Elevator, Escalator and Accessible Lifts Maintenance, Repair, Inspection, and Modernization Services

Indefinite Delivery Indefinite Quantity (IDIQ)

AOC PN: AC26019

Statement of Work (SOW)

Architect of the Capitol (AOC)

All Jurisdictions

ARCHITECT OF THE CAPITOL

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C.1 PROJECT TITLE

Elevator, Escalator and Accessible Lifts Maintenance, Repair, Inspection, and Modernization Services

C.2 BACKGROUND

Established as a permanent office in 1876, the Architect is provided permanent authority for the care and maintenance of the United States Capitol based on Section 1811 of Title 2 of the United States Code. The Architect is responsible for the maintenance, operation, development and preservation of 18.4 million square feet of buildings and more than 570 acres of land throughout Capitol Hill. This includes the U.S. Capitol, House and Senate office buildings, the U.S. Capitol Visitor Center, the Library of Congress, the Supreme Court of the United States, the U.S. Botanic Garden, the Capitol Power Plant, and other facilities. The Architect also provides professional expertise with regard to the preservation of architectural and artistic elements entrusted to his care and provides recommendations concerning design, construction and maintenance of the facilities and grounds.

The purpose of this IDIQ is to ensure the continuous operation and proper functioning of approximately 235 elevators, 46 escalators, and various accessible lifts located in multiple buildings on the Capitol Hill Campus. The contractor shall provide various maintenance, repair, inspection, and modernization services for elevators, escalators, and accessible lifts in multiple Architect of the Capitol (AOC) facilities.

C.3 SCOPE OF WORK

C.3.1 Routine, Non-routine, and Emergency Maintenance and Repair Services

The Contractor shall provide all labor, materials, equipment, supervision, and incidentals necessary for routine, non-routine, and emergency maintenance and repair of approximately 235 elevators, 46 escalators, and various accessible lifts located in multiple buildings on the Capitol Hill Campus.

Subject to search and security procedures of the United States Capitol Police (USCP), the Contractor shall utilize its own tools, materials, equipment, etc., and provide transportation to and from the work site. The Contractor shall survey the effected elevator, escalator or accessible lifts within twenty-four (24) hours and respond to a request for quote (RFQ) for specific services within forty-eight (48) hours after receipt of such.

C.3.2 Modernization Services

The Contractor shall provide all labor, materials, equipment, supervision, and incidentals necessary for provide elevator, escalator, and accessible lift modernization services for equipment covered under this contract. Modernization work shall be performed only at facilities identified in Section C.11.2 – Place of Performance and Appendix-D (Elevator

background for the number and types of elevators, escalators, and accessible lifts per Building), located within jurisdictions managed by the Architect of the Capitol (AOC). Modernization work shall be categorized as full or partial modernization as defined in Section C.5.5.

C.4 APPLICABLE POLICIES AND STANDARDS

Except for more stringent requirements as indicated or imposed by governing regulations, all work shall comply with applicable requirements of the following American Society of Mechanical Engineers (ASME) standards and other standards referenced below:

a) Safety Code for Elevators and Escalators, ASME A17.1 – applicable to the year of the installation of the unit to be serviced/repaired;

b) Guide for Inspection of Elevators, Escalators, and Moving Walks, ASME A17.2 – applicable to the year of the installation of the unit to be inspected;

c) Safety Code for Existing Elevators and Escalators, ASME A17.3 – as per applicable code for the year of the installation.

d) AOC Design Standard.

e) NFPA 70 (National Electrical Code)

f) NFPA 70E (Standard for Electrical Safety in the Workplace)

g) NFPA 72 (Fire Alarm Integration, if impacted)

h) Federal Accessibility Standard (ABA/ADA)

i) NETA Standard for Acceptance Testing Specifications for Electrical Power Equipment and Systems

The contractor shall not deviate from any of the above documents without express written approval from the contracting officer.

C.5 TASKS

C.5.1 Non-Routine Tasks

The Contractor shall provide typical non-routine maintenance tasks for elevators, escalators and accessible wheelchair lifts, but are not limited to the list specified in Appendix A.

C.5.2 Routine Tasks for Traction and Hydraulic Elevators, Escalators and Accessible Lifts

The contractor shall provide typical routine tasks (including all services and materials) for traction and hydraulic elevators, escalators and accessible lifts, but are not limited to the list specified in Appendix B.

C.5.3 Non-Routine Task for the Re-Cabling of Traction Elevators

The Contractor shall provide typical non-routine maintenance tasks (including all services and materials) for the re-cabling of traction elevators, but are not limited to the list specified in Appendix C.

C.5.4 Emergency Tasks

Service calls will be classified as emergency at the discretion of the COR. Generally, calls will be classified as emergencies when system failures constitute a danger to personnel, threaten to damage property, or threaten to disrupt activity operations and/or the missions of the building occupants. Typical examples of emergency tasks are specified in Appendix A.

C.5.5 USBG Full-Service Maintenance and Repair Requirements

The United States Botanic Garden (USBG) does not maintain an in-house elevator maintenance and repair staff. Therefore, the Contractor shall provide comprehensive, full-service maintenance, inspection, testing, troubleshooting, repair, and emergency response services necessary to maintain all USBG elevators in a safe, reliable, and fully operational condition.

The Contractor shall furnish all labor, supervision, technical expertise, tools, diagnostic equipment, replacement parts, materials, consumables, and transportation necessary to perform all required work. Services shall include preventive maintenance, corrective repairs, component replacement, emergency call-back services, and all required Category 1, Category 3, and Category 5 testing and recertification activities.

All maintenance and repair activities shall be performed in accordance with the manufacturer's recommendations, applicable codes and standards, and the requirements specified in Appendix E.

C.5.6 Modernization Tasks

For purposes of this contract, full modernization is defined as replacement of all components of the elevator, escalator, or lift system with the exception of the car, hoistway, and hoistway rails, or other structural elements to improve reliability, safety, code compliance and operational performance. A partial modernization would be the replacement, upgrade, or reconfiguration of major components (controllers and associated hardware/software, finishes, pit equipment, etc.) without performing a full system replacement. These efforts are to extend service life, improve reliability, and enhance code compliance and address obsolescence.

Designs prepared and submitted under this section must comply with AOC design criteria and be formally reviewed and approved in e-Builder. The scope of modernization work may include, but is not limited to, the replacement, upgrade, or modification of system components as described in Appendix F – Elevator, Escalator, and Lift Modernization Components.

C.5.6.1 Engineering Requirements:

For each modernization Task Order issued under this contract, the Contractor shall provide complete engineering support services necessary to plan, design, coordinate, and implement the modernization work as applicable:

a) The Contractor shall perform a comprehensive site investigation and condition assessment of the existing elevator, escalator, or lift system prior to design development.

b) The Contractor shall prepare a design narrative describing the proposed modernization approach including scope of modernization work, description of equipment to be replaced or upgraded, operational improvements expected from modernization.

c) The Contractor shall submit a detailed equipment selection justification describing the basis for selecting proposed equipment and systems.

d) The Contractor shall prepare and submit complete engineering drawings and shop drawings.

e) The Contractor shall provide electrical load calculations, motor load data, feeder and breaker size requirements, emergency power interface and standby power requirements.

f) The Contractor shall prepare a detailed construction phasing plan describing how modernization work will be implemented while minimizing disruption to building operations.

g) The Contractor shall prepare a plan addressing required system shutdowns and strategies for maintaining operational continuity during modernization work.

h) The Contractor shall prepare a detailed project schedule identifying all phases of modernization work.

i) The Contractor shall prepare a project and location specific Safety Plan and Job Hazard Analysis addressing all modernization activities.

j) The Contractor shall evaluate the compatibility of existing elevator structural elements, including but not limited to the hoistway, guide rail supports, machine beams, support framing, and other structural components, with the proposed modernization work. If existing conditions are determined to be incompatible with the proposed equipment, do not meet current code requirements, or require structural modifications to facilitate the modernization, the Contractor shall document the deficiencies and provide recommendations to the COR. Structural engineering design services and modifications beyond the scope of the elevator modernization effort may require a separate design effort, evaluation, and authorization by the AOC.

All submittals shall be approved by the COR prior to commencement of work.

C.5.6.2 Historic Preservation Requirements

All modernization work performed under this contract shall comply with historic preservation requirements and shall be coordinated with the Architect of the Capitol Historic Preservation Office (HPO):

a) The Contractor shall take all necessary precautions to protect historic architectural features, finishes, and materials during all phases of work.

b) All work that may affect historic architectural elements shall be coordinated with the AOC Historic Preservation Office (HPO) prior to execution.

c) Modernization activities shall be planned and executed to minimize disturbance to historic finishes and architectural features.

d) Where work involves areas containing historic architectural elements, the Contractor may be required to document existing conditions prior to commencement of work.

e) Any damage to historic materials caused by the Contractor's operations shall be repaired or restored at the Contractor's expense to the satisfaction of the COR and the AOC Historic Preservation Office.

C.5.6.3 Cybersecurity and non-proprietary requirements

The Contractor shall be capable of supporting, maintaining, troubleshooting, and modernizing elevator systems utilizing Motion Control Engineering (MCE) control platforms. Elevator control systems modernized under this contract shall utilize non-proprietary or open-architecture control platforms.

a) Upon completion of modernization activities, the Contractor shall provide the Government with all necessary credentials required for full system access, including administrative passwords, maintenance and diagnostic access credentials, software licensing information and encryption keys where applicable.

b) No remote monitoring capability, remote diagnostic access, cloud-based connectivity, or wireless communication capability shall be enabled without written approval from the Contracting Officer and ITD. Where remote access is authorized, the system shall utilize secure authentications protocols, comply with AOC network security standards and use encrypted communication channels. All devices must meet requirements per AOC Order 7-4, Information Technology Security. If communication on the AOC BASnet is required AOC Construction Spec 25000 and 251300 must be adhered to.

c) The Contractor shall document all firmware and software installed as part of elevator control systems, including controller firmware versions, software revision history, update procedure and security patch requirements.

d) AOC shall retain full ownership of all system documentation sufficient to allow any qualified licensed elevator contractor to maintain the system.

C.5.6.4 Phasing and Operational Continuity

Modernization work shall be timed or phased to minimize disruption to building occupants.

The Contractor shall:

a) Coordinate work during approved off-hours when required.

b) Maintain safe public access at all times.

c) Provide temporary protection and barriers.

d) Maintain adjacent elevators/escalators operational whenever feasible.

e) Shutdowns shall require advance written approval from the COR and building operations personnel.

f) The building is to remain fully operational throughout the entirety of the project, with no disruption to tenant operations with the exception of elevators out of service for modernization.

C.5.6.5 Testing and Commissioning

Upon completion of modernization, Contractor shall perform testing and commissioning activities to comply with ASME A17.1 and A17.2:

a) Conduct operational testing for all modernized elevator systems.

b) Perform required safety tests

c) Coordinate safety inspections

d) Provide written certification

e) Provide updated wiring diagrams to comply with NFPA 70 (National Electric Code).

f) Provide final as-built documentation

g) Provide updated maintenance procedures

Modernized equipment shall be incorporated into the routine maintenance program upon Government acceptance. The Contractor shall, upon completion of the work and prior to final acceptance, furnish a recommended spare parts (“attic stock”) inventory list for all newly installed, repaired, upgraded, or modernized elevator and escalator equipment. The list shall identify manufacturer-recommended spare parts and components necessary to support continued operation, preventive maintenance, and rapid restoration of service in the event of equipment failure.

C.5.7 Preparation and Protection

C.5.7.1 Protection

Furnish, erect, and maintain catch platforms, lights, barriers, weather protection (if required), warning signs and other items as required for proper protection of the public, technicians engaged in the work, and adjacent areas. The following Barricade Plan shall be submitted to the COR for approval.

a) Provide and maintain temporary protection of the existing structure designated to remain where work is being done, connections made, materials handled, or equipment moved;

b) The Contractor shall provide and maintain temporary signage for all elevator and escalator outages and shutdowns associated with the work. All signage shall comply with current AOC Communications Standards. Temporary signage shall clearly Include the designated service center contact telephone number and AOC approved graphics. Signage materials shall be mounted on high-quality foam board with minimum dimensions of 11 inches by 17 inches.

c) Maintain adequate fire extinguishers within sight of the work at all times when any cutting or torching operations are performed. Contractor must obtain hot work permit and require approval from jurisdiction leadership two weeks prior to cutting or torching operation.

C.5.7.2 Debris Containment

Take necessary precautions to prevent grease, lubricant, dirt, or dust from accumulating in public work areas.

C.5.8 Cleaning

C.5.8.1 After work is completed, clean machinery space equipment and floor of dirt, oil, and grease.

C.5.8.2 After work is completed, clean elevator pit, hoistway, and car top (as applicable) of any grease, lubricant, dirt, and/or dust. When work is performed within the elevator cab, the contractor shall clean the cab thoroughly prior to placing the elevator back into operation.

C.5.8.3 Keep work areas orderly and free from debris during the performance of work. Remove packaging materials on a daily basis as equipment is installed.

C.5.8.4 Touch up damaged factory-painted surfaces with original paint and color.

C.5.9 Removal of Existing Equipment

Perform removal, replacement, and modification work as indicated, with due care, including all necessary shoring, bracing, etc. Contractor will be held responsible for damage, which may be caused by such work, to any part or parts of existing structures.

C.5.10 Warranty

For the tasks noted above, the Contractor shall provide a one (1) year warranty on their installation work upon final Government acceptance. All manufacturer equipment warranty information (brochures, manuals, etc.) shall be provided by the Contractor to the Government in addition to the Contractor's warranty.

Note: Monthly preventive maintenance will be required for U.S. Botanic Gardens elevators, see Appendix E for details.

C.6 DELIVERABLES AND DELIVERY SCHEDULE

C.6.1 Kick-Off Meeting

The Contractor shall present a kick-off meeting seven (7) days after contract award, to include an overview of the project team, scope of work, deliverables, transition activities, communication approach, initial risks, and next steps. The meeting shall include the Contracting Officer (CO) and COR.

C.6.2 Transition-In Plan

The Contractor shall be responsible for the transition of all technical activities identified in this requirement. The Contractor shall submit a final Transition-in Plan within 14 days after contract award reflecting all necessary activities to facilitate the transition of services to the contractor and expected completion dates of those activities. All activities shall be completed within 30 days after the kick-off meeting. The following technical activities must be addressed in the Transition-in Plan:

- Transfer of routine or non-routine tasks (work activities);
- Staffing plan;
- Facilitate a Transition-in meeting to formally introduce contractor staff;
- Coordination of knowledge transfer sessions with the incumbent contractors;
- Develop an inventory of existing equipment condition, necessary maintenance and repairs, replacement parts, and code issues; and

- Anticipated Entry of Duty (EOD) dates for all contractor staff (to be established in individual task order awards).

The Transition-in Plan shall be approved by the COR and describe the contractor's process for transitioning from the incumbent with no disruption in operational services.

C.6.3 Project Management Plan

The Contractor shall submit, under this IDIQ, an overarching Project Management Plan within 30 days of Notice to Proceed that outlines the project execution and project control approach, roles, responsibilities, communication, supervision of employees, cost, schedule, and scope. The plan shall be used to facilitate key decision points, milestones, and communication among key stakeholders.

C.6.4 Weekly Status Report

The Contractor shall prepare and disseminate a weekly status report on individual task orders via email to their assigned elevator shops which have an active task order. The intended audience should be the AOC contacts for the applicable active task order and IDIQ COR.

Weekly status reports are due by 12:00 PM Eastern Time on Thursday. The weekly status report shall include:

- Accomplishments - Description of work accomplished; and
- Planned Activities - Work planned for the following week.

C.6.5 Quarterly Status Report

The Contractor shall prepare and disseminate a quarterly status report. The intended audience will be the IDIQ COR.

Quarterly status reports are due by the 5th day of each quarter (1st month, 4th month, 7th month & 10th month) for actions that occurred during the previous quarter.

The Contractor shall include historical information for trending purposes, and include the following elements:

- Milestone Schedule - An outlook on the milestones and deliverables 6-12 months out;
- Quality Assurance - Compliance to Quality Assurance tasks;
- Scope Change - Deviations from planned tasks; and

- Open Issues - Issues and risks summary.

C.6.6 Transition-Out Plan

The Contractor shall be responsible for the transition of all technical activities identified during the final awarded period of performance. The Contractor shall submit the

Transition-Out Plan at least three (3) months prior to the completion of the final option year or extension period. The contractor's Transition-Out Plan shall be approved by the COR. The Contractor shall complete the transition by the end of the period of performance. The following technical activities shall be addressed in the Transition-Out Plan:

- Submittal of all contract deliverables to date; and
- Coordination of knowledge transfer sessions (which includes discussion of inventory and conditions of the existing equipment) with the successor contractors.

The Contractor shall fully support the transition of all contract requirements to the successors to ensure no disruption in operational services.

Deliverables and Delivery Schedule

Deliverable/Description	Type	Delivery Method(s)	Delivery Date/Frequency
Kick-Off Meeting	Briefing	MS PowerPoint	Seven (7) days after contract award
Transition-In Plan	Document(s)	MS Word	14 days after contract award.
Project Management Plan	Document	MS Word	Within 30 days of request.
Weekly Status Report	Report	MS Word	Each Thursday by 12:00 PM ET.
Quarterly Status Report	Report	MS Word	Quarterly, by 5th day (for the previous quarter's activities)
Transition-Out Plan	Document(s)	MS Word	Three (3) months prior to completion of final Period of Performance (PoP).

C.6.7 Instructions for Delivery of Deliverables

The Contractor shall provide all deliverables and submittals in e-Builder in the form of PDF to required recipient(s) as noted above. Any design deliverables must comply with the requirements of the AOC AE Design Manual. The Contractor shall follow the invoicing instructions outlined in the contract to submit invoices.

Once created, deliverables and work products are considered the property of the Federal Government. The deliverables shall be considered final upon receiving Government approval. The Government shall provide written notification of acceptance or rejection of all deliverables, with the exception of invoicing, within ten (10) business days of receipt. Invoices will be approved or rejected within 30 days. All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection. Items must be approved by the CO and COR to be considered "accepted."

Deliverables shall be deemed acceptable if the document adequately covers all required topics, meets general quality measures, and is professionally prepared in terms of accuracy, clarity, format, and timeliness. Quality measures, as set forth below, shall be applied to each work product received from the contractor.

Accuracy: Documents shall be accurate in presentation, content, and style;

Clarity: Documents shall be clear and concise;

File Editing: Documents shall be editable by the government;

Format: Documents shall be transmitted via mutually agreed upon media; and

Timeliness: Documents shall be submitted on or before scheduled due date.

C.7 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP) / QUALITY CONTROL PLAN (QCP)

C.7.1 Contractor shall be committed to successfully fulfilling the contract's requirements. The main goal is to ensure strict compliance and abate any and all issues in a timely professional manner, essentially limiting customer inconvenience.

C.7.2 Contractor's maintenance program shall ensure quality control with every aspect of the maintenance contract. Surveys shall be conducted by the maintenance supervisor (senior field engineer), the account/program manager, and managers above these levels (as required). This will allow the contractor to ensure that all maintenance is conducted by the assigned mechanic to the highest standard.

C.7.3 Survey will be conducted for elevators, escalators and accessible lifts as necessary to visually inspect ride quality and equipment performance. Results of the surveys will be communicated directly to the mechanic and helper assigned to the job as well as to the government elevator shop supervisors, especially if items must be corrected with assistance from the building.

C.7.4 Key Components of the Quality Control Plan:

- Mechanic Walk-Throughs (As applicable);

- Account/Program Manager Audits (As applicable);
- Maintenance Supervisor Audits (As applicable);
- Consistent communication of findings to Government Elevator Shop Supervisors; and
- For larger projects, quarterly/semi-annual meetings may be required to assess compliance with the quality control plan.

Specific quality control requirements will be defined in each individual task order SOW.

C.8 GOVERNMENT FURNISHED EQUIPMENT / PROPERTY (GFE/GFP)

Not applicable under this requirement.

C.9 CONTRACT TYPE

Indefinite Delivery Indefinite Quantity Contract with Firm Fixed Price, Labor Hour, and Time and Materials Task Orders.

C.10 PERIOD OF PERFORMANCE

One year Base ordering period and 4 one-year Options, FAR 52.217-8 will be included at the IDIQ level for up to a six-month ordering period.

C.11 PLACE OF PERFORMANCE / HOURS OF OPERATIONS

C.11.1 Hours of Operation

Work may be performed off-hours if required. The specific requirements will be defined in each task order award. The Contractor shall be available 24 hours a day, seven (7) days a week.

C.11.2 Place of Performance

The contractor shall provide various maintenance, repair, inspection, and modernization services for approximately 235 elevators, 46 escalators, and 16 accessible lifts in multiple Architect of the Capitol (AOC) managed facilities to ensure the continuous operation and proper functioning.

See Appendix D - Elevator Background for the number and types of Elevators, Escalators, and Accessible Lifts per Building.

See Appendix E – For preventive maintenance task order at the United States Botanic Garden (USBG) facility.

C.12 TELEWORK

Not applicable under this requirement.

C.13 OTHER DIRECT COSTS (ODC)

Not applicable under this requirement.

C.14 TRAVEL AND PARKING ACCESS

Travel is not authorized under this requirement. No costs for transportation, lodging, meals or incidental expenses incurred by the Contractor are authorized nor shall be reimbursed under this requirement.

Project site access and parking shall be provided in accordance with the requirements, policies, security protocols, and parking availability of the sponsoring jurisdiction. Availability of contractor parking is not guaranteed and may be subject to jurisdictional restrictions, permit requirements, and space availability.

The Contractor shall coordinate vehicle access, parking authorization, and any required permits or identification badges with the AOC and Capitol Police representative at least forty-eight hours prior to the scheduled site visit. Use of the designated parking space (if available) shall be limited to contractors actively engaged in the project and for activities directly related to the elevator repair and modernization work.

C.15 KEY PERSONNEL

C.15.1 Account/Program Manager

The Program Manager shall have overall responsibility of contract activities: planning, organizing, directing, controlling, staffing and reporting status, deliverables and schedules to the Government. The PM shall be a full-time corporate employee of the prime contractor within two (2) weeks after contract award. The alternate PM shall assume full PM duties if the primary PM becomes unavailable.

Manages the entire contract and all personnel associated with the services required herein to meet the performance objectives and standards. Has full authority to act for the contractor on all contractual matters. Oversees all quality control tasks, site safety and health, and environmental/energy compliance.

Prepares reports and cost accounting and establishes and maintains records.

Provides first point of contact, oversight, and supervisor of field personnel.

Coordinates all reporting to client(s) and integrates/downloads data into contractor compliance reporting system.

Completed the Vertical Transportation Management Program (VTMP) or equivalent through the National Association of Elevator Contractors (NAEC).

Required Skills/Experience:

- Associate or Bachelor's degree in related specialty. Six (6) years of relevant industry and/or technical experience can be substituted for higher education;
- Qualified Elevator Inspector (QEI) certification obtained from the National Association of Elevator Safety Authorities (NAESA) is preferred but not required; and
- Six (6) or more years of relevant experience.

C.15.2 Senior Field Engineer/Supervisor

Determines schedules, sequences, and assignments for work activities based on work priority, personnel skill, and quantity of equipment. Monitors employee's work levels and reviews work performance. Monitors tool and part inventories, as well as, the condition and maintenance of shops to ensure adequate working conditions.

Investigates accidents and injuries on the job and prepares reports of findings. Recommends or initiates personnel actions (e.g.; hires, promotions, transfers, discharges, and disciplinary measures). Compiles operational and personnel records, such as time and production records, inventory data, repair and maintenance statistics, and test results. Develops, implements, and evaluates maintenance policies and procedures. Counsels employees about work-related issues and assists them to correct job-skill deficiencies. Examines objects, systems, or facilities and analyzes information to determine needed installations, services, or repairs. Conducts and arranges worker training in safety, repair and maintenance techniques, operational procedures, and equipment use.

Required Skills/Experience:

- High school graduate (or proof of equivalent educational attainment such as successful completion of the General Education Development (GED) is required);
- 10 or more years of relevant experience; and
- Licensed through the International Union of Elevator Constructors (IUEC) or Certified as an Elevator Constructor Mechanic by the National Association of Elevator Contractors (NAEC)

C.15.3 Mechanic/Adjuster

Provides final adjustments and quality control to all systems during the end of new installations and modernization projects, and as requested by job supervisors. Reports to Project Manager or Supervisor of any safety precautions. Performs elevator testing with inspector and troubleshoots failures. Supports elevator mechanics on more technically advanced issues.

Required Skills/Experience:

- High school graduate (or proof of equivalent educational attainment such as successful completion of the General Education Development (GED) is required);
- Eight (8) or more years of relevant experience;
- Certified Elevator Technician (CET) or graduate of an approved four (4) year Union of Elevator Constructor Mechanics apprenticeship;
- Qualified Elevator Inspector (QEI) through the National Association of Elevator Safety Authorities (NAESA); and
- Licensed through the International Union of Elevator Constructors (IUEC) or Certified as an Elevator Constructor Mechanic by the National Association of Elevator Contractors (NAEC).

C.15.4 Elevator Construction Mechanic

Installs, repairs, and maintains electronically-controlled elevators. Repairs, maintains, modernizes, and services hydraulic elevators, traction elevators, escalators, and accessible lifts to comply with safety regulations and building codes. Troubleshoots and determines causes of trouble in all aspects of the components that make up these systems such as brakes, electrical motors, switches, and signal and control systems.

Uses computers, test lamps, voltmeters, ammeters, and oscilloscopes to determine exact issues. Disassembles defective units and repairs or replaces parts such as electrical door locks, cables, electrical wiring, and faulty safety devices. Installs push button control systems, complete control systems, and other devices to modernize automated vertical transportation systems. Cleans and lubricates bearing and other parts to minimize friction. Must have thorough knowledge of electronics, hydraulics, codes, rigging, and electricity.

Required Skills/Experience:

- High school graduate (or proof of equivalent educational attainment such as successful completion of the General Education Development (GED) or graduate of an approved four (4) year Union of Elevator Constructor Mechanics apprenticeship;
- Five (5) or more years of relevant experience; and
- Certified Elevator Technician (CET) through the International Union of Elevator Constructors (IUEC) or National Association of Elevator Contractors (NAEC).

C.15.5 Helper

Assists the Elevator Mechanic with maintenance and repairs, modernization projects, and inspections and testing as needed. Works under the Mechanics supervision.

Required Skills/Experience:

- High school graduate (or proof of equivalent educational attainment such as successful completion of the General Education Development (GED) is required) and enrolled in an approved four (4) year Union of Elevator Constructor Mechanics apprenticeship or an approved four (4) year National Association of Elevator Contractors apprenticeship.

C.16 SUBSTITUTION OF KEY PERSONNEL

Key personnel are critical to performance under this requirement. During the period of performance, key personnel shall only be replaced with people of comparable education and experience levels. The Contractor shall obtain approval from the Government prior to replacement of any key personnel.

No changes in key personnel shall be made unless the Contractor can demonstrate that the qualifications of prospective replacement personnel are equal to or better than the qualifications of the key personnel being replaced. The CO shall be notified in writing of any proposed substitution at least 15 calendar days in advance of the proposed substitution. Such notification shall include:

- An explanation of the circumstances necessitating the replacement;
- A resume of the proposed substitute that outlines their education, and basic and specialized experience; and
- As requested by the CO or COR, any other information, which will enable them to judge, whether or not the Contractor is maintaining the same level of high quality key personnel.

The Government will evaluate key personnel substitutions. The CO will promptly notify the Contractor of their approval or disapproval in writing. All disapprovals will require submission of another substitution to fill key positions within 15 calendar days from the date the Contractor was notified.

Additionally, the Contractor shall immediately replace any individual under this statement of work who fails to perform their duties adequately, is chronically absent/late, or conducts themselves in a manner that is inconsistent with AOC policies and practices, or engages in practices that are disruptive to the working environment.

C.17 PERSONAL SERVICES

This is not a personal services contract.

C.18 INVOICING

The Contractor shall follow the invoicing instructions outlined in clause AOC52.232-1, Payment Requests when submitting invoices. The AOC will approve or reject an invoice within 30 days

C.19 SECURITY

All contractor employees shall submit an E-Verify form and a United States Capitol Police background check form (CP-491) prior to the performance of work. Contractor employees shall also complete a contractor badging request form. All members of the team working on-site shall acquire an identification badge and be required to wear an identification badge at all times. On-site work may be interrupted because of Congressional events or U.S. Capitol Police requirements. All work to be performed is subject to Government interruptions.

Please be advised, the AOC does not follow certain exceptions as described in the E-Verify federal contractor rule. Contractors are required to use E-Verify to verify that all employees working on AOC contracts are authorized to work in the United States.

C.20 SAFETY

All Contractor personnel performing on-site repair, maintenance, modernization, or construction activities shall wear visible identification badges and appropriate personal protective equipment (PPE) as required by the task being performed, including hard hats, safety glasses, high-visibility vests, work gloves, and safety footwear. The Contractor shall comply with all OSHA regulations and AOC safety requirements and shall maintain a safe work environment throughout the duration of the task order.

C.21 ENERGY EFFICIENCY / COMPLIANCE

The Contractor shall implement energy conservation measures during the performance of work under this contract. When replacing or upgrading equipment or components, the Contractor shall utilize energy-efficient products and equipment that comply with AOC Design and Energy Efficiency guidelines.

The Contractor shall ensure that equipment is properly adjusted, maintained, and tested to optimize operating efficiency and avoid unnecessary energy use.

C.22 SUSTAINABILITY

The Contractor shall perform all work in a manner that supports the sustainability requirements as specified in AOC Design Standard to minimizes environmental impacts.

Metal components removed from service, including but not limited to steel, copper, aluminum, wiring, piping, rails, and other recyclable materials, shall be segregated and recycled in accordance with AOC sustainability guidelines.

C.23 POINTS OF CONTACT

Contracting Officer (CO):

Roman Davydov
Email: Roman.Davydov@aoc.gov
Phone: 202.486.2437

Contracting Officer Representative (COR):

C.24 ACRONYMS

CO	Contracting Officer
COR	Contracting Officer's Representative
GFE	Government Furnished Equipment
ODC	Other Direct Costs
POC	Point of Contact
POP	Period of Performance
PM	Program Manager