurance. If discrepancies are discovered during these inspections, the Contractor will be notified in writing of any determination and may be responsible for the corrective actions.

4.7 The Contractor shall prepare and submit a written report within two (2) business days of work. The report shall identify each VTE, the location, maintenance work performed, repairs needed, date of inspection, name of inspector, and overall condition of the VTE.

4.8 The Contractor shall maintain a copy of all current VTE inspection documentation, along with an index indicating the location, date inspected, and date of the next required inspection having provided the original to the CO/COR. The index and copies of certificates shall be delivered to the CO/COR upon request; however, no later than one (1) business day of a request to review.

5. REPAIR SERVICE CALLS. Contractor shall provide service calls (routine and emergency) under the full maintenance service agreement at no additional charge. All repair work shall be done in accordance with standard commercial practices. Contractor shall repair and replace components of the VTE at no additional cost to the Government. When a component in a labeled product is replaced, it must be replaced with an identical component manufactured under the original labeling service (certifying agency). Substitution of a different component is only permitted where it is equivalent to that which was tested, as determined by the certifying agency. The parts used for replacement are required to comply with all the requirements that the old parts originally complied with. The Unified Facilities Guide Specifications (UFGS) and the UFC will be used to benchmark acceptable replacement components. See UFGS 14 21 00. 00 20 Electric

Traction Elevators, UFGS 14 21 13 Electric Traction Freight Elevators, UFGS 14 21 23 Electric Traction Passenger Elevators, and UFGS 14 2 00 Hydraulic Elevators for guidance.

5.1. Routine Calls. Service calls will be classified as routine when the work or adjustments do not qualify as an emergency call.

5.1.1. The Contractor shall respond in-person to the VTE and begin work on routine service calls at no additional cost to the Government within 48 hrs. after receipt of the call on regular scheduled workdays/hours.

5.1.2. The Contractor shall report to the work location, survey the repair, and provide the CO/COR an estimate of time and cost of repairs not covered in the full maintenance service contract, but necessary to bring the VTE back to operation. The Contractor shall commence repair work after notification from the CO/COR. The Contractor shall prepare and submit to the CO/COR a written report within two business days after the repair. The report shall include the date and time of the service call, the location of the VTE, the repairs performed, and the name of the technician performing the repairs.

5.2. Emergency Calls. Emergency calls are defined as calls made for services when a VTE system fails and constitutes a danger to personnel; threatens to damage properties; or threatens to disrupt activity, operations, and/or training missions. Contractor shall respond within two (2) hours (nights, weekends or holidays) to any emergency call.

5.2.1. The Contractor shall respond in person to the VTE and begin work on emergency service calls within 2 hrs. after receipt of the call.

5.2.2. The Contractor shall report to the work location, survey the repair, and provide base contracting an estimate of time to repair and cost of repairs not covered in the basic full maintenance service contract but necessary to bring the VTE back to operation. The Contractor shall commence repair work after notification from the CO/COR. The Contractor shall prepare and submit to the CO/COR a written report within two business days after the emergency repair. The report shall include the date and time of the service call, the location of the VTE, the repairs performed, and the name of the technician performing the repairs.

6. SERVICES SUMMARY.

The Government will evaluate the Contractor performance in accordance with the following criteria. Performance evaluations will be rendered in one or more Government databases for that purpose.

Performance Objective	PWS Para	Performance Threshold
1. Written Maintenance Control Program (MCP) for each VTE for all equipment. MCP identifies all maintenance intervals to include safety inspections.	4	MCP in accordance with ASME A17.1 delivered to CO in 30 calendar days of contract award.
2. VTE Service Availability	4	VTE availability is 95%. Calculation = (sum of all VTE number of days in service during the selected month for each VTE) / (# VTE * # days in the selected month).
3. Repair Service Call Routine – Response Time. Response to routine calls within time specified in paragraph 5.1.2.	5	Response to routine service calls is on-time 100% of the time on a monthly basis.
4. Repair Service Call Emergency – Response Time. Response to emergency calls within time specified in paragraph 5.2.2.	5	Response to emergency service calls is on time 100% of the time on a monthly basis.
5. Service Call Repairs – Repair Quality. Repairs are of high quality resulting in reduced callbacks.	5	Only two call backs of the same problem (same instance) each month.
6. Inspection – MCP Adherence		Inspection to MCP 100%
7. Preventative Maintenance - MCP Adherence	4.7., 5.1.3, 5.2.3.	Preventative maintenance performed to MCP 100% of time.
8. Reporting	2, 4, 5	Submit reports in a manner consistent with PWS 100% of the time.

7. GOVERNMENT FURNISHED PROPERTY AND SERVICES. The Government shall provide water, sewage, and electricity from existing sources

8. GENERAL INFORMATION.

8.1. QUALITY CONTROL. Contractor shall develop and maintain a quality control program (QCP) to ensure maintenance and repair services are performed in accordance with ANSI/ASME A17 and other applicable standards and codes. The Contractor shall develop and implement procedures to eliminate reoccurrence of once identified/repaired defects. As a minimum, the

Contractor shall develop quality control procedures that address the areas identified in Paragraph 6, *Service Summary*. The QCP shall demonstrate how the Contractor ensures quality performance during the contract period of performance. The Contractor shall maintain the QCP throughout the period of performance of the contract. The CO will be provided with updates to the QCP as they occur during the period of performance. The QCP will identify the procedures in writing for inspections, individual responsible, VTE MCP, and the location of all inspection records and key control logs which will always be available to the government upon request. The QCP will have the inspection forms and records which will be used for the service. The Contractor will identify to the CO/COR the responsible quality control inspector to notify in case of customer complaints.

8.2. QUALITY ASSURANCE. The government will periodically evaluate the contractor's performance by appointing a representative(s) to monitor performance to ensure services are received. The government representative will evaluate the contractor's performance through intermittent on-site inspections of the contractor's quality control program and receipt of complaints from base personnel.

8.3. HOURS OF OPERATION. All non-emergency work shall be accomplished during the normal duty hours of 0730 through 1630, Monday through Friday, excluding US Government holidays.

Shaw AFB recognizes the following holidays:

New Year's Day	1 January
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	19 June
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

NOTE: Any of the above holidays falling on a Saturday will be observed on the proceeding Friday. Holidays falling on a Sunday will be observed on the following Monday.

8.4. SECURITY REQUIREMENTS.

8.4.1. **Listing of Employees.** The contractor shall maintain a current listing of employees. The list shall include the employee's name, social security number and type of investigation if contract work involves unescorted entry to Air Force restricted areas or other sensitive areas designated by the installation commander. The list shall be provided to the Program Manager and sponsoring agencies Security Manager. An updated listing shall be provided when an employee's status or information changes.

8.4.2. **Security Training.** The contractor ensures all contractor employees receive initial and recurring security training from the sponsoring agencies security manager. Training must be conducted IAW DODM 5200.01, Volume 3, Information Security Program, and AFI 31- 401, "Information Security Program Management". Contractor personnel who work in Air Force controlled/restricted areas must be trained IAW AFI 31- 101, The Air Force Installation Security Program.

8.4.3. **Pass and Identification Items.** The contractor shall ensure the pass and identification items required for contract performance are obtained for employees.

8.4.3.1. Background Checks. All contractor employees shall submit their name, social security number, date of birth and driver's license (or valid identification card) number to the COR or Contracting Officer. The required information is needed to perform a criminal background check accomplished by Shaw Air Force Base Security Forces prior to the employee being issued base access credentials. Failure to submit requested Contractor Listing of Employees as indicated can result in denial or delay of issuing base access credentials. Processing criminal background checks takes, at a minimum, 7-10 days from time of submission.

8.4.4. **Retrieving Identification Media.** The contractor is responsible for retrieving all government-issued identification media from employees who depart for any reason before the contract expires, e.g. terminated for cause, retirement, etc. The contractor shall return retrieved items to the Security Forces Pass and Registration Office.

8.4.5. **Traffic Laws**. The contractor and its employees shall comply with base traffic regulations.

8.4.6. **Weapons, Firearms, and Ammunition.** Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned vehicle or privately-owned vehicle while on Shaw Air Force Base.

8.4.7. **For Official Use Only (FOUO).** The contractor shall comply with DoD 5400-7-R, Chapter 4, DoD Freedom of Information Act (FOIA) Program, requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material.

8.4.8. **Reporting Requirements.** Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DOD personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment.

8.4.9. **Physical Security.** The contractor shall be responsible for safeguarding all government property and controlled forms provided for contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured.

8.4.10. **Controlled/Restricted Areas.** The contractor shall implement local base procedures for entry to Air Force controlled/restricted areas where contractor personnel will work. An AF Form

2586, Unescorted Entry Authorization Certificate must be completed and signed by the sponsoring agencies Security Manager before a Restricted Area Badge will be issued. Contractor employees must have a completed National Agency Check with written inquiries (NACI) investigation before receiving a Restricted Area Badge.

8.4.11. **Key Control.** The contractor shall establish and implement methods of making sure all keys issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized personnel. The contractor shall not duplicate any keys issued by the government.

8.4.11.1. The contractor shall immediately report to the Contracting Officer's Representative (COR) or Program Manager any occurrences of lost or duplicated keys.

8.4.11.2. In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the Contracting Officer, to re-key or replace the affected lock or locks without cost to the government. The government may, however, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the government and the total cost deducted from the monthly payment due the contractor.

8.4.11.3. The contractor shall prohibit the use of keys issued by the government, by any persons other than the contractor's employees and the opening of locked areas by contractor employees to permit entrance of people other than contractor employees engaged in performance of contract work requirements in those areas.

8.5. CONTINUATION OF ESSENTIAL DEPARTMENT OF DEFENSE SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY OR OVERSEAS COMBATANT COMMANDER.

8.6. SPECIAL QUALIFICATIONS. The Contractor will be licensed by the State in which the work is conducted to provide the services specified in this contract. All work will be performed by personnel who are trained and qualified for the systems and equipment. Contractor personnel shall be certified by appropriate federal and state regulatory agencies to meet federal and local certification requirements (documentation provided to CO/COR upon request) in maintenance of VTE.

8.7. SCHEDULE COORDINATION. The Contractor shall be responsible for coordinating all phases of his/her operations with the appropriate base personnel through the CO/COR. The facilities shall remain in operation while the Contractor is working, and it is up to the Contractor to coordinate around the normal activities of the facility.

8.8. ENVIRONMENTAL CONTROL. The Contractor shall comply, and assure that all subcontractors comply, with all applicable federal, state, and local laws, regulations, ordinances, policies and standards related to environmental matters. Where applicable, the Contractor shall use environmentally safe products during completion of their project. The Contractor

shall maintain, in company vehicle on site, Material Safety Data Sheets (MSDS) for all chemicals. A copy of all MSDS will be provided to CO/COR. The MSDS data is subject to random checks by the government. Contractor should maintain, and provide on demand, an inventory of materials being brought on to the Government facility. The Contractor shall complete, and provide on demand, monthly inventories of HAZMAT used, including but not limited to solvents, paints, degreasers, greases, Ozone Depleting Substances, and oils brought on to the Government facility. If the Contractor spills or releases any HAZMAT or other substance contained in 40 CFR 302 into the environment, the Contractor shall immediately notify the CO/COR and appropriate emergency responders. The Contractor is responsible for all costs associated with clean-up and restoration, including any applicable fines and/or penalties. The Contractor shall maintain a spill plan as required by federal, state, and local laws and regulations.

8.9. ASBESTOS. The Contractor shall comply with Section 29 CFR 1910.1001(j)(7)(iv). VTE may be in facilities that may contain ACM or PACM. The Contractor (not the Government) shall determine if any exposure to ACM may result in performing work under the contract.

APPENDICES.

A. VTE Equipment Listing

Performance Work Statement for Vertical Transportation Equipment Maintenance, Repair and Inspection Services
Appendix A
VTE Equipment Listing

Item	Type of VTE	Location of VTE	Manufacturer	Capacity (LBS)	Year Installed
1 EA	Elevator	Bldg. 216	Schindler	3500	2021
1 EA	Elevator	Bldg. 501 Education Center	Mowery	3500	2004
3 EA	Elevator	Bldg.1042 (Base Clinic)	Skyline/MCE	3500	2017
1 EA	Elevator	Bldg. 1102 9th (Air Force)	Tyson Grump	2100	2007
1 EA	Elevator	Bldg. 1118 (20th MPF)	Southern	2500	1989
1 EA	Elevator	Bldg. 1122 (20th FW HQ)	Southern	2500	1988
2 EA	Elevator	Bldg. 1130 Annex (9th AF Headquarters)	Southern	2500	2010
1 EA	Elevator	Bldg. 1130 (9th AF Headquarters)	Thyssen	4000	2017
1 EA	Elevator	Bldg.1990 (Control Tower)	Thyssen	1500	Modernization 2025
1 EA	Elevator (Freight)	Bldg. 1947 (ARCENT)	Premier	4500	2011
6 EA	Elevator	Bldg. 1947 (ARCENT)	Premier	3500	2011
1 EA	Elevator	Bldg. 1996	MEI Minnesota Elevator Inc.	3500	2022
1 EA	Elevator	Bldg. 2002	MEI Minnesota Elevator Inc.	3500	2022