

PERFORMANCE WORK STATEMENT (PWS)

1.0 INTRODUCTION: The Department of Veterans Affairs currently has the need for a Contractor to maintain and repair the elevators at the Durham VA Medical Center (VAMC), Durham, North Carolina. Contractor shall provide full elevator maintenance and repair service. For clarification purposes, CO in this contract refers to the Contracting Officer and COR refers to the Contracting Officer's Representative.

2.0 SCOPE:

2.1 The contractor shall furnish all labor, material, equipment, parts, supervision, etc., necessary to service, repair, perform preventative maintenance, and maintain elevators at the Durham VA Medical Center. Contractor shall provide maintenance in a manner which ensures the safe and continuous operation of all equipment listed in accordance with commercial practices and/or manufacturer's specifications.

2.2 An adequate supply of spare parts shall be maintained at all times to ensure prompt preventive maintenance and repair services.

3.0 EQUIPMENT INVENTORY:

Elevator #	Bldg. #	# of Floors	Manufacturer	Capacity	FPM
P1	1	11	Automatic Dover	4000 lb	500
P2	1	11	Automatic Dover	4000 lb	500
P3	1	11	Automatic Dover	4000 lb	500
P5	1	12	Automatic Montgomery	5000 lb	500
P6	1	12	Automatic Montgomery	5000 lb	500
P7	1	12	Automatic Montgomery	5000 lb	500
P8	16	2	Automatic Dover	4000 lb	100
P10	1 F-Wing	4	Automatic Dover	5000 lb	100
P11	1 F-Wing	4	Automatic Dover	5000 lb	100
P13	1 ECRC	4	Automatic Southern	4000 lb	150
P14	1 ECRC	4	Automatic Southern	4000 lb	150

P18	33 P-Deck	4	Automatic ThyssenKrupp	3500 lb	150
P19	33 P-Deck	4	Automatic ThyssenKrupp	3500 lb	150
S18	14	3	Automatic Webster	4000 lb	125
S4	1	12	Automatic Dover	4000 lb	500
S5	1	12	Automatic Dover	5000 lb	500
S6	1	2	Manual Otis	2000 lb	25
S7	1 E-Wing	6	Automatic Westbrook	4000 lb	250
S9	1 S-Dock	2	Manual Southern	5000 lb	50
S15	1 ECRC	4	Automatic Southern	4000 lb	150
Case 3	1	2	Automatic – Matot	500 lb	25
Case 4	1	2	Automatic – Matot	500 lb	25
DW 6	1	2	Manual - Otis	500 lb	25
DW 7	1	2	Manual - Otis	500 lb	25
P20	15	5	Automatic ThyssenKrupp	3500 lb	100
S19	15	5	Automatic ThyssenKrupp	3500 lb	100

4.0 COORDINATION:

4.1 The Contractor shall provide the COR with a phone list for contact 24-hours a day, 7 days a week.

4.2 The COR shall be immediately notified whenever an elevator, and associated component(s) cannot be returned to service prior to the end of each inspection. In the absence of the COR, the M&O Foreman, or Engineering Service Assistant Chief will be notified.

4.3 Elevators that are not in operation will have an “Out of Service” sign placed at each call button on each floor. The Contractor shall be responsible for the installation of signs and barricades as related to equipment as deemed necessary by the COR. All scheduled work that requires an elevator to be taken out of service shall be prior coordinated with the COR.

4.4 All tests, inspections or maintenance repairs that will remove an elevator from service

shall be scheduled in advance with the COR. Under no circumstance shall any shutdown or breakdown last longer than two (2) working days (16 working hours) from initial notification to the COR, without prior approval of the COR.

4.5 Contractor shall submit a detailed work plan. The plan shall contain a schedule detailing when preventative maintenance, routine and periodic service are to be performed. Should the contractor elect to change his or her work schedule during the course of the contract, a revised work plan shall be submitted to the COR for approval prior to any schedule changes.

5.0 MAINTENANCE/INSPECTION SERVICES:

5.1 The Contractor shall provide daily operational inspections on site starting at 6:00 am, Monday – Friday to all elevators. Prior to departure from the campus the technician shall check out with the COR.

5.2 The Contractor shall obtain operation and maintenance manuals, service manuals, service guides and other applicable documents from the manufacturer of each piece of equipment to be serviced and maintained. As a minimum, the contractor shall maintain one set of documents at the work site and furnish one set of documents to the Government.

5.3 The contractor shall perform all service and preventative maintenance as required or recommended by the applicable operation, maintenance and service manuals and guides. The contractor shall perform the work at the frequency recommended by each manufacturer's manual(s) and/or commercial practices.

5.3.a. The contractor shall replace all track guides and remove all track debris once per quarter. A log shall be kept on-site for this action and submitted to the COR upon completion each quarter.

5.4 The contractor shall perform all repairs and equipment replacement necessary to maintain each elevator in a safe, reliable operating condition.

5.5 Contractor shall perform all work as required or recommended by applicable sections of the most recent edition of the American Society of Mechanical Engineers (ASME) Safety Code Requirements and all applicable Federal, State, and Local regulations.

6.0 SPECIAL WORK REQUIREMENTS:

6.1 The Contractor shall post a check chart for each elevator in each machine room in a conspicuous place. This check chart shall list each elevator component-showing schedule of manufacturer's recommended frequency of inspection of each component on a weekly, semi-annually, annually or other frequency. Entries shall be to indicate the status of schedule items of maintenance work performed. The check chart shall be kept up to date at all times and must be initialed and dated by the Contractor's employee to indicate that the work has been accomplished. Check chart shall be available for review at the COR's request and the Contractor will physically show the COR the completed work on request.

6.2 The contractor shall perform all routine service, maintenance and repair during normal duty hours from 5:00pm to 1:00am on normal business days. All tests, inspections or maintenance repairs that will remove an elevator from service shall be scheduled in advance with the COR.

6.3 Parts installed on the elevators shall be new and genuine parts supplied by, or certified by the contractor as equivalent to, the original equipment manufacturer, or its successor prior to the installation. The Contractor shall maintain a stock of applicable replacement parts to reduce to a minimum the interruption of elevator service. When replacing existing parts or installing new parts, the Contractor shall install energy efficient parts to the maximum extent possible.

6.4 Materials: The Contractor shall furnish all lubricants, hydraulic fluid, cleaning supplies, parts and tools necessary. All materials shall be recommended by the manufacturer of the equipment.

6.5 Lubrication: The Contractor shall maintain proper lubrication of rollers, bearings and guide rails, and other components requiring lubrication. The Contractor shall furnish all special lubricants and cleaning supplies as required by the elevator manufacturer to service and repair elevators. The Contractor shall also repair or replace guides and rails when wear of these items is found beyond specification limits.

6.6 Corrosion Treatment and Control: The Contractor shall inspect elevator components for the presence of corrosion. Corroded areas shall be appropriately treated to reduce or inhibit corrosion development, or be replaced if they are beyond specification limits.

6.7 The Contractor shall have a qualified Elevator technician accompany the Government during annual elevator inspections conducted by another government-contracted inspector. The contractor will be notified by the VA approximately 72 hours in advance of inspection date.

6.8 The Contractor shall have a qualified Elevator technician accompany the Fire alarm contractor during their annual fire alarm testing of the Fire Recall, Shunt Trip and all other devices associated with this annual testing of all elevators. The contractor will be notified by the VA approximately one week in advance of the testing date.

7.0 EMERGENCY SERVICE:

7.1 The Contractor shall be required to provide emergency service 24-hours a day, 7 days a week. Each service call will include two (2) hours of non-billable service time to diagnose problem. Contractor shall check in and out with utility plant personnel, if emergency is after normal business hours.

7.2 Emergency services will be required whenever an elevator is inoperable or not operating correctly or when an unsafe condition exists. A call of this type would suggest that there are trapped persons, or the elevator condition could result in life or property endangerment, or

could have an adverse effect upon personnel, equipment and mission accomplishment. There shall be no limit on the number of emergency service calls required in performance of the contract.

7.3 Non-Trapped Personnel: The contractor shall respond to a request for non-trapped personnel emergency service within **two (2) hours** after receiving notification from the COR or designated representative(s). The contractor shall notify the Government immediately upon arrival at the Medical Center.

7.4 Trapped Personnel: The Contractor shall respond to a request for emergency service involved trapped personnel within **one (1) hour** after receiving notification from the COR or designated.

7.5 Service calls are responses and subsequent repairs or adjustments of elevator equipment and systems or problems reported to the Contractor. If the service call cannot be resolved within two (2) hours, the Contractor shall immediately secure the elevator and notify the COR of the problem and the time and date corrective action shall be completed.

7.6 All repair cost shall be submitted in writing and shall be approved in writing by the CO or their designated appointee prior to commencement of the work. Any additional work performed by the contractor without the prior written approval of the CO will be performed by the contractor at no additional cost to the government. The COR may provide written authorization outside of normal business hours.

7.7 A Contract Line Item is incorporated for Fifty Thousand Dollars (\$50,000) in the base year and in each option year for emergent repairs and parts of the station elevator system. This line item will be utilized throughout the year to invoice for services rendered on emergent repairs. Contractor cannot exceed this amount unless authorized in writing by the Contracting Officer. The COR shall monitor the funding under this line item and notify CO if the line item is encroaching the \$50,000 limit.

8.0 DOCUMENTATION AND REPORTS: The Contractor shall provide the COR the following reports:

8. 1 Service Report for Preventive Maintenance: The contractor shall provide a monthly written report detailing services performed within ten (10) business days of the end of each month. This original written report shall be submitted to the COR for review and approval prior to invoice submittal. No invoice shall be certified for payment until the COR has provided written acceptance to the contractor and the CO.

8. 2 Service Report for Repair Services: The report shall include all costs associated with accomplishing the repair to include parts, supplies and labor hours and labor rates. At minimum, the report shall contain the following information: service technician name, date, time, equipment unit number, problem reported and discovered, action taken, beginning and completion time. This written report shall be submitted to the COR for review and approval prior to invoice submittal. No invoice shall be certified for payment until the COR has provided written acceptance to the contractor and the CO.