# AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

| 1. CONTRACT ID CODE | PAGE | OF | PAGES |
|---|---|---|---|
| | 1 | | 18 |

| 2. AMENDMENT/MODIFICATION NO. | 3. EFFECTIVE DATE | 4. REQUISITION/PURCHASE REQ.NO. | 5. PROJECT NO. *(If applicable)* |
|---|---|---|---|
| 0001 | 07/23/2026 | | |

6. ISSUED BY CODE AAQ520FTW-AFN

FEDERAL AVIATION ADMINISTRATION
AAQ-500 - REGIONAL ACQUISITIONS
10101 HILLWOOD PARKWAY
FORT WORTH TX 76177-1524

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

CODE | FACILITY CODE

(X) 9A. AMENDMENT OF SOLICITATION NO. 697DCK-26-R-00178

☒ 9B. DATED *(SEE ITEM 11)* 07/23/2026

☐ 10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required.)*

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

| | |
|---|---|
| (x) ☐ | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. |
| ☐ | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation data, etc.)* SET FORTH IN ITEM 14. |
| ☐ | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: |
| ☐ | D. OTHER *(Specify type of modification and authority)* |

**E. IMPORTANT:** Contractor ☐ is not ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (*Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

See continuation page

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| 15A. NAME AND TITLE OF SIGNER *(Type or print)* | | 16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* | |
|---|---|---|---|
| | | Jennifer J. Davis | |
| 15B. CONTRACTOR/OFFEROR | 15C. DATE SIGNED | 16B. CONTRACT AUTHORITY | 16C. DATE SIGNED |
| *(Signature of person authorized to sign)* | | *(Signature of Contracting Officer)* | |

NAME OF OFFEROR OR CONTRACTOR

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|---|---|---|---|---|---|
| | MEM/ZME Elevator Maintenance<br><br>Amendment 0001 - The purpose of this amendment is to incorporate the updated Statement of Work. This amendment will not change any of the milestones or the terms and/or conditions of the solicitation.<br><br>Period of Performance: 09/01/2026 to 08/31/2031 | | | | |

# FEDERAL AVIATION ADMINISTRATION
## Performance Work Statement for Elevator Maintenance
## MEM ATCT & ZME ARTCC - Memphis District

The Contractor must furnish all material, labor, parts, tools, supervision and equipment necessary to provide a complete full-service maintenance program, including but not limited to preventive maintenance, inspections, tests, adjustments, and repairs of all devices and their components as stated herein.

### 1. ELEVATOR INVENTORY

A. Memphis Intl Airport (MEM-ATCT)
2515 Winchester Road, Memphis, TN 38116
One (1) traction elevator
One (1) hydraulic elevator

B. Memphis ARTCC (ZME)
3229 Democrat Road, Memphis, TN 38118
One (1) hydraulic elevator
Two (2) Stairway Chairlifts

### 2. ACRONYMS

ASME - American Society of Mechanical Engineers
CO - Contracting Officer
COR - Contracting Officer's Representative
MCP – Maintenance Control Program
OEM – Original Equipment Manufacturer
PM - Preventive Maintenance
SDS – Safety Data Sheet

### 3. CONTRACT EFFORT REQUIRED

A. Minimum Level of Work. The Contractor must perform an assessment and take all steps and measures to provide a minimum elevator operational availability of 97% and no more than 4 unscheduled outages per 12-month period. The maintenance of the elevator system must be in accordance with the latest edition of American Society of Mechanical Engineers (ASME) A17.1 - Safety Code for Elevators, Escalators, (ASME) A17.2 Guide for Inspection of Elevators, and Moving Walks, systematically inspect, examine, clean, lubricate, adjust, and when conditions warrant, repair or replace the following, using genuine original manufacturer's parts or an approved substitution, (ASME) A18.1-Safety Standard for Platform lift and Stairway Chairlift and FAA Order 6480.8A. Throughout this document, this standard may be referred to as "the Code". The contractor shall make monthly inspections, examinations and adjustments to maintain the efficiency, safety, speed and operating characteristics as originally designed and installed by the manufactures of the equipment, including acceleration, deceleration, contract speed with or without full load, floor to floor time, door opening and closing time and force, and leveling accuracy and other requirements set by the Code. The contractor must assume responsibility for full-service maintenance of the complete Elevator Inventory listed above.

The Contractor must be a member in good standing with the National Association of Elevator Contractors (NAEC) or be part of the elevator maintenance division of an international elevator manufacturer. e.g. Thyssen- Krupp, Kone, Schindler, etc.

B. Personnel Requirements. The Contractor must provide qualified elevator mechanics, work crews, and supervisory personnel in such numbers, places, and times as may be required to fully meet

the contract requirements.

C. Working Hours. All scheduled contract work must be accomplished during normal hours (7:00am-4:30pm Monday-Friday), excluding federally observed holiday, FAA moratoriums and confirmed with the Contracting Officer's Representative (COR). The Contractor's must respond to unscheduled and/or emergency service calls 7 days per week, 24 hours per day.

D. Federally Observed Holidays. The contractor must not schedule routine maintenance for the following Days:

(1) New Year's Day
(2) Birthday of Martin Luther King Jr.
(3) Washington's Birthday
(4) Memorial Day
(5) Juneteenth National Independence Day
(6) Independence Day
(7) Labor Day
(8) Columbus Day
(9) Veteran's Day
(10) Thanksgiving Day
(11) Christmas Day

E. Facility Maintenance Moratoriums. The FAA has established moratorium dates for construction activity at critical Air Traffic Control facilities. The intent is to minimize impact on the ability of FAA to perform its operational activities during peak air travel dates. Moratorium dates are typically scheduled over the Thanksgiving Holiday and the Christmas/New Year Holiday. The Contractor must be aware of these dates and request specific information yearly if he/she anticipates scheduling work on or around the moratorium periods. All activity during moratorium periods must be approved in advance by the FAA. Submit items of work to be performed during moratorium dates no later than forty-five (45) days prior to the moratorium dates. Activities that have, in the sole opinion of the FAA, potential to negatively impact FAA operations will not be approved. A written waiver will be provided by FAA to the Contractor outlining the allowable work items. No additional time or cost will be allowed for such denial.

F. Airport Operations. Access to work areas may be restricted from time to time by necessity of airport operations. Contractor acknowledges that it has taken into account and provided in its planning, scheduling and pricing for disruptions including but not limited to, restricted access to portions of the site that will not be immediately available, delivery time limitations, and moratorium dates.

G. Contractor Conduct. All persons furnished by the Contractor, including subcontractors, are the sole responsibility of the Contractor. The Contractor must be responsible for their compliance with all applicable laws, rules, regulations and security clearances.

H. Account Representative. The Contractor must assign an individual to work directly with the Contracting Officer. This individual will be responsible for all matters pertaining to the contract requirements.

## 4. SCOPE OF WORK

A. Acceptance of Existing Equipment.

(1) In accordance with standard elevator industry practice, this is a full-service maintenance contract. The Contractor must inspect, maintain, repair, test, and clean all of the elevators and the elevator equipment.

*(2)* The Contractor must accept these elevators "as is". Obsolescence is not recognized in the terms of this contract. Except as listed below, no components are excluded from the requirements of this contract. All repairs must be the Contractor's sole responsibility.

B. Excluded Equipment: The following elevator components are specifically excluded from this contract:

(1) Repairs or replacements made necessary due to vandalism, negligence or misuse of the equipment by persons other than the Contractor, the Contract representatives, or the Contract employees.

(2) Refinishing or replacing elevator cabs, floor coverings, hoist way enclosures, cab and hoist way doorframes, signal fixture faceplates and sills, and interior lighting.

(3) Replacing underground hydraulic piping or cylinders.

(4) Mainline disconnect switch.

C. Performance Requirements.

(1) All elevator operations, tests, inspections, maintenance, alterations, and repairs performed under this contract must comply with the latest editions of the ASME publication A17.1.

(2) The Government will be responsible for the cost of any additional permits, fees, and third party inspections unless otherwise identified.

(3) Subject to the capability of the equipment, the Contractor must ensure that the original operating criterion is maintained at all times including but not limited to:

a) Maximum capacity in pounds.
b) Rated speed in feet per minute.
c) Performance time measured brake to brake.
d) Door operation.
e) Traffic handling capabilities.
f) Response times.
g) Smooth and quiet ride quality and door operation.
h) Software and controls.
i) Lighting and safety controls.

(4) A downtime percentage for each elevator of not more than three percent per year (based on 365 days a year/24 hrs. a day), a maximum of three service calls per month, six unscheduled service calls per 12-month period, per elevator, and a level or decreasing trend in service calls. An increased frequency in service calls is not considered acceptable performance.

| Performance Objective | Performance Threshold |
|---|---|
| Annual Inspection and Certification | 100% as required |
| Perform preventive maintenance as scheduled and unscheduled/ emergency calls | Elevators are fully operational 97% of the time |
| Maintenance records updated upon completion of service | 100% after each service call or scheduled service event |
| Reports submitted within 5 business days | 100% submittal after each service event |
| Provide as-built drawings | Within 30 days of completion of any major repair work. |
| Unscheduled/Emergency Calls | 100% response time as agreed. |

D. Non -Standard Requirements: The Contractor's must provide the following services:

(1) Communication Devices: The Contractor must be responsible for the telephones, telephone lines, intercom devices and programming of telephone instruments within the hoist way.

(2) 24 hour emergency elevator telephone monitoring services. The monitoring service must be capable of recording all calls and, when requested, provide the recorded transcripts.

E. Housekeeping.

(1) The Contractor must take all necessary precautions to safeguard and protect all Government property with which the Contractor comes in contact while performing the contract work.

The machinery exterior and other equipment parts which are subject to rust must be kept painted. The machine room and pit floors must be kept painted with material approved by the COR.

(2) The Contractor must maintain all building space and any Government-owned equipment the Contractor is authorized to use, in a neat, clean, orderly, and working condition at all times.

(3) All machine rooms, hoist ways, pits, elevator equipment, and landing sill grooves will be kept clean, free of dust, dirt, grease, oil, and foreign debris.

(4) The Contractor will keep Safety Data Sheets (SDS) on file with the on-site COR, for all materials it uses.

(5) The Contractor will use reasonable care to minimize the generation of waste and will properly dispose of all waste off site. Any waste generated in the course of maintenance at a minimum will be removed from the site daily.

(6) The Contractor will use reasonable care to minimize the risks its work poses to the environment, the customers, the general public, and the contract employees.

F. Maintenance Requirements.

(1) The Contractor shall make monthly inspections, examinations, and adjustments to maintain

the efficiency, safety, speed, and operating characteristics as originally designed and installed by the manufacturers of the equipment, including acceleration, deceleration, contract speed with or without full load, floor to floor time, door opening and closing time and force, and leveling accuracy; and other Operational and Safety requirements set by ASME A17.1-2010, and ASME A18.1-2008, Safety Standard for Platform lifts and Stairway Chairlifts.

(2) The Contractor must be a member in good standing with the National Association of Elevator Contractors (NAEC) or be part of the elevator maintenance division of an international elevator manufacturer. e.g. Thyssen- Krupp, Kone, Schindler, etc.

(3) The Contractor shall make minor repairs or replace small operating parts of the elevator system at no additional cost to the FAA. Small parts shall be considered as those normally used to repair or replace a specific component, e.g. coils for a relays, a set of contacts and carbon brushes, or hydraulic fluid. Replacement of major parts, e.g. the controllers, motors, traction machine, brake coils, gears, rewinding of motors, renewal of worm and ring gear combinations, motor generators, and pumps shall be provided to FAA at the lowest price available. For any such parts, which are customarily supplied by the Contractor, such price to FAA under this contract shall not exceed the Contractor's current list price less Government discount. The labor and installation of major parts shall be accomplished under the provisions of this contract at no additional cost to FAA.

(4) Emergency services shall be provided under the terms of this contract at no additional costs to FAA.

(5) In the event certain repairs or adjustments are specified in the reports following any of the periodic inspections (by others), such repairs or adjustments shall be accomplished by the Contractor under the terms and limits delineated above.

(6) Should it be determined during the servicing of the equipment that replacement of major parts is required, such shall be reported to the Contracting Officer for approval prior to proceeding with the contemplated work.

(7) Maintenance shall consist of providing the following services for traction elevators, lifts, levelers:

The Contractor shall regularly and in accordance with the time intervals in the original manufacturer's requirements and in ASME A17.1-10, Safety Code For Elevators And Escalators and A17.2-07, Guide for Inspection of Elevators, Escalators, and Moving Walks, systematically inspect, examine, clean, lubricate, adjust, and when conditions warrant, repair or replace the following, using genuine original manufacturer's parts or an approved substitution:

a. Elevator Machines, Motor Generators or Solid-State Motor Drives, Controllers, Selectors, Dispatcher and Relay Panels, Machine and Car Brakes, and parts thereof, including:
b. Minor Bearings (Excluding main motor and traction worm-gear machine bearing)
c. Brushes, Shoes, Linings and Pins
d. Minor Windings and Coils ( Associated with small Transformers and Relays)
e. Contacts and Relays
f. Resistors and Transformers (Excluding main power isolation transformer)

2. The Contractor shall keep guide rails properly lubricated except where roller guides are used. When rollers guides are present the guide rails shall be kept clean.
3. The Contractor shall replace guide shoe gibbs or rollers, when conditions warrant, in order to provide smooth and quiet operation.
4. The Contractor shall repair or replace control cables, when conditions warrant.
5. The Contractor shall furnish lubricants compounded to original manufacturer's specifications.
6. The Contractor shall replace lamp signals, as required, during the course of regular examinations.
7. The Contractor shall keep the exterior of the machinery, and other parts of the equipment subject to rust or corrosion, properly painted and presentable at all times. The motor windings and controller coils shall be periodically treated with proper insulating compound.
8. The Contractor shall periodically inspect, examine, clean, lubricate, adjust, and when conditions warrants, repair or replace the following safety devices:
    a. Interlocks and Door Operators/Closers
    b. Buffers
    c. Over-speed Governors, Car and Counter Weight Safeties
    d. Limit, Landing and Slowdown Switches
    e. Door Protective Device
    f. Alarm Bells
9. The Contractor shall periodically clean and lubricate the ropes with every 250,000 starts or whenever the ropes or sheave grooves feel dry to the touch.
10. The Contractor shall equalize the tension in all hoisting ropes within plus-or-minus 10% and check the tension on a semi-annual schedule.
11. The Contractor shall adjust the sheave alignment and location, to keep the rope alignment to within a 4 degree deviation.
12. The Contractor shall examine the groove profile on all sheaves an annual basis, the contractor shall report any unusual wear or condition to the FAA COTR.
13. The Contractor shall periodically inspect, examine, lubricate, adjust, and when conditions warrant, repair or replace the following accessory equipment:
    a. Car Operating Station and Corridor Call Stations
    b. Car and Corridor Door Hangers and Tracks
    c. Door Operating Linkages, Operating Devices and Equipment
    d. Door Gibbs
    e. Car Exhaust Fan
    f. Pit Sump Pump
    g. Pit Emergency Sump Pump, if present
14. The Contractor shall periodically clean elevator hoistway equipment, including rails, structural attachments, inductors, tracks, related devices, switches, buffers and car tops.
15. The Contractor shall periodically dismantle the brake plunger assembly, examine all parts, replace worn parts, clean, lubricate, reassemble, and adjust as required for proper operation.
16. The Contractor shall replace on a yearly basis the electric relay in the control panel that actuates the elevator brake. In addition, the replacement relay shall have a minimum of two (2) useable sets of contacts wired such that if one (1) set fails the other will operate the brake.
17. The Contractor assumes no maintenance responsibility for the following items which are not included in this Statement of Work:
    a. Hoistway Doors, Door Hinges, Frames, Gates or Sills
    b. Car Interior Panels, Car Ceiling and Car Flooring
    c. Car Doors, Gates and Removable Car Panels

d. Car Mirrors and Handrails
e. Main Power Switches, Main Power Fuses and Feeders To Motors and Controllers
f. Car Light Fixtures and Lamps
g. Cover Plates for Signal Fixtures and Operating Stations
h. Smoke and/or Heat Detectors
i. Cleaning of the Car Interiors and Exposed Sills

18. Maintenance shall consist of providing the following services for hydraulic elevators, lifts, levelers:
    a. The Contractor shall regularly and in accordance with the time intervals in the original manufacturer's requirements and in ASME A17.1-07, Safety Code For Elevators And Escalators and A17.2-07, Guide for Inspection of Elevators, Escalators, and Moving Walks, systematically inspect, examine, clean, lubricate, adjust, and when conditions warrant, repair or replace the following, using genuine original manufacturer's parts or an approved substitution:
    b. Pump, Valves, Motors, Controller, and parts thereof, including:
    c. Bearings
    d. Windings and Coils
    e. Contacts and Relays
    f. Resisters and Contactors
    g. Packing and Seals
    h. Drive Belts
    i. Strainers and Mufflers
    j. Above Ground Piping
19. The Contractor shall keep guide rails properly lubricated except where roller guides are used.
20. The Contractor shall replace guide shoe gibbs or rollers, when conditions warrant, to provide smooth and quiet operation.
21. The Contractor shall repair or replace control cables, when conditions warrant.
22. The Contractor shall furnish lubricants and hydraulic system oil compounded to original manufacturer's specifications.
23. The Contractor shall re-lamp signals, as required, during the course of regular examinations.
24. The Contractor shall keep the exterior of the machinery, and other parts of the equipment subject to rust or corrosion, properly painted and presentable at all times. The motor windings and controller coils shall be periodically treated with proper insulating compound.
25. The Contractor shall periodically examine, clean, lubricate, adjust, and when conditions warrant, repair or replace the following safety devices:
    a. Interlocks and Door Closers
    b. Buffers
    c. Limit, Landing and Slowdown Switches
    d. Door Protective Devices
    e. Alarm Bells
26. The Contractor shall periodically examine, lubricate, adjust, and when conditions warrant, repair or replace the following accessory equipment:
    a. Car Operating Station and Corridor Call Stations
    b. Car and Corridor Door Hangers and Tracks
    c. Door Operating, Linkages, Operating Devices, and Equipment
    d. Door Gibbs
    e. Car Exhaust Fans
    f. Pit Sump Pump
    g. Pit Emergency Sump Pump, if present
27. The Contractor shall periodically clean elevator hoist way equipment, including

rails, structural attachments, inductors, tracks, related devices, switches, buffers, and car tops.

28. The Contractor assumes no maintenance responsibility for the following items which are not included under this specification:
    a. Hoist way Panels, Door Hinges, Frames, Gates and Sills
    b. Car Interior Panels, Car Ceiling and Car Flooring
    c. Car Doors, Gates and Removable Car Panels
    d. Car Mirrors and Handrails
    e. Main Power Switches, Main Power Fuses and Feeders To Motors and Controllers
    f. Car Light Fixtures and Lamps
    g. Cover Plates for Signal Fixtures and Operating Stations
    h. Plungers, Casings or Cylinders and All Underground Piping and Connections
    i. Smoke and/or Heat Detectors
    j. Cleaning of the Car Interiors and Exposed Sills
29. The Contractor shall adjust guides, rollers and shoes so that the total elevator operation remains within 1/16 inch of plum.

G. Maintenance Control Program.

(1) The Contractor must create and conform to an elevator or chairlift specific maintenance control Program (MCP) for each system. The MCP must be submitted to the FAA as a standard of preform and part of a comprehensive quality control program to assure that the contract requirements are provided as specified. The MCP must comply as specified in the latest edition of ASME 17.1; at no additional cost to the government.

(2) At least quarterly, the Contractor must schedule a telephone conference to review the maintenance and performance of the elevators with the CO/COR. The contactor must document the date and personnel contacted.

(3) Annually, the Contractor must survey/assess the elevator units to verify that they conform to the MCP, and manufacture's operational requirements. At the conclusion of the survey, the Contractor will provide the government representative a copy of the equipment assessment report and performance evaluation for each individual unit covered by this contract. The report must indicate all repairs and upgrades as well as general condition and cleanliness of each unit.

(4) In keeping with environmental protection as well as Code requirements, the contractor must immediately notify the CO and COR in writing and email of any indication of underground oil seepage which may be attributed to a leaking underground hydraulic cylinder.

H. Equipment Changes

The Contractor must not change or alter the existing elevator equipment or any electrical circuits, safety mechanisms, wiring, or controls outside of the contractual terms and conditions without written authorization from the Contracting Officer. If the Contracting Officer authorizes changes, the Contractor must develop and/or make appropriate revisions to the elevator drawings and/or specifications and a copy provided to the Government. All improvements and/or changes must be documented by the Contractor during the term of this contract and must become and remain the property of the Government. Contractor must provide updated as-built drawings within 30 calendar days of the completion of any major repair work.

## 5. QUALIFICATIONS OF CONTRACT EMPLOYEES

A. Elevator Maintenance Technicians

(1) Qualifications. The personnel employed by the Contractor, to work on this contract, must be trained and qualified in elevator maintenance and repair work.

(2) Licenses. Where applicable, all persons employed in a trade, craft, or profession that is licensed by state or local authorities must have the appropriate license prior to performing any contract work. The license must be of a grade or level consistent with the requirements of the work being performed. The contractor must provide appropriate documentation.

## 6. SUPPLIES, MATERIALS, AND EQUIPMENT

A. Furnished By The Government. - NONE see note below

Note: When requested by the Contractor, the Government will provide a copy of the drawings and specifications (if available) for the elevators. The Contractor will keep these documents at the work site. When the contract expires, these documents must be returned to the COR.

B. Furnished By The Contractor.

(1) The Contractor must provide all labor, supplies, materials, repair or replacement parts, tools, and equipment (including but not limited to diagnostic tools and/or equipment, computer hardware and/or software, including monitor displays, and/or standalone security systems installed by the elevator manufacturers) as deemed necessary to perform the work specified in this contract efficiently and effectively.

(2) All parts replaced under the provisions of this contract must be from the original equipment manufacturer, manufactured to Original Equipment Manufacturer (OEM) specifications or equal as approved by the CO.

## 7. INSPECTIONS AND TESTS

A. Maintenance and Repair Inspections by Government. The Government reserves the right to make any test or inspection it deems necessary to make sure that all performance requirements are being maintained. The Contractor must complete any repairs or deficiencies specified in the inspection report within 30 calendar days. Deficiencies not corrected within the given timeframe may result in withholding of payment. When all listed deficiencies have been corrected, the Contractor will sign and date the inspection report and return it to the CO. At its discretion, the Government may then re-inspect the work.

B. Safety Deficiencies. If any condition is disclosed which constitutes a safety hazard to either elevator passengers or equipment, that unit must be removed from service immediately. After corrections have been made, verified safe and reported to the onsite personnel, the subject unit must be placed back in service. A copy of the report must be provided to the COR.

C. Annual, & Five Year Tests.

(1) Scheduling. The Contractor must schedule (at a mutually agreed time and confirmed in writing in advance) and perform annual and five year testing as required by Code. The Contractor will be accompanied by a third-party government provided inspector during the testing, whom shall certify the testing. If the testing were to fail, the Contractor must perform the needed changes and re-test at no additional cost.

(2) The Contractor must perform all elevator tests required by the latest edition of the ASME A17.I Code, including Firefighters Service. Any damage to the elevator equipment caused by any such test must be repaired by the Contractor at no additional cost to the Government. At its discretion, the Government may have representatives present to witness any or all such tests. As part of the annual test, at no additional cost, the ropes must be tension balanced to within 10 percent of the average force.

(3) In addition to the requirements stated in the ASME A17.I Code for the

FIVE YEAR test of safeties at rated load and rated speed, the Contractor must:

(a) Check and adjust existing load weighing devices to ensure that they perform their intended function at the correct weight.

(b) Make all adjustments required to ensure that the safety devices perform their intended function as designed.

D. Contract Close-out Inspection.

(1) Within 90 calendar days prior to the expiration of the contract, the Contractor and the COR together will inspect all elevators. The Contractor will prepare an Existing Deficiency Report in conjunction with the COR that lists the deficiencies found for Government review/approval. The Contractor will correct all deficiencies that fall within the scope of this contract. The COR has the right to bring in a 3rd party inspector. The Contractor must also be responsible for latent deficiencies that are discovered after the close-out inspection. All deficiencies must be corrected within 30 calendar days of notification to the Contractor.

(2) The Contracting Officer may take deductions from monies due the Contractor for any deficiency that remains uncorrected beyond 30 calendar days after notification. Such deductions will be based upon the cost to the Government FAA of having the deficiencies corrected by other means.

## 8. REPAIRS

A. "Repairs" are defined as unscheduled work required to prevent the breakdown or failure of an elevator, or to return an elevator back to service after a breakdown or failure.

B. The Contractor must complete all repairs within 24 hours after discovering the problem or of receiving notification that corrective action is required. The Contractor will notify the CO/COR immediately if repairs cannot be made within 24 hours. If the Contractor cannot complete the repairs within 24 hours, he/she must present, within two working days, a plan to the COR for completing the work.

C. Upon request the Contractor must furnish a record of all repairs made to the elevators, their accessories, or appurtenances.

D. Any repair work outside the scope of this contract must have prior written approval by the CO.

## 9. SERVICE CALLS

A. Definition. "Service Call" is a report of an elevator malfunction made by authorized Government personnel or designated building occupants and the Contractor's subsequent response to, and correction of, the problem.

B. Whenever called by authorized personnel (7 days per week, 24 hours per day), the Contractor must respond promptly. In no case may the arrival time exceed 1 hour for entrapment conditions, regardless the time of day and with no additional cost to the government.

C. For each service call, the Contractor must provide to the COR documentation that contains the following minimum information.

(1) A description of the problem.
(2) The location of the problem.
(3) A description of the action taken to resolve the problem.

(4) The time and date corrective action was completed
(5) The name of the person who corrected the problem
(6) The time and date corrective action was completed.
(7) The name of the person who corrected the problem.

## 10. MAINTENANCE CONTRACT COMPLIANCE AND STIPULATION

A. Maintenance performance is measured under three criteria, Operational Availability per quarter, the number of unscheduled Outages per quarter, and prompt response time to unscheduled outages. If maintenance performance does not meet the stated requirements for either operational availability or the allowable number of unscheduled outages, payment or a portion of the payment for that quarter. The states' requirements for Operational Availability and max number of unscheduled outages are as follows:

1. Operational Availability of 97% or greater per quarter pertaining to the maintenance contract
2. Less than or equal to four (4) unscheduled Elevator Outages per quarter pertaining to the maintenance contract.

B. Basis for Forfeiture of Payment

1. Operational Availability

If the cumulative unscheduled outage duration exceeds 3% in any given quarter, a 25% forfeiture of the quarterly maintenance payment will be incurred. Then for every half a percent (.5%), or approximately 11 hours, of additional unscheduled outage time, an additional 25% forfeiture of the quarterly payment will be incurred until the entire quarterly payment is forfeited.

100% – 97%* Operational Availability – Contractor receives full quarterly payment
97.0% < 96.5% Operational Availability – Forfeit 25% of quarterly payment
96.5% < 96.0% Operational Availability – Forfeit 50% of quarterly payment

96.0% < 95.5% Operational Availability – Forfeit 75% of quarterly payment Less than 95.5% Operational Availability – Forfeit 100% of quarterly payment

2. Unscheduled Outages

3. Operational Availability and Outages Combination

## 11. PREVENTIVE MAINTENANCE

A. Definition. "Preventive Maintenance" (PM) is regularly scheduled work on the elevator(s) that the Contractor must do to accomplish the following:

(1) Ensure their safe, reliable and continued operation.
(2) Prevent breakdowns due to worn parts.
(3) Maintain elevators in accordance with ASME A17.1 standards.

B. Schedule. Not later than five working days before the full service maintenance start date, the Contractor must submit to the CO/COR an annual maintenance work schedule, in accordance with the MCP. A simple schedule indicating, for example, the elevator mechanic will be in a particular facility the first Tuesday of every month. The purpose is to let the facility personnel know when to expect the elevator mechanic.

C. Prior to removing an elevator from service, the elevator mechanic must coordinate the service removal with the COR or designated facility representative.

D. After Hours/ Emergency Services. The Contractor has the option, with the approval of the COR, to perform work, inspections, and tests outside the normal working hours at no additional cost to the Government.

E. Any scheduled work that removes an elevator from service (fireman's service test, dispatching work, etc.) must be coordinated with the COR prior to removing the elevator from service. The Contractor must notify the COR or designated facility representative to coordinate after-hours access to the building.

**Emergency Service:**

The Contractor shall be subject to a call by a representative of the FAA at any hour of the day or night. The Contractor shall respond to emergency calls by arriving on site within the time frames listed in the paragraphs below.

The Contractor shall respond to the call by arriving On Site within two (2) hours, fully prepared to deal with the emergency. The responding Contractor's personnel shall have all of the required parts listed in the paragraph titled Spare Parts, sub-paragraphs numbered 1 and 2. In addition, the Contractor shall dispatch sufficient personnel to initiate the repair in the minimum amount of time possible.

For all elevators, should an unexpected emergency occur, the following shall apply:

1. Entrapment calls shall be responded to within one (1) hour.

2. The Contractor shall have made prior arrangements with all support entities, such as machine shops, welding shops, crane companies, transportation companies, etc., that the Contractor uses or might use, for overtime and after hours support services as might be necessary, day or night on weekdays, weekends and all national, state, and local holidays.

3. The Contractor shall be prepared to work extended hours around the clock using overtime and multiple crews to accomplish the emergency repair in the minimum time possible upon approval by the Contracting Officer.

4. The Contractor shall keep the FAA contact person informed as to the progress and anticipated time the elevator shall be placed back in service.

5. The Contractor shall provide to the FAA contact person and the Contracting Officer a written report with all the details of the emergency and a time line analysis of the events from the time of the initial call to the placing of the elevator back in service.

Should the FAA request that examinations, cleaning, lubrication, adjustments, repairs, replacements, or emergency callback service be performed during other than regular working hours of regular working days, the FAA shall compensate the Contractor for the hours worked at appropriate scheduled rates. This applies to the emergency services above.

The Contractor shall keep in their possession all of the failed parts and pieces, until a written release is issued by the Contacting Officer. All failed parts and pieces shall remain the property of FAA, in order to have additional testing, examination or analysis done on the failed items if necessary. Once a release is issued by the Contracting Officer, said parts and pieces shall become the property of the Contractor to dispose of as necessary, and in accordance with provisions herein.

## 12. ASSESSMENT

A. Regular Assessment. The vendor will perform equipment and operation assessment as scheduled within the Maintenance Control Program (MCP), annual and five year testing and upon contract closeout.

B. Assessment Considerations. Assessment should consider and include a detailed on- site/field investigation of elevator, elevator components and building spaces related to the elevator, design

and construction (in accordance with national, state and local codes). Proposed changes impacting the design or layout of an existing elevator configuration must be submitted with drawings detailing the proposed changes for evaluation with the proposal package.

## 13. SAFETY AND HEALTH

A. Applicable Requirements. All work must comply with the applicable requirements of 29 CFR 1910/1926 and 40 CFR 761. All work must comply with applicable state and municipal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.

B. Responsibility. The Contractor must assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.

C. Safety Equipment. The Contractor must provide all necessary safety equipment and ensure that equipment and all relevant safety procedures are applicable for the job being performed and are utilized properly.

## 14. QUALITY

Contractor will be required to submit a quality control plan including the following:

(1) Maintenance Control Program (MCP)
(2) Maintenance work schedule
(3) Maintenance record updates
(4) Testing Schedule
(5) Elevator maintenance technician licensing

## 15. BASIC METHODS AND MATERIALS:

The Contractor shall submit product information, including MSDS sheets, for FAA approval regarding the methods and materials specified hereinafter and shall not use said products until approved. Note that some submittals are required to accompany the proposal.

**General:**

1. Use of any of the substances or performing any of the operations specified herein shall be conducted only in areas with adequate ventilation. The Contractor shall provide temporary portable ventilation equipment and containment enclosures as required to exhaust any fumes, gases, smokes, particulates, etc. generated by the use of the subject substances or performing the processes specified herein. The ventilation system shall discharge the byproducts to a safe location outside the facility.

2. Before bringing any chemical substance into the facility, the Contractor shall contact the facility manager, and advise the manager that it is necessary to bring said substance into the facility. An MSDS sheet shall be on file in the facility, and posted on a bulletin board in a public area before use of the substance shall be permitted. Only after permission is granted, may the substance be transported into the facility. After use of the substance is complete, the container, whether empty or not, shall be transported outside and either stored or properly disposed of. If use of a substance is required again, the same procedure shall be followed. Ventilation shall be required as directed by the facility manager, and as recommended on the MSDS sheet.

3. If any substance requires ventilation as described above, air monitoring equipment of an approved type shall be furnished and employed by the Contractor to assure that the environment inside the facility is maintained in a safe condition for human occupancy. A baseline reading shall be taken before any substance is brought into the facility. Air monitoring shall continue for at least one (1) hour after completion of the task that required its use. If any detectable odors are observed, the

monitoring and ventilation shall continue for a minimum of one (1) hour after the odor is not detectable. If any adverse readings are noted, the ventilation and monitoring shall continue for one (1) hour after the readings have retuned to baseline values.

4. Workers that are using the substances or performing the operations specified herein shall use Personal Protective Equipment (PPE) as required by FAA, OSHA, EOSH or other authority having jurisdiction.

5. Use of any tools or equipment that are fueled by anything other than electricity is positively prohibited inside the facility. Hydraulically actuated tools and equipment shall be permitted, provided that it is electrically or manually powered, or if the prime mover is located outside the facility a sufficient distance away to prevent any exhaust products from entering the facility

.

6. Before any grinding, drilling, sawing, hammering or other noise and/or particulate and smoke generating operations are initiated, the Contractor shall notify the RE and obtain permission to commence with said operations. An estimate of the duration of these operations shall be given to the facility manager, so that AT can be notified. Should any of these operations interfere with the functioning of the facility or FAA personnel therein, the activities shall cease immediately and measures taken and put in place to abate the interference to an acceptable level. Care and attention shall be given to the possibility that the byproducts of said operations may interfere with the proper operation of sensitive FAA owned equipment, such as electronic devices, smoke detectors, heat detectors, etc. Care and attention shall also be given to the possibility that said byproducts may migrate into areas where FAA personnel and equipment are located. Proper ventilation and containment measures shall be in place before initiating any of the above mentioned operations.

**Soldering And Welding:**

1. Solder shall be a lead free type for any work on piping systems that convey liquids or gases. Solder for electrical/electronic connections shall also be lead free, and shall be the rosin core type unless a different type of solder or a different procedure is specifically called for by the manufacturer of the pieces to be joined. Mechanically clean all the surfaces to be soldered. (Submittal required)

2. Welding shall be performed outside the facility to the maximum extent possible. Welds that cannot be accomplished outside the facility shall be done during periods, as determined by the facility manager, that present the minimum possible exposure to FAA personnel and possibilities of disrupting the operations within the facility. A hot work permit shall be required to be completed before any welding procedures shall be allowed.

3. Proper ventilation and monitoring of the area shall be in place as described above, before initiating these operations.

**Painting, Gluing, Lubricating And Use Of Other Chemicals, Aerosols and Petroleum Products:**

1. The use of paints, glues, adhesives, cleansers, lubricants, etc. shall be minimized to the maximum extent possible. Particularly those that are sprayed or are aerosols shall be limited to use in a well ventilated area with proper containment. It is recognized that a substance may be perfectly safe, i.e. non-toxic, but may have an odor that is offensive or objectionable to some individuals. Therefore, these substances shall be treated as if they were toxic or dangerous.

2. The Contractor shall submit MSDS sheets for FAA review and approval in the first submittal package, and definitely before using any of the subject substances during the course of the work. These substances shall be, to the maximum extent possible, volatile organic compound (VOC) free or at least very low in VOC's. If products containing VOC's are used, the Contractor shall monitor the area with an approved monitoring instrument to ensure that the presence of VOC's does not exceed recommended minimum threshold levels. Supplementary ventilation shall be used as specified above.

3. All of the subject substances shall be, to the maximum extent possible, "Green" biodegradable type substances. If the required substances are not biodegradable, they shall be disposed of in an approved manner in accordance with all federal, state, and local codes for hazardous materials.

**Recommended Alternative Methods:**

1. In lieu of using glues and mastics, the use of a combination of two-sided tapes such as 3M VHB or an approved substitution, and mechanical fasteners would be preferable. Use of this method would particularly be applicable inside the elevator car.

2. In lieu of aerosol lubricants, cleansers, paints, etc., the use of brushes, wipes, or manually operated dispensers would be preferable. Use of this method for degreasing, threading, cleaning, coating, and cutting would particularly be applicable.

**Availability of Utilities and Storage:**

Water, electricity, and sanitary facility are available for the contractor's use, if available onsite. Telephone and internet services shall not be available. At some sites, storage is limited to the machine room in contractor furnished metal locker or lockable boxes, at other sites there is no space for on-site storage.

**Spare Parts**

The Contractor shall be able to provide parts for repair of each unit. Materials or parts to be used shall be original manufacturer's renewal parts or an approved substitution. The Contractor shall maintain an up-to-date inventory of commonly replaced parts by part numbers.

Spare parts required for traction, hydraulic elevators; chair lifts and equipment lifts shall be available as listed below to the extent these lists apply:

1. The following replacements shall be stocked at the Contractor's facility or be available in the service van or truck for each type of elevator covered by these specifications. Some items listed may not be applicable:
   a. Coils, minimum of one (1) for each type relay or contacts used.
   b. Contacts; minimum of three (3) of each type used.
   c. Motor brushes; minimum of one (1) set of each type used.
   d. Supply of lubricants and hydraulic oil for each requirement.
   e. Supply of fuses, minimum of two (2) of each capacity.
   f. Interlock rollers and contacts; minimum of two (2) of each type.
   g. Car and hoistway door hanger rollers; minimum of two (2) of each type.
   h. Car and hoistway door gibbs; minimum of one (1) set of each type.
   i. Car and hoistway door closer parts (springs, linkages, etc.).
   j. Door operator belts, chains and brushes.
   k. Door operator drive blocks, clutch rollers and fingers; minimum of one (1) set of each type.
   l. Photo electric cells or tubes; minimum of one (1) of each type.
   m. Landing switch equipment and magnetic inductors; minimum of one (1) of each type.
   n. Solid-state timers and printed circuit regulator boards; minimum of one (1) of each type.
   o. Safety edge pivot arm assembly and switch; minimum of one (1) of each type.
   p. Signal fixture lamps; minimum of five (5) of each type.
   q. Selector cams and contact assemblies; minimum of one (1) of each type.
   r. Brake contact; minimum of one (1) of each type.
   s. Normal renewal parts peculiar to equipment covered by this specification.

2. The following parts shall be available within two (2) hours:
   a. Supply of selector tapes to handle highest rise.
   b. Roller guides and gibbs for car and counterweight.
   c. Car door electric eye photo cell replacement units.
   d. Complete car door safety edge.
   e. Transformers and rectifiers for all controller power supplies.
   f. Door operator motors of each type used.
   g. Door operator gear reduction units of each type used.

h. Controller and selector coils of each type used.
i. Car and hall buttons with contacts of each type used.
j. Replacement relays of each type used.
k. Selector drive motor.

3. The following replacement parts shall be available within twenty-four (24) hours:
   a. Rotating electrical elements of each type and size used.
   b. Stators of each type and size used.
   c. AC motors of each type and size used.
   d. Line contactors of each type and size used.
   e. Printed circuit boards
   f. Solid state components in VVVF drives

## 16. DELIVERABLES

The contractor must submit the listed required document appropriate to the Performance Work Statement as follows:

(1) Quality control plan
(2) Service call report
(3) Delayed-repair work plan
(4) As-built drawings associated with major repairs
(5) Safety Data Sheet (SDS) for all product used on-site
(6) Quarterly telephone conference records
(7) Annual contractor equipment assessment report
(8) Requests for testing dates
(9) Close-out inspection, existing deficiency report
(10) Warranties

The Records shall include as a minimum the following entries:

| | | |
|---|---|---|
| 1. | Nature Of Site Visit: | Routine, Initial Call, Callback, Failure, etc. |
| 2. | FAA Reason For A Call: | What was FAA reason initially |
| 3. | Time On Site | |
| 4. | Name(s) Of Mechanic(s) | |
| 5. | Condition Of Elevator As Found: | Running, Failed, Where in the hoist way? |
| 6. | Condition Of Controller: | Tuned Off, Tripped, Diagnostic Code |
| 7. | Parts Replaced: | Furnish detail, numbers, and cost. |
| 8. | Reason For Failure Or Replacement | |
| 9. | List All Deficiencies Found | |
| 10. | Remarks | |

A copy of each time ticket or other forms completed on-site shall be left at the site with the FAA contact person. If a monthly record includes any replacement of parts or major adjustments, a copy shall be sent to the FAA contact person and another copy to the Contracting Officer.

Contract shall maintain an elevator maintenance log in the facility elevator room or as directed by FAA local authorities.

**End of Performance Work Statement**