

Statement of Work –Elevator Inspections - Yearly/Semi-Annual

VA Butler Healthcare Elevator Yearly/Semi Annual Inspections Statement of Work

Introduction:

VA Butler Healthcare, 325 New Castle Rd., Butler PA, requires elevator inspections (semi-annual and yearly) for four (4) elevators in the following locations:

three (3) in Bldg. 1

one (1) in Bldg. 2

All safety inspections shall be made in accordance with the latest revised edition of the American Society of Mechanical Engineers (ASME) Safety Code for Elevators and Escalators (ANSI ASME A17.1) hereafter referred to as the A17.1 Code. The A17.1 Code shall be used as the minimum requirements for the inspections covered by this contract. The ASME Guide for Inspection of Elevators, Escalators and Moving Walks (ANSI ASME 17.2) shall be used as the guide for inspection and test procedures, hereafter referred to as the A17.2 Code.

Once contract is awarded, the contractor shall obtain a temporary badge from the Butler VA Police when onsite to perform contract requirements. Temporary Identification Badges must be worn by contractor personnel at all times while on VA property performing work under this contract.

The contractor shall be responsible for ensuring that its employees maintain satisfactory standards of competency, conduct, appearance, integrity and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary. Contractor employees must abide by policies established for the Butler Veteran Affairs facility while performing work under this contract, including, but not limited to, abiding by all parking regulations, restrictions against possession of weapons, restrictions concerning smoking, and policies pertaining to allowing search of enclosed containers.

Contractor to comply as follows: OSHA 10 General Industry Training certificates and submission of a Health safety plan that includes confined space entry plan shall be pre-approved by VA. The contractor is responsible for compliance with all OSHA and other applicable safety regulations. Contractor will be required to comply with physical security guidelines by either checking in with the VA Police each time they come on-site to perform contracted services or by obtaining a VA Contractor badge from the VA Police.

Scope of Work:

The contractor shall provide all inspection, engineering, management, supervision, manpower, materials, supplies, equipment, travel and all costs to and from, so as to plan, schedule, coordinate and assure effective performance of all inspection services for the elevators and other vertical transport equipment of the Butler Healthcare. Any changes to this contract shall be reflected in a written modification to this contract, signed by the contractor and the Contracting Officer.

The contractor shall coordinate with the cognizant Contracting Officer's Representative (COR) and Contracting Officer at least 3 weeks prior to schedule inspections.

Safety Inspections - The contractor shall inspect no-load, full-load and special tests as required by A17.1 and A17.2, which shall be conducted by the elevator maintenance contractor for the respective facilities. The tests shall include all semi-annual and yearly tests as recommended under A17.1 and A17.2. The Certification of Elevator Inspection (ATTACHMENT 2) shall be used to document the certification of the elevators.

Maintenance/Safety Inspections: Semi-annual maintenance inspections shall be performed by the contractor on each elevator and its components. The Elevator Inspection Report (ATTACHMENT 1) shall be used to document the results of each inspection. In addition to using the standards in the A17.1 and A17.2 Codes, the inspection contractor shall assure that the maintenance contractor's preventative maintenance check charts are up to date and correctly annotated, and shall inspect the Elevator Equipment for evidence of proper maintenance, adjustment and repair. Deficiencies shall be recorded in the remarks area of the inspection form.

Elevator Inspection Schedules - In order to minimize interruption of or interference with Government business, the contractor shall arrange a specific time and date for each inspection visit with the applicable Contracting Officer's Representative (COR). The schedule shall be coordinated at least three weeks in advance with the COR. Unless otherwise coordinated with the COR, all work under the contract shall be performed during regular working hours/regular working days (8:00 am through 4:30 pm, Monday through Friday, excluding federal holidays). If the COR coordinates inspections to occur outside of regular working hours/regular working days to minimize interruption of or interference with Government business, such work shall be done at scheduled pricing at no additional cost to the Government.

Any condition found affecting the immediate safety of passengers or elevator equipment shall be reported verbally immediately to the COR. Within 24 hours, a written report clearly listing the defects found and the recommended corrective action shall be submitted to the COR. A copy of the report shall also be provided to the Contracting Officer .

Upon completion of each inspection, the inspection contractor shall obtain the signature of the COR on the Elevator Inspection Report. This report may be hand written at the time of the inspection but must be submitted in typed format within two weeks of the inspection. During the annual routine inspections, the inspector shall have prepared the Certificate of Elevator Inspection and shall furnish the signed certificate to the COR. The contract inspector shall meet with the COR at the start of each inspection visit to review the status of the elevator system. The COR will provide all necessary elevator maintenance documentation to the inspector for use during the inspection visit. The inspection contractor shall meet with the COR at the conclusion of the inspection to present findings. The inspector shall detail any problem areas encountered, and present recommended solutions to the problem, if any.

Qualifications of Contractor Inspectors - The inspectors provided by the contractor under this contract must possess current ASME-QEI (American Society of Mechanical Engineers — Qualified Elevator Inspector)

certification. The inspector must provide a copy of a current certificate before the inspector begins each inspection under this contract.

Government Re-Inspections and Tests - All inspections and other services may be subject to re-inspection, examination and test by Government inspectors at any and all times during the course of the work and at all and any places where such work is being carried on. The Government shall have the right to reject defective inspections or reports. Rejected items shall be satisfactorily corrected and/or replaced without additional expense to the Government.

SCHEDULE OF REPORTS

Submission	Due Date
Finding of Emergency Condition	Immediately, verbally Within 24
Failure of Inspection	Immediately, verbally
Inspection	Within 2 weeks of
Certificate of Elevator Inspections (Attachment 2)	Within 2 weeks of

Location/Type of Elevators –

LOCATION	CAR #	TYPE	CAPACITY	MAKE	DATE	SERIAL #	DRIVE
BLDG. 1 WEST	P-1	PASS/AUTO	4600	MOTION CONTROL	1994	9711	GEAR/TRACT
BLDG. 1 CENTER	P-2	PASS/AUTO	4500	MOTION CONTROL	1994	9712	GEAR/TRACT
BLDG. 1 EAST	P-3	PASS/AUTO	4000	MOTION CONTROL	1994	9713	GEAR/TRACT
BLDG. 2	P-4	PASS/AUTO	5000	MOTION CONTROL	2009		HYDRAULIC