B.3 PERFORMANCE WORK STATEMENT

**Elevator Inspections**
**VA Palo Alto Health Care System**

## Section 1: GENERAL INFORMATION

1.1 General:

A. This Performance Work Statement (PWS) is to obtain maintenance and repair services, safety inspections and testing for Vertical Transportation Equipment (VTE), referred to as elevators, at the Veterans Affairs Palo Alto Health Care System (VAPAHCS), referred to as the Government.

B. The Contractor shall provide management, supervision, labor, parts, material, tools, incidental engineering services, and transportation necessary to perform maintenance, repair, inspection, testing, and component replacement to keep the vertical transportation equipment operating as originally specified by the equipment manufacturer and/or as modified when a deviation is required. Modifications to perform deviations require written consent of the Government's Contracting Officers Representative (COR) or COR designee.

C. The Contractor, without additional expense to the Government, shall obtain all licenses, permits, and insurance required to perform the work in this Contract. Contractor shall comply with all applicable federal, state, and local laws. Evidence of insurance, licenses, and permits shall be provided to the Contracting Officer and COR before work commences.

1.2 Period of Performance:

A. Period of performance shall be base year plus three option years.

a. Base Year August 1, 2026 to July 31, 2027
b. Option Year 1 August 1, 2027 to July 31, 2028
c. Option Year 2 August 1, 2028 to July 31, 2029
d. Option Year 3 August 1, 2029 to July 31, 2030

1.3 Place of Performance: Services are required at the following locations. The points of contact (POC) for each location are listed. All work must be coordinated with the COR.

| | | |
|---|---|---|
| Palo Alto Main Campus<br>3801 Miranda Ave.<br>Palo Alto, CA 94304<br>POC: Site Manager<br>(650) 709-5630 | Menlo Park Medical Center<br>795 Willow Rd.<br>Menlo Park, CA 94025<br>POC: Site Manager<br>(650) 465-5121 | Livermore Medical Center<br>4951 Arroyo Rd.<br>Livermore, CA 94550<br>POC: Site Manager<br>(650) 285-9610 |

| | | |
|---|---|---|
| Mountain View Center<br>1776 Old Middlefield Way<br>Mountain View, CA 94043<br>POC: Menlo Park Site Manager | VA Research Center<br>1120 Innovation Way,<br>Sunnyvale, CA 94089<br>POC: Menlo Park Site Manager | |

1.4 Hours of Operation: All inspections shall be performed during business hours of 8:00 AM to 4:30 PM Monday through Friday, except Federal Holidays. Contractor may work outside normal business hours by arrangement with the COR if such services are provided without additional charge to the government.

1.4.1 Observed Federal Holidays

- New Year's Day
- Labor Day
- Martin Luther King Jr.'s Birthday
- Columbus Day
- President's Day
- Veteran's Day
- Memorial Day
- Thanksgiving Day
- Juneteenth Day
- Christmas Day
- Independence Day

1.5 Type of Contract: The government will award a Firm Fixed Price contract.

1.6 Invoicing: All invoices from the contractor shall be submitted electronically in accordance with VAAR Clause 852.232-72 Electronic Submission of Payment Requests.

VA's Electronic Invoice Presentment and Payment System – The FSC uses a third-party contractor, Tungsten, to transition vendors from paper to electronic invoice submission. Please go to this website: http://www.tungsten-network.com/US/en/veterans-affairs/ to begin submitting electronic invoices, free of charge.

More information on the VA Financial Services Center is available at http://www.fsc.va.gov/einvoice.asp.

Vendor e-Invoice Set-Up Information:

Please contact Tungsten at the phone number or email address listed below to begin submitting your electronic invoices to the VA Financial Services Center for payment

processing, free of charge. If you have question about the e-invoicing program or Tungsten, please contact the FSC at the phone number or email address listed below:

- Tungsten e-Invoice Setup Information: 1-877-489-6135
- Tungsten e-Invoice email: VA.Registration@Tungsten-Network.com
- FSC e-Invoice Contact Information: 1-877-353-9791
- FSC e-invoice email: vafsccshd@va.gov

1.6.1 Payments: The Government will only pay for services rendered and will not pay for any uncompleted or undelivered work, services, or goods.

1.6.2. Invoices for approved work shall indicate, individual part(s) used, cost of individual part(s), and total part(s) cost.

1.6.3 Payment for work covered under this Contract shall be billed monthly.

1.6.4 Payment will be made in arrears of the specified billing period after receipt of a correctly
prepared invoice, provided all required work, including preventive maintenance, submission of reports and all other requirements for the period in questions have been performed in accordance with contract stipulations, and can be verified with service reports signed by the COR or COR designee.

1.6.5 The Contractors failure to schedule and perform a PM within the specified time interval shall be considered non-compliance with terms of contract, and Government will take corrective action as defined the Federal Acquisition Regulations (FAR). Payment withholding will be in compliance with the FAR. Criticality of VTE in a medical facility requires that continued Contractor failure to perform will necessitate holding Contractor in default and the Government obtaining suitable service via separate means.

1.6.6 Unless otherwise directed by the CO or unless acting in a good faith effort to perform emergency work (i.e., life, safety, entrapment, etc.), the Contractor shall not perform any work outside of the Scope of this Contract without authorization from the CO/COR and the issuance of a separate Purchase Order. Failure to receive prior approval for out-of-scope work will likely result in the denial of compensation.

**Section 2: DEFINITIONS & ACRONYMS**

2.1 Definitions:

*Contractor*. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

*Subcontractor*. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

*Work Day*. The number of hours per day the Contractor provides services in accordance with the contract.

*Work Week*. Monday through Friday, unless specified otherwise.

2.2 Acronyms:

| | |
|---|---|
| COR | Contracting Officer Representative |
| NFPA | National Fire Protection Association |
| OEM | Original Equipment Manufacturer |
| OSHA | Occupational Safety and Health Administration |
| POC | Point of Contact |
| PM | Preventative Maintenance |
| PMI | Preventative Maintenance Inspection |
| VA | Veterans Affairs |
| VAPAHCS | Veterans Affairs Palo Alto Health Care System |

**Section 3: GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES**

A. The Government will not provide office space or operational facilities to the Contractor. The Contractor shall secure and maintain the necessary office space and other facilities required for performance of this Contract at his/her own expense.

B. The Government will not provide tools or equipment to the Contractor. The Contractor shall furnish all tools required for the performance of this Contract.

C. The Government will not provide any materials to the Contractor.

D. The Government will furnish the following services at existing outlets, for use in those facilities provided by the Government and as required for the work to be performed under this Contract: electricity, fresh water, sewage service, and non-hazardous refuse collection (from existing collection points). Disposal of equipment and construction debris is the responsibility of the Contractor.

E. Oil removed from hydraulic units shall be collected, placed in California Department of Toxic Substances Control used oil management compliant containers, and turned over to the Government for disposal. Used or emptied oil containers maybe removed by the contractor only if they are California Department of Toxic Substances Control compliant containers, and only with COR inspection and approval.

F. This PWS does not have any government furnish equipment. Contractor shall not use any government own equipment, material, supplies, or tools. Contractor shall furnish all requirements. The government reserves option to terminate the contract in the event that contractor uses government equipment or supplies without written approval from the Contracting Officer and COR.

G. Contractor shall provide elevator technician and weights as required for all inspections.

**Section 4: CONTRACTOR REQUIREMENTS**

The Contractor shall provide all equipment, supplies, management, supervision, personnel, and transportation necessary to assure that all services are in accordance with the contract and all applicable laws and regulations. The contractor shall ensure all work meets performance standards specified in this Performance Work Statement (PWS) and referenced documents to include all notes, explanatory material, and appendixes.

4.1 Contractor Qualifications:

A. Contractor shall employ or retain at least one ASME/NAESA QEI-certified elevator inspector with a minimum of five years of experience. This qualified inspector shall be responsible for conducting all contractor-performed inspections, completing required inspection documentation, and supporting third-party inspections as required under Section 6.4. Contractor shall submit in technical package all certifications and licenses. The Government reserves the right to request and review licenses and certification during the contract period.

B. The Contractor shall have a minimum of five (5) years within the last seven (7) years of successful experience maintaining elevator equipment identical or similar to the vertical transportation equipment listed in this Contract.

C. The Contractor shall provide a Contract Manager who shall be responsible for performance of the contract work. Name of the Contract manager and an alternate shall be designated in writing to the CO/COR prior to contract start date. Changes to personnel shall be submitted to the Government within five (5) work days of the changes. The Contract Manager or alternate shall have full authority to act on contract matters relating to daily operation of the Contract. The Contract Manager or alternate shall be available to speak/meet with the CO or COR, within 24 hours of request during normal operating hours and or within the next business day.

D. Contractor shall show evidence of reliability, ability and experience of all of his personnel providing service under this contract by furnishing: (1) Elevator Lead Technician Resume, Training Certifications, and California Licenses; (2) A list of personnel who will perform under the contract, showing the length and type of experience of personnel who will service the facility and proof of enrollment/certification in the National Elevator Industry Educational Program (NEIEP) and membership in the International Union of Elevator Constructors (IUEC). Alternately, certificate of completion from an approved apprentice program (NEIEP, CET, or CAT).

E. The selection, assignment, and management of Contractor’s employees is the responsibility of the Contractor. The Contactor shall not employ any individual identified as a potential threat to the health, safety, security, and general wellbeing, or operation of the VAPAHCS facilities or personnel. The Contractor is fully responsible for

performance and conduct of his/her employees. The Contractor shall not allow any employee to perform work under this Contract while under the influence of alcohol, drugs, or any other incapacitating agent.

F. Contractor shall have a C-11 Elevator Contractors License from the State of California or equivalent state license. Per California Code of Regulations; Title 16; Division 8; Article 3, Classifications; Section 832.

G. Contractor service, repair, and replacement staff shall have Journeymen-level experience along with all other referenced training, certification, and experience as required within section 4.1. Staffing information shall be submitted as referenced in section 4.1.D(2) and updated at least annually or whenever changes are made to the operations staff.

H. Staff below journeymen experience shall be supervised by those identified in the submitted staffing list and any and all certifications shall be submitted.

4.2 Background Checks And Identification Badges

A. Contractor and Subcontractor personnel working on VAPAHCS facilities must consent to Background Checks or shall be denied access to the VAPAHCS facilities. Information required to conduct a Background Check includes: full name, driver's license number and/or
social security number, date of birth, and completion of a background check questionnaire.

B. Contractors shall ensure their employees and those of their Subcontractors have the proper credentials allowing them to work in the United States. The Contractor shall not be entitled to any compensation for delay or expenses associated with this requirement and are not excused from proceeding with the Contract.

C. Department of Veterans Affairs regulations requires Contractor employees to have a VAPAHCS issued Identification Badge and wear it at all times while at VAPAHCS facilities. ID badges shall be issued by the VAPAHCS security office under its rules for issuance. Contractor personnel shall present a neat appearance and be easily recognized as a Contractor employee by wearing distinctive clothing bearing the name of the company and a VAPAHCS issued ID badge. When an employee leaves the Contractor's employment, or the Contract is terminated, the employee's badge shall be returned to COR within 3 working days.

4.3. Emergency Telephone Numbers

The Contractor shall provide the CO/COR with pertinent emergency telephone numbers to summon assistance in the event of an emergency. At least one of the emergency telephone numbers, and one alternate telephone number, shall be manned twenty-four

(24) hours per day, 365 days per year. This information shall be provided in writing to the CO/COR

**Section 5: <u>CODES AND STANDARDS</u>**

A. Publications listed below form a part of this Contract. Elevators shall meet the requirements of current code editions published, all manufacturer guidelines, Veteran's Affairs (VA) memorandums, and industry standards, as applicable, and in the case of conflicting standards the most stringent shall apply. The most current edition will be used on all references listed below.

1. Elevator Industry Field Employees' Safety Handbook

2. International Building Code (IBC)

3. American Society of Mechanical Engineers (ASME):

    a. ASME A17.1: Safety Code for Elevator and Escalator
    b. ASME A17.2: Inspectors' Manual for Elevator and Escalator
    c. A17.3--Safety Code for Existing Elevators and Escalators
    d. A17.5--Elevator and Escalator Electrical Equipment
    e. A17.6--Standard for Elevator Suspension, Compensation, and Governors
    f. A17.7--Performance-Based Safety Code for Elevators and Escalators
    g. A18.1--Safety Standard for Platform Lifts and Stairway Chairlifts
    h. QEI-1--Standard for the Qualification of Elevator Inspectors
    i. NFPA 13--Standard for the Installation of Sprinkler Systems
    j. NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
    k. NFPA 70: National Electrical Code
    l. NFPA 70E—Electrical Safety In The Workplace
    m. NFPA 72--National Fire Alarm and Signaling Code
    n. NFPA 101-Life Safety Code
    o. NFPA 252-Fire Test of Door Assemblies
    p. NFPA 99: Standard for Health Care Facility
    q. OSHA Standard 29 CFR 1910

**Section 6: MAINTENANCE SERVICE**

A. The Contractor shall provide complete maintenance service, safety inspections, and tests on every elevator at the VAPAHCS site locations (5 sites in total, see attached Inventory) for the period required under the contract. Maintenance work shall be performed by National Elevator Industry Educational Program (NEIEP) trained, International Union of Elevator Constructors (IUEC) technicians only.

B. The Contractor shall have in his possession throughout the term of the contract all diagnostic equipment necessary to fully maintain, test, repair, adjust or reprogram elevator systems.

C. Contractor shall maintain a complete set of current and legible schematic wiring diagrams in each elevator machine room for each elevator. If any of the required schematic wiring diagrams are not available at the time of Contract award, it shall be the responsibility of the Government (VAPAHCS Engineering) to provide all available reference material at no cost to the Contractor. Wiring diagrams shall be modified to reflect any changes made by the Contractor after receiving written approval by the CO/COR to make the changes. Modifications made to controls shall be dated and recorded on the government wiring diagrams. The wiring diagrams will remain property of the Government.

D. Contractor shall not make any alteration or additions to the equipment without prior written approval from the CO/COR.

E. Contractor shall provide tools, equipment, specialty items and other items that may be necessary to perform tasks required under this Contract. Parts not available from the manufacturer due to obsolescence remain the Contractor's responsibility to replace from another source.

F. Contractor shall provide lubricants, fluids, fasteners, cleaning supplies, paints (low VOC only), and other supplies necessary to perform services required in this Contract. Lubricants shall be only those products recommended by the equipment manufacturer or equal.

G. Contractor shall maintain specified equipment in like-new condition and good working order in accordance with best possible industry standards by examining, adjusting, lubricating as required, and if conditions warrant, clean, and repair or replace components of the equipment as follows:

1. Machines, worm gear, thrust bearing, drive sheave, shaft bearings, brake assembly and brake coil, contacts, linings and component parts.

2. Motor and motor generator, motor windings, rotating elements, commutators, brushes, brush holders, and bearings.

3. Silicon control rectifiers, reactors, filters, heat sinks, amp traps, transducers and all control components.

4. Controller, selector and dispatching equipment, relays, solid state components,

resistors, condensers, transformers, contacts, leads, dash pots, timing devices, computer and microprocessor devices, steel selector cable or tape, and mechanical and electrical driving equipment.

5. Governors, governor sheaves and shaft assemblies, bearings, contacts and governor jaws.

6. Deflector or secondary sheaves, sheave bearings, car and counterweight guide rails, top and bottom limit switches, governor tension sheave assembly, compensating sheave assembly, counterweight and counterweight guide shoes including rollers or gibs.

7. Equalize tension, shorten or replace hoisting ropes and governor ropes where necessary to maintain the safety factor required by code.

8. Hoistway door interlocks, rollers and hangers, bottom door guides and door closing devices.

9. Automatic power-operated door operator, car door hanger, car door contact, door protective device, load weighing equipment, car frame, car safety mechanism, platform, wood platform flooring, elevator car guide shoes, gibsor rollers, ceiling fan/blower and grill.

10. Signal system devices and fixtures, signal devices including hall buttons, hall lanterns, operating panels, intercommunication system, telephones, position indicators, dials, bells, buzzers, gongs, and light bulbs, buttons, button light, chimes, audio annunciators, key switches, traveling cables, data cables and electrical cables.

11. General and Emergency lighting within the cab, above the cab or in the hoist way including; bulbs, fixtures, batteries, trickle charger and related wiring and components.

12. Elevator operating devices for fire emergency operation and emergency power operation.

13. Re-calibrate and reset load weighing devices after annual and five-year safety tests and as needed between tests.

14. Ensure lubricants meet the specific manufacturer’s requirements for the equipment.

15. Check the group dispatching systems and make necessary tests to ensure circuits and time settings are properly adjusted and the system performs as designed and installed by the manufacturer. Adjust and maintain revised settings upon written direction by the COR.

16. If the mechanic deems it necessary to add hydraulic oil to any elevator while providing maintenance service under this contract, the Contractor shall notify the CO/COR within 24 hours after adding more than two gallons of such fluid. Written documentation shall be provided as to the cause of the loss of hydraulic oil, including the remedy to prevent further loss to the CO/COR.

17. Pumps and pump motors, operating valves, valve motors, motor windings, leveling valves, plunger packing, shutoff valves, exposed piping, hydraulic fluid tanks and oil recovery systems.

18. Filters, mufflers, and muffler components.

19. Repair or replace conductor cables, elevator hoist way wiring and elevator machine room elevator wiring.

20. Car tops, machine room floors, and machine room equipment shall be cleaned monthly. Accumulated rubbish shall be removed from the pits monthly. General cleaning of the entire installation including all machine room equipment and hoist way equipment shall be accomplished annually. Cleaning supplies and a HEPA vacuum cleaner shall be furnished by the Contractor.

21. Telephone, data and intercom lines serving IT, Phone, elopement systems or any other system located within the hoist way or the cab.

H. Contractor shall immediately notify the COR or COR designee of any equipment or environmental conditions which impair or jeopardize safe and continuous functioning of the equipment.

I. If work is required outside of the Scope of this Contract, the Contractor shall submit a detailed cost estimate for required repairs to the CO/COR within 2 business days of finding the issue. Contractor shall not proceed with such work, except for emergency situations such as entrapment, without the written consent of the CO/COR and receipt of a separate Purchase Order to cover the cost of additional work.

J. Repair or replacement of elevator equipment due to natural disaster, vandalism, negligence, or misuse by persons other than the Contractor, and contractor employees. Contractor shall obtain written approval by the CO/COR prior to repairs related to this category of damage. Any damage the contractor deems to be a result of this nature shall be fully documented with pictures taken by the Contractor. Documentation of the incident, including pictures shall be provided to the CO/COR for evaluation. The CO/COR reserves the right to claim any damaged material / equipment. Procedures for completing work to fix this type of damage are covered under this contract as Additional Services, see section 7. ADDITIONAL SERVICES.

6.1 Specific Services:

A. Contractor shall develop and submit to the Government an annual written Maintenance Control Program (MCP) for each elevator within thirty (30) calendar days after contract award to cover base year. The Contractor shall submit an updated MCP to the CO/COR within 30 days of the start of each option period for the duration of the contract. The MCP shall, at a minimum, include required inspections, timelines for inspections and maintenance. The Contractor shall perform inspections and maintenance of elevators in accordance with the MCP. The MCP shall ensure compliance with all minimum code requirements including but not limited to fire recall, ASME A17.1 Appendix N tests and other safety/maintenance testing as required by the manufacturer, recognized national codes, or the Government.

B. Contractor shall perform maintenance in accordance with the MCP to ensure reliable and continuous safe operation. Maintenance work shall be in accordance with commercial practices or manufacturer's manuals, if available, and shall be intended to maintain elevators in safe and reliable operating conditions. The MCP is required to specify appropriate intervals for the specific maintenance items.

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

D. Government may perform elevator inspections 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 shall be responsible for the corrective actions covered under this Contract, to be completed within 15 working days.

E. The Contractor shall maintain a copy of current elevator inspection

documentation, along with an index indicating the location, date inspected, and date of the next required inspection. The elevator inspection documentation will be located in the machine room for the elevators covered and a copy provided to the COR each quarter.

6.2 Callback Service

A. Callback service is defined as a request for service or to assist in an entrapment for one or more elevators, either during or after normal working hours, during weekdays, weekends or holidays, to correct any problem or condition, including entrapment, which needs attention.

B. Contractor shall respond to all callbacks and be prepared to take corrective action at the site within 1 (one) hour for passenger entrapments and 2 (two) hours for all other non-entrapment callbacks.

C. Equipment malfunctions shall be corrected the same day the service call is issued. If circumstances beyond the Contractor's control preclude resolution of the problem the same day, the CO/COR must be notified in writing with an explanation of the delay.

D. Callback service during non-normal working hours shall be restricted to entrapment releases and returning critical elevators to service. Critical elevators include elevators designated by the COR or COR designee.

E. Critical elevators are defined as: each building serviced with an elevator shall have a minimum of one elevator in operation to ensure safe vertical egress. In the event of a multiple elevator failures in one building (or a building serviced by one elevator has a failure) and the building has no elevator service, then the callback is deemed essential. At the Palo Alto property, Building 100 is the primary hospital and must maintain a minimum of one elevator per bank in use (S1-3, P1-3, S4-6), if any bank loses service of all three elevators, then call back is deemed essential. Building 100, Elevator S6 is always considered an essential elevator.

F. Callback services of non-essential elevators will be scheduled for repair the next business day during normal business hours.

G. Work related to Callbacks are not to take time away from preventive maintenance required under this Contract.

H. Repair or work proposals not covered under this Contract must be authorized in advance by the CO/COR and may be performed during normal hours of

operation. Procedures for completing work to fix this type of work are covered in Additional Services.

6.3. Maintenance, Repair, And Callback Ticket Procedures

A. Contractor shall instruct employees to comply with the following procedures:

i. Upon arrival at the facility, Contractor shall check in with the CO/COR or COR designee so Engineering Service will be aware of Contractor's presence at the facility.
ii. Pick up the key ring which contains keys that will access any lock on the elevators and open access doors to elevator maintenance spaces. This key ring shall be returned before maintenance personnel leave the VAPAHCS facilities.
iii. Contractor shall have a service ticket on each service call signed by the COR or COR designee. Service tickets shall identify the respective piece of equipment, description of problem, description of corrective measures taken, date and time the elevator was returned to regular service.

6.4. Safety Inspections And Testing

A. Category Five tests shall be performed by the Contractor and witnessed by a 3rd party ANSI/ASME QE-1 Certified Elevator Inspector hired by the Government.

B. Contractor shall perform safety tests and other tests and inspections as recommended and required by ASME A17.1 "Safety Code for Elevators and Escalators" using Table N-1

"Recommended inspection and test intervals in 'Months'" and ASME A17.2 Guide for Inspection of Elevators, Escalators, and Moving Walks latest edition.

C. The certified inspector will provide a report of deficiencies found the Government or Contractor is required to correct.

D. The results of all tests shall be recorded in the "Record of Elevator Testing" and a summary delivered to the CO/COR.

E. The Contractor shall identify and record on each elevator tag the date of the last Annual Test and Five-Year Load Test. For all Annual and Five-Year Load Tests, the Contractor shall fulfill the following responsibilities:

i. Contractor shall assist and accompany any third-party elevator safety inspector, provided by the Government, during the Annual up to and Five-Year Load Tests required by ASME A17.1/A17.2. The tests will be performed under direction of an appointed third-party elevator inspector having area jurisdiction and appointed under separate contract by the Government and may involve 2 or more days of work.

ii. The CO/COR shall notify the Contractor of confirmed third-party inspection dates at least ten (10) working days in advance of the scheduled inspections

iii. The Contractor shall be responsible for furnishing necessary weights, labor, and means of transportation of the weights throughout the Government's facilities, as directed by the third-party inspector and as required for successful completion of inspections.

iv. The Contractor shall operate elevators during inspection/test under the direction of the third-party elevator inspector as required for the inspection/test.

v. The Contractor shall work with the third-party inspector on developing a list of repairs identified during testing. The Contractor shall coordinate with the COR concerning time frame for repairs and adjustment identified during the inspection and covered under this Contract, which shall be completed in a timely manner. All repairs outside of the Contract will be submitted to COR and handled under a separate Purchase Order.

vi. Any repairs or adjustments necessary to complete a test and return the elevator to service shall be performed by the Contractor at no additional expense to the Government.

F. Contractor shall attach tags after testing as required by ASME A17.1 and A17.2.

G. Elevators provided with firefighters' service shall be subjected to monthly Phase I "Emergency Recall Operation" and a minimum of one floor operation on Phase II "Emergency In-car Operation" to assure the system is maintained in proper operating order in accordance with ASME A17.1. The Contractor shall conduct

these tests as required and results shall be recorded in the MCP under “Record of Elevator Testing” with a copy provided to the COR in digital form and a companion separate document maintained in the elevator machine room.

H. The Contractor shall be responsible for scheduling all routine and periodic inspections and shall submit a proposed inspection schedule to the CO/COR for approval within ten (10) days of contract award and annually thereafter. For third-party Annual and Five-Year Load Tests, the CO/COR will coordinate with the government-appointed third-party inspector to establish inspection dates and shall notify the Contractor at least ten (10) working days in advance. All costs for inspections are to be included as part of this contract.

I. All tests or inspections removing an elevator from normal operation shall be scheduled in advance with the CO/COR. Recurring tests such as “Emergency Recall Operation” may have a standard recurring schedule approved and applicable through the term of the contract.

6.5. Elevator performance standards

A. Elevator contract speed and brake to brake flight times shall be maintained as originally installed and adjusted.

B. Maintain smooth starting, stopping, and leveling accuracy of 3mm (1/8”) for all elevators.

C. Opening times, closing times and door close torques of elevators shall be maintained within the limits of ASME A17.1 Code with a minimum of stand open time consistent with traffic demands.

D. Door reversal on elevators equipped with mechanical safety shoes shall always be initiated with the stroke of the shoe. The Contractor shall ensure all electric eyes or door detectors are always working.

E. Variable car and hall door open times shall be maintained in accordance with original field adjustments. Deviations from this will not be permitted unless requested and/or approved by the COR.

F. On an annual basis the Contractor shall submit a record of hall waiting time at each elevator landing utilizing a computer analyzer or similar type event recorder and other data necessary to verify the system is operating at peak efficiency (manufacturer specifications) for elevators covered under the Contract. Results shall be submitted and labeled as to floor, time, date and identification of all other data and shall be delivered together with an analysis of the digital recordings to the COR.

G. Contractor shall ensure original manufacturers settings at installation and operating criteria is maintained at all times for each elevator including, but not limited to, the following:

1. Maximum capacity in pounds
2. Rated speed in feet per minute
3. Performance time measured brake to brake
4. Door operation
5. Traffic handling capabilities
6. Response times
7. Ride quality

6.6. Card Reader System

Maintenance for card reader systems is not included in this Contract.

6.7. Spare Parts Management

A. Adequate supply of new spare parts shall be maintained by the Contractor to ensure prompt preventive maintenance and repair services.

B. Parts and materials shall be of the original manufacturer's design or equal. All lubricants shall be the same as or equal to those recommended by the manufacturer.

C. If it becomes evident during a warranty period that a component(s) is not functioning properly in accordance with manufacturer's or Contract requirements, or if in the opinion of COR, excessive maintenance and attention must be employed to keep the component(s) operational, then the component(s) shall be removed and a new component(s) meeting all requirements shall be installed.

D. All parts and supplies stored in the elevator machine rooms shall be kept in enclosed metal cabinets. Flammable materials shall be stored in fire rated cabinets or containers provided by the Contractor.

6.8. Infection Control - Cleaning And Painting

A. To carry out its mission as a health care facility, the Government maintains the highest level of cleanliness as a part of its Infection Control Program to ensure patient health is not compromised. The Contractor shall maintain the elevator shafts, elevator pits, equipment rooms and equipment room access to these standards and comply with other reasonable requests of the CO/COR related to Infection Control measures.

B. Within the first three (3) months this Contract is in effect, and then annually thereafter the Contractor shall thoroughly clean the following: all elevator hoist ways, pits, car tops, machine rooms and equipment including controller interiors and air filters. Car and hoist way door hardware shall be cleaned, lubricated, and adjusted.

C. The mechanical room floors including elevator pits and steps shall be swept, mopped, and vacuumed using a HEPA vacuum cleaner as often as necessary to prevent accumulation of trash, dirt, oil, and grease.

D. Walls, ledges, handrails, storage cabinets, fences, elevator shaft walls, and other surfaces shall be kept clean using a HEPA vacuum cleaner and damp cloths. Cleaning shall be performed as often as needed to remove dust and dirt from surfaces.

E. Elevator equipment, including control cabinets, motors, door operating mechanisms, and cartops shall be wiped down with damp cloths and vacuumed with a HEPA vacuum as to remove any dust or dirt accumulation. Before cleaning is performed ascertain if any build up indicates a problem with the equipment and requires service or repair.

F. Machinery exterior and any other parts of the equipment subject to rust shall be properly painted. Any surfaces, particularly floors, steps and handrails that have a dull or worn appearance after cleaning shall be painted so cleaning efforts are evident.

G. CO/COR shall periodically inspect equipment and equipment spaces for cleanliness. The inspection shall consist of a visual observation to detect any accumulation of dust on any surface required to be kept clean under this Contract.

**DEBRIS, RUBBISH, AND RECYCLABLE MATERIAL RESULTING FROM WORK UNDER THIS CONTRACT MAY BE DISPOSED OF ON GOVERNMENT PROPERTY AT THE DIRECTION OF THE CO/COR OR OFF SITE AT THE OPTION OF THE CONTRACTOR. THE CONTRACTOR MUST DISPOSE OF ALL HAZARDOUS WASTE IN ACCORDANCE WITH THE RESOURCE CONSERVATION AND RECOVERY ACT AND STATE AND LOCAL REGULATIONS.**

6.9. Elevator Out Of Service

A. Before removing an elevator from service, notification is required to Engineering Service (Boiler Plant shall be notified after-hours), VAPAHCS Police Service (After-Hours alternate), and the COR immediately during normal business hours, either by phone or in person. If work requires more than one day, daily notification of the out of service condition will be made. Notify the COR when placing the elevator back in service.

B. When an elevator is taken out of service, appropriate signage shall be installed at each entry door to notify elevator users of the interruption. Contractor shall provide signage and post in a manner which does not damage paint or other finishes. Upon completion, all signage shall be immediately removed. The COR will approve signage plaques used by the Contractor within 10 days of contract award. Signs shall be no smaller than 6”x4” with 48-point type, in English and Spanish.

C. Tests, inspections, or maintenance repairs removing an elevator from service shall be scheduled in advance with the CO/COR. A schedule for maintenance shall be submitted within 10 days of contract start.

D. Under no circumstances will any shutdown or outage last longer than five (5) consecutive working days, from initial notification to the Contractor, without prior notification and approval of the CO/COR.

E. For unscheduled elevator outages, the Contractor shall provide a detailed description of the outage and required repairs by written notification to the COR by the following business day.

**Section 7.0: ADDITIONAL SERVICES**

A. Additional services are defined as any work, requested and authorized by the Government that is within the scope of this contract but in addition to the contract requirements. Any work of this nature detected by the Contractor shall be immediately reported to the COR, but work shall not be performed until the Contractor and the CO or COR as appropriate have reached an agreement on the price to accomplish the project. Work shall be performed immediately, if necessary (i.e., an emergency), although typically a 48 hour notice will be given.

B. Labor Costs - The Contractor shall provide cost of labor hours within the price quoted for Additional Services. Thus, no separate allowances for travel time, parking, overhead, General and Administrative (G&A) or profit can be applied.

C. Materials and Parts - The Government reserves the right to furnish any or all parts and/or materials required for a particular repair/replacement. If the Contractor furnishes the parts and or materials, the price to be paid shall be on the basis of established catalog or list prices in effect when the parts and/or materials are furnished, less all applicable discounts, but in no event shall such price be in excess of the Contractor's sale price to his/her most favored customers for the same item in like quantity, or the current market price, whichever is lower.

D. All orders for maintenance repair/replacement work must be placed or confirmed by issuance of a **SF30**. The **SF30** will describe the work to be performed, the time for completion, and the total price for the work. In emergency situations oral orders are permitted, which will be confirmed within 5 working days by issuance of a **SF30**. Orders of $2,500.00 or less may be processed using the Governmentwide commercial purchase card, which is the preferred method to purchase and to pay for micro purchases.

E. The Government reserves the right to perform the work using whatever resources are available.

## Section 8.0 CONTRACT MODIFICATIONS

A. Throughout the performance of this contract, the addition or removal of elevators may be necessary. Please note that the government will not negotiate on modifications related to the addition or removal of elevators. Any such changes must be strictly managed through the Contracting Officer's authorization to ensure they fall within the contract scope and that pricing is fair and reasonable. The Contracting Officer will issue a written modification to the contract to capture these changes.

## Section 9: DOCUMENTATION

9.1. COMPUTER DATABASE

A. Contractor shall store information in a computer database. Data shall be configured so entries relate to one another i.e., "parts" to "work", "work" to "technician," etc. can be crossed referenced.

B. Minimum database requirements:

1. All maintenance and service ticket information.

2. Inventory of significant parts used during maintenance and the elevator

each part was installed on.

3. Each technician visit, name(s), time of arrival, time of departure and nature of the visit, routine maintenance or trouble call, when the logbook has been updated, etc.

4. Parts used, work performed, tests performed, lists of deficiencies found during maintenance and inspections shall be maintained in the database for each elevator.

5. Preventative Maintenance records shall be maintained in the database.

6. Record of the Firefighter's Service Tests for monthly and yearly tests, shall be maintained in the database.

C. Information in the database shall be available to the government within twenty-four (24) hours of being requested, in an electronic format.

D. At the end of each quarter and the annual Contract period the Contractor shall turn over a full report of the contents of the database to the CO/COR.

E. All reports shall be sent via email to the CO/COR.

F. Service and emergency service personnel shall report to the CO/COR or authorized representative (VAPAHCS boiler plant operators after hours) upon arrival at VAPAHCS facilities and again upon completion of the required work. Service tickets shall identify the piece of equipment, description of problem, explanation of corrective/preventative measures taken, and the date and time the unit was returned to regular service. A copy of the work ticket containing a complete description of the work performed shall be given to the CO/COR or authorized representative.

9.2 WRITTEN MAINTENANCE RECORDS

A. The Contractor shall submit to the COR, within 10 business days of the end of each month of performance, a monthly summary of each completed elevator preventative maintenance, callbacks, repairs, and inspection. The log shall list the date and time for each event that occurred. The monthly summary log shall be utilized to validate work performed. The Contractor shall provide monthly inspection reports to the COR and Compliance Office.

B. Each report shall include a separate document for each elevator inspected. The report shall state the following

    a. Location of inspection
    b. Identifying device number
    c. The type of device
    d. All ASME deficiencies
    e. Reference section and the number or letter designation of deficiencies
    f. Heading and space to indicate scheduled date of repair
    g. Actual date of repair
    h. Date of inspection
    i. Recommendations and comments

C. The Contractor shall maintain a Service Log Book in each elevator machine room. The log shall list the date and time of all weekly examinations and all trouble calls. Each trouble call shall be fully described including the nature of the call, necessary corrections performed, or parts replaced.

D. The Contractor shall record log entries of tests conducted, technicians performing the tests, and test results tests including any deficiencies found. This is in addition to recording this information in the required data base. The Contractor shall provide a copy of each log book (one hard copy and one electronic) annually to the COR for record, and provide for review within 24 hours at the request of the COR.

E. All recommended upgrades shall be listed and identified as recommended upgrades on the same document.

F. Contractor shall also include ASME checklist for inspection of electric elevators which shall be completed for every elevator inspected.

G. Contractor shall provide a certificate for every elevator and device inspection. At a minimum shall have the following information on the certificate:

    a. Building
    b. Device number
    c. Type of duty
    d. City
    e. Capacity
    f. Speed
    g. Date of inspection
    h. Elevator mechanic and/or elevator maintenance company
    i. Elevator inspector’s signature
    j. Inspector qualified elevator inspector’s number

H A written Maintenance Control Program (MCP) shall be in place to maintain equipment in compliance with ASME A17.1 These MCPs shall be included in the master maintenance schedule for the contract period.

I. The Contractor shall post a check chart for each elevator in a conspicuous place, in the machine room containing the equipment controller. These check charts shall list each elevator component showing a schedule of the manufacturer's recommended frequency of inspection of each component on a weekly, monthly, quarterly, semi-annual, and annual basis. Entries shall indicate status of and schedule for which work was performed. The check chart shall be kept up to date and must be initialed and dated by the Contractor's employee to indicate work has been accomplished. A check chart shall be available for review by the CO/COR and the Contractor will physically show the CO/COR the completed work on request.

J. The Contractor shall submit copies of each check chart (one hard copy and one electronic) monthly to the COR. The Contractor shall also submit a summary of all callbacks for each month stating the campus, building, elevator, date, time, issue, and resolution.

K. Service Report(s) shall include, at a minimum, the following:

a. Company name, address, telephone, and fax number.
b. VA contract number, name and number of the VA Contracting Officer.
c. Date and Time of work.
d. Copies of contractor's valid licenses, professional and training certificates.
e. Location, type, name, and model of devices tested.
f. Description of work items.
g. Test data.
h. Remarks on conditions of devices and systems.
i. List of all deficiencies, if any, with time frame for repairs or replacement, and cost.
j. Recommended corrective actions, if any.

L. Submit One (1) hard copy of the completed written report and send via email one electronic version of the report in Microsoft (i.e. excel, word..) format to the Engineering Compliance Office or the COR within seven (7) calendar days of completion of inspection and testing.

a. The nomenclature of the digital copy shall be as follows:
Name of VA Campus, followed by name of bldg, followed by Elevator number, followed by month and year of inspection. For Example: PAD-B100-C3-Sept2026.

b. The monthly inspection report will not be acceptable if the digital copy is not received by the COR or if correct nomenclature is not used.

## Section 10: SITE INVESTIGATION AND CONDITIONS AFFECTING THE WORK

A. The Contractor acknowledges that it has taken steps reasonably necessary to ascertain the nature and location of the work, and that it has investigated and satisfied itself as to the general and local conditions which can affect the work or its cost, including but not limited to (1) conditions bearing upon transportation, disposal, handling, and storage of materials; (2) the availability of labor, water, eclectic power, and roads; (3) uncertainties of weather, (4) the conformation and condition of the ground; and (5) the character of equipment and facilities needed preliminary to and during work performance. The Contractor also acknowledges that it has satisfied itself as to the character, quality , and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the facilities. Any failure of the Contractor to take the actions described and acknowledged in this paragraph will not relieve the Contractor from responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the Government.

B. The Government assumes no responsibility for any conclusions or interpretations made by the Contractor based on the information made available by the Government. Nor does the Government assume responsibility for any understanding reached or representation made concerning conditions which can affect the work by any of its officers or agents before the execution of this contract, unless that understanding or representation is expressly stated in this contract.

## Section 11: SAFETY:

A. At a minimum contractor, subcontract, and personnel shall wear at all times hard hat, safety glasses, reflective vest, and safety shoes.

B. No shorts or tank tops shall be permitted.

C. Contractor shall adhere to OSHA 29 CFR 1910.

D. Contractor shall be responsible to use appropriate PPE when required by the OSHA and VAPAHCS.

E. Safety plan shall be submit to the COR within 15 days of awarded contract.

F. Contractor shall submit Safety Data Sheet for all chemical used at the VAPAHCS. Chemicals must be approved by COR or Safety Services. Safety Data Sheet shall be kept at work site at all times.

G. Contractor shall comply with Environment Protection Agency standards. No dumping of water or chemical in the storm drains. Contaminates shall be removed from VAPAHCS property and shall be disposed of per all Federal, State, and Local EPA regulation and standards at no additional cost to the government.

    a. Any penalties incurred due to unlawful disposal of hazardous material or EPA, State, or Local regulation and standards shall be the responsibility of the Contractor.

**Section 12. <u>SECURITY REQUIREMENTS</u>**

A. The Certification and Accreditation requirements do not apply and a Security Accreditation Package is not required for this work.

B. Contractors, contractor personnel, subcontractors, and subcontractor personnel shall be subject to the same Federal laws, regulations, standards, VA directives and handbooks as VA personnel regarding information security under VA Handbook 6500.6, Contract Security, Appendix C.

**Section 13: ATTACHMENTS**

**See section D of solicitation.**