

STATEMENT OF WORK

MDC Brooklyn

Elevator Maintenance

The entity will provide all necessary equipment, labor, materials, tools, and incidentals for all scheduled and all unscheduled Elevator Maintenance, Required Service, Preventive Maintenance (PM), Maintenance Control Plan (MCP), Emergency Call Service, Inspections, Operational Requirements, Extent of Work, and Other Consideration as described in this Statement of Work(SOW).

All equipment specified in this statement must be brand name or an equal product. Should the contractor choose to submit an equal product, you must submit all technical specification of the equal product to be analyzed and a technical determination issued with acceptance/non-acceptance.

SCOPE OF WORK

I. Elevator Maintenance:

- A. The Contractor shall provide all management, supervision, labor, materials, repair parts and repairs, supplies, tools, instruments and equipment, and shall plan, schedule, coordinate and ensure effective and economical completion of all work and services specified in this *BPA* contract. Such services and maintenance shall apply to all elevator equipment regardless of whether they are specifically shown in these specifications and such services may result in work which may need to be conducted at other than normal business hours so not to interfere with the normal operations of the Metropolitan Detention Center, MDC Brooklyn.
- B. These specifications are a statement of the minimum level of work and services that are to be provided in certain areas under this *BPA* contract. They are not intended to be nor shall they be construed as limiting specifications or requirements. At a minimum the contractor will be required to take all steps and measurements which would be taken by a prudent building owner to maximize the life expectancy of the property and equipment. All elevator equipment in the building shall be maintained at an acceptable and compliant level, throughout the *BPA* contract period. An acceptable level of maintenance is defined as the level of maintenance which will preserve the equipment in unimpaired operating condition, i.e., above the point where deterioration will begin, thereby diminishing the normal life expectancy of the equipment.
- C. The contractor is responsible for performing scheduled and unscheduled maintenance and repairs, as necessary, on a on twenty-four (24) hours per day, seven (7) days per week, three-hundred-sixty-five (365) days per year basis, including emergency call back service. The Metropolitan Detention Center reserves the right to deduct the amount of 25% of monthly payment for each week of missed maintenance. The contractor will be required to respond to all unscheduled service calls within two hours of notification.

II. Service Required:

- A. On a mutually agreeable date, no less than ten (10) calendar days prior to the date performance is to begin, the Contractor and the Contracting Officer's (COR), shall together make a complete and systematic inspection of all elevators, and related equipment within the building covered by the *BPA* contract. The Contractor shall then prepare and submit to the Facility Manager, within ten (10) calendar days prior to commencement of the *BPA* contract, a performance and existing deficiency report. This report shall list all deficiencies noted during the joint inspection that would require corrections to bring the equipment up to an acceptable and inspection ready condition. The Contractor

shall be responsible for making adjustments, which fall within the scope of the *BPA* contract, using such means as the Contracting Officer deems appropriate.

- B. The Contractor shall also engineer the call back systems. Should the inspection disclose any deficiencies which present an operating hazard, the problem shall immediately be brought to the attention of the Facility Manager, Contracting Officer in writing, specifying the type of problem, estimated down time of the elevator and an itemized labor and materials cost break down.
- C. The Contractor will submit to the Contract Officer Representative (COR) within fifteen (15) calendar days, a list of names of all company mechanics and repair crew personnel for security checks that will possibly be entering the facility during the term of the *BPA* contract. Personnel who do not pass the security checks or who are not on the approved list, will not be allowed to enter the Metropolitan Detention Center. It is the Contractor's responsibility to ensure ample mechanics are assigned and meet all security and maintenance requirements. No exceptions will be allowed for absences due to sick leave, vacation, or employee's inability to meet such requirements.
- D. The Contract Manager is responsible for the management and scheduling of work to be performed under this *BPA* contract and shall possess at least three (3) years of supervisory elevator maintenance and repairs (within the past five (5) years) on elevators of the approximate size and characteristics of the elevators to be operated and maintained under this *BPA* contract. A detailed resume containing the information specified shall be sent to the Contracting Officer for review by the Contracting Officer and Facility Manager. Both new and replacement Contract Managers must furnish the following information.
 - 1. The full name of the proposed or new Contract Manager.
 - 2. A detailed description of the previous five (5) years employment history of the proposed or new Contract Manager.
 - 3. The names and addresses of companies for whom the proposed or new Contract Manager worked for in the past five (5) years along with the telephone numbers of his/her immediate supervisors.
- E. The Elevator Mechanic responsible for conducting the maintenance must be licensed by Federal, State and City authorities, in the trades, crafts or professions which require licensing by such jurisdictions. The license must be of a grade or level consistent with the requirements of the work being performed. The Contractor shall designate a minimum of one (1) mechanic to perform the routine maintenance as specified in the statement of work. In the absence of the designated mechanic, a temporary licensed mechanic must be available at all times to perform routine maintenance. If a helpers are required to perform routine maintenance, all helpers must be under the direct supervision of a licensed mechanic.
- F. The Contractor shall submit in writing to the Contract Officer Representative (COR), the name(s) of the designed mechanics. It is the licensed mechanics responsibility to provide a copy of his/her license to the Contracting Officer on a quarterly basis, or in the event of a significant change.
- G. The Contractor shall be responsible for the painting of the machine room walls, equipment, floors, car tops, and preservation of all supports in elevator pits, and elevator and counterweight rails. Elevator machine rooms will be require to be painted annually. The Contractor shall obtain permission from the Facility Manager and the Contracting Officer Representative on the choice of colors, as approved by industry standards. All paints must be water based and lead free.

- H. The Contractor shall be responsible for providing the institution with three (3) COPIES of the Safety Data Sheets (SDS) for all oils, solvents, paints, cleaning materials, greases and degreasers. The SDS will be provided a minimum of 24-hours prior to entry of the institution. All SDS will be routed to the safety Manager for approval. Upon review of the material information, the Safety Manager will approve / disapprove the material. If the material is deemed to be of extreme hazard, the material will not be allowed on the property and an alternative product will be substituted by the contractor. No oils, greases, solvents or paints will be stored in any of the machine rooms, elevator pits, or hoist-ways. The Metropolitan Detention Center will provide the contractor a storage container for only limited amounts of oils and greases used for routine maintenance purposes.
- I. All maintenance mechanics and repair crew personnel entering the institution will have all tools and equipment inventoried prior to entering the secure perimeter of the institution. These tools and equipment will be checked in and out by institution staff members. No tools will be left in the institution. Lock-Out / Tag-Out shall be required on all equipment placed out of service. The Metropolitan Detention Center onsite Electrician shall provide the contractor with locks for Lock-Out / Tag-Out. Under no circumstances will the Contractor be allowed to possess a personal lock while in the secure perimeter of the institution. The Contractor will be responsible for providing the locking devices used for breakers and disconnects. The Contractor shall perform normal / routine maintenance work, Monday through Friday (except holidays) from the hours of 6:30 am to 3:00 pm, preferred day is Thursday of each week. The Contractor should also take into consideration the time required for security procedures check-in and check-out within the Metropolitan Detention Center when workers are on the job site. All employees entering the institution shall have the required safety equipment to perform the maintenance and repairs to include, but not limited to safety shoes, dust respirators, gloves, hard hats, safety harness, anti-fall equipment, ear, and eye protection. All employees entering the institution will not be allowed to carry a cell phone, two-way radios or pagers. All employees must possess a valid photo driver's license to be maintained in the Control Center while in the secure perimeter of the institution. It shall be Contractor's responsibility to provide an updated roster of new mechanics and helpers names to the Contracting Officer Representative when new employees are hired into the Company. The Metropolitan Detention Center will not be responsible to provide on-site parking for repair and maintenance crew.

III. Preventive Maintenance and Maintenance Control Plan (MCP):

- A. The Contractor shall submit in writing annually to the Facility Manager and the Contract Officer Representative (COR) a completed Maintenance Control Plan (MCP) binder for each elevator specifying the Preventive Maintenance completed each year. Each Maintenance Control Plan (MCP) shall show all scheduled maintenance for the assigned elevator. The Maintenance Control Plan (MCP) will also show dates of all weekly, monthly, quarterly, semi-annually, and annually complete maintenance cycles. The Maintenance Control Plan (MCP) will be reviewed monthly by the Facility Manager and the Contracting Officer for accuracy and completion. In the event any scheduled maintenance cannot be performed during any specific maintenance cycle the Contractor will notify the Contracting Officer Representative (COR) and Facility Manager in writing, stating the reason why the required maintenance could not be completed. The following steps will be required at all time.
1. All entries made on the Maintenance Control Plan (MCP) will only be made by a qualified licensed mechanic.
 2. The Maintenance Control Plan (MCP) binders will be stored in the appropriate elevator machine room, and will be subject to review by the Facility Manager and the Contract Officer Representative (COR).
 3. All foreseen deviations from the Maintenance Control Plan (MCP) must be submitted with appropriate justification in writing to the Facility Manager and the Contract Officer Representative (COR).

4. Within five (5) working days after the end of the month, the contractor will submit to the Facility Manager and the Contract Officer Representative (COR) a detailed written summary report of all maintenance that was completed during that period of time.
5. Weekly scheduled maintenance shall be conducted with a minimum of four (4) hours of licensed mechanic work.

B. The following is a list of minimum maintenance required by the Metropolitan Detention Center for Preventive Maintenance if not already performed in the Maintenance Control Plan (MCP).

1. Weekly Maintenance:

- a. Clean all elevator pits of dirt and debris.
- b. Inspect compensating sheaves, sheave clearance, check condition of all stop switched, limiting switches, pit lighting, buffer switched, and check all counterweight buffers for oil leaks.
- c. Motors: Check all bearings for excessive noise and vibration. Excessive bearing heat, and motor alignment.
- d. Geared machines: Inspect oil pickup and packing, check for leaks, check all hoist-way motor brushes and replace as necessary.
- e. Car doors: clean all door sills and remove all debris build up, clean and lubricate all door clutch assemblies, inspect all door operating equipment such as relating cables, compensating cables, electronic and mechanical safety edges, fire tabs, door sills, interlocks, door opening motors.
- f. Controllers: Clean all dust from switch gears, relays, fuses, resistors, capacitors, and all electrical / mechanical devices in the control cabinets and ensure cooling fan is operational in controllers cabinets
- g. Hydraulic elevator: observe operation of the hydraulic pump while elevator is traveling in the up and down direction, check level and condition of hydraulic oil reservoir, check condition of car safety gates and switches, bi-folding door operation, and safety clutch operation, ensure pit stop switch is operational.
- h. Indicator Lights: Ensure all hall call lights are operational, replace as necessary, verify operation of call directional indicator in car, and replace any non-operational lights in the cars control panel.
- i. Inspect governor mechanical weights and safety switch for proper operation.

2. Monthly Maintenance:

- Brakes: observe operations on all cable driven cars, inspect brake clearance, and lubricate all pivot points.
- Ropes: Check drive sheave and remove all debris from grooves to prevent damage to ropes.
- Hoist-way driver: Check condition of oil seals note and document any oil leaks, check oil level in driver and replenish if necessary. Ensure oil flinger ring is operational on forward and rear bearings of driver. Check for indications of excessive noise and vibration from driver. Ensure all coupling bolt locking devices are installed.
- Car Tops: Clean all car tops of dust and debris. Ensure cable shackles have locking wires installed. Ensure all cable shackles are secured with locking pin or wire. Check pick-up roller and door clutch clearance on all floors and adjust as necessary, check the condition of door operator belts and ensure all belts all belts are of good quality and free from cracks and tears. Ensure car top light and the 110 volt service is operational. Check the condition of hoist-way cables and governor cable the entire length of the hoist-way. Any discrepancies will be brought to the attention of the Facility Manager and the COR promptly (day of inspection). Check counterweight rollers and replace as necessary.
- Clean all dirt and debris from the pits, check compensating sheaves for proper clearance and adjust as necessary, exercise all compensating sheave switches

for proper operation. Check counterweight buffers for oil leaks and proper operation. Ensure the stop switch for each elevator is operational.

- Test and operate the fireman phase I and II recall function. Any discrepancies will be reported to the Facility Manager along with a written plan of action within (3) working days of the finding.
- Test and operate all cable traction driven elevators and verify the door hold function is operational.

3. Quarterly:

- a. Clean and vacuum all hoist-ways, and remove all buildup debris from backside of all hall doors, and elevator cab doors seal area.
- b. Ensure car top emergency light is operational, repair as necessary.
- c. Vacuum out all motor generators and hoist-way motors.
- d. Inspect leveling operation of each elevator to ensure the car is leveling to each floor landing. Clean all switches and vanes associated to floor leveling of each car.
- e. Test door operation for proper door closure pressure, inspect door hangers for proper operation and adjust as necessary.

4. Semi-Annual

- a. Check all slow down switches on all floors, for proper operation and adjust as necessary.
- b. Inspect all deflector sheaves and lubricate as necessary.
- c. Manually compress all counterweight and car buffers to ensure for proper operation.
- d. Measure all incoming line voltage to ensure proper voltage reading.
- e. Test Fireman phase I and II recall function on each elevator, in conjunction with semi-annual elevator inspection.

5. Annual:

- a. Slow speed test all safeties during the annual elevator inspection.
- b. Change oil in the hoist-way gear drivers and replace with new oil.
- c. Obtain thrust bearing reading clearance on all hoist-way drive machines. Replace or shim thrust bearing to manufacturer's recommended clearance.
- d. Inspect all worn gear teeth for evidence of uneven wear of broken teeth. Repair or replace as necessary.
- e. Test fireman phase I and II in conjunction with the annual elevator inspection for proper operation.

IV. ***Emergency Call Back Service:***

1. Emergency call back service shall be limited to the performance of simple adjustments and replacement of minor parts to restore elevator operation, and for the purpose of freeing trapped individuals in a stalled car. The Contractor shall restore the car back to normal operation after the problem has been resolved and the car is operating safely. Emergency call-back service for the purpose of freeing a trapped individual(s) shall not exceed thirty (30) minutes in response time. All other trouble calls shall not exceed two (2) hours in response time. After hours call back time begin at the time of notification and will terminate at check-out time. When after hour call back service has been requested, a copy of the service ticket including labor and summary of repairs, will be left at the job site. Emergency call back service consists of promptly responding to request from the government for a service on twenty-four (24) hours per day, seven (7) days per week, three-hundred-sixty-five (365) days per year basis.
2. Emergency call back service is necessary for the safety of staff and inmates in the building. Request for emergency or ordinary call back service may be made by the Contracting Officer (COR) or by designated personnel by telephone or other means. Repairs, supplies, and materials implemented during the emergency call back service due to normal wear and tear will be furnished by the contractor. Repairs, supplies, and materials use for repairs that are implemented due to misuse or vandalism will be charged to the Metropolitan Detention Center

with a written cost estimate and provided to the Facility Manager no later than noon the next working day.

V. *Inspections:*

The Contractor shall be responsible for providing a maintenance mechanic and helper at the site to assist with the semi-annual and annual inspections. During the five (5) year load test requirement of any elevator, the contractor shall provide a minimum of one (1) maintenance mechanic and one (1) helper. During the annual inspection the Contractor shall provide a tachometer and a pressure test-gauge with current calibration requirements. In the event a mechanical failure of the elevator or associated equipment during the inspection the contractor shall be responsible for any additional costs occurred for re-inspection.

VI. *Operational Requirements:*

- A. This contract is for full elevator maintenance service. Full service is defined as all service to maintain all elevator, appurtenances, and accessories in a fully operational mode at all times, except for pre-scheduled down time. Pre-scheduled down time is defined as time and elevator is placed out of service for the purpose of accomplishing preventive maintenance. In the event of an unexpected breakdown of the elevators or associated equipment, the Contractor will submit to the Facility Manager and the Contracting officer, the estimated down time of the elevator or associated equipment in writing. A status report will be provided / updated on a weekly basis starting the Monday after the breakdown occurred. All elevators will be maintained in a satisfactory and safe operating condition in accordance with the requirements of these specifications and as outlines in the ASME A17.1-2000. These specifications are to include the initial maximum load capacity, governor speed, fire recall operations, and maintain specified door opening and closing time, in accordance with applicable codes.
- B. The Contractor shall maintain the elevators, appurtenances, and equipment so as to comply with the requirements of the American National Standards Safety Code for Elevators and Escalators, ASME A17.1 newest edition for newly modernized elevators. The American National Standards Institute (ANSI) for Elevator Inspections A17.2 newest edition shall be used as a guide to establish inspection procedures to ensure equipment is operating in a safe manner. All manufacturer's recommendation's will be taken into consideration.

VII. *Extent of Work:*

- A. The Contractor shall furnish all tool, labor materials, equipment, and special instruments to perform all necessary service and repairs to provide complete elevator maintenance, examination services and test to keep the elevators, including the control systems in safe operation condition. Such service and maintenance shall apply to all elevators equipment, regardless of whether they are specifically outlines in these specifications. Service for emergency repairs will be done in coordination with the Metropolitan Detention Center as not to interfere with the normal operation of the Institution.
- B. The maintenance and repairs is to be performed on the following types of elevators within the secure perimeter of the Institution:
 - 1. Cable Driven Traction Elevator West Building:
 - Four (4) Elevator, eleven (14) stops.
 - 2. Hydraulic Elevator West:
 - One (1) Elevator, two (2) stops
 - One (1) Elevator, three (3) stops

3. Cable Driven Traction Elevator East Building:

- Two (3) Elevator, six (6) stops
- One (1) Elevator, eight (8) stops

4. Hydraulic Elevator East:

- One (1) Elevator, two (2) stops

5. Cable Driven Traction Elevator, Dayton Manor

- Six (6) Elevator, six (6) stops

- C. The Contractor shall assign to this maintenance *BPA* contract, a competent Service Engineer who shall oversee all the work required in the *BPA* contract, and supervise who will be responsible for the adequacy of all work performed.

D. Supplies, Materials, Equipment, and Replacement Parts

The Contractor shall furnish all labor, supplies, parts, and materials necessary to perform cleaning, maintenance, inspections, repairs or replacement to elevator equipment, appurtenances and accessories. This list includes but is not limited to: hoist-ways sheaves, deflector sheaves, compensating sheaves, counter weight assemblies, counter weight, car buffers, fire tabs, cables, hoist-way motors, controllers, selects, worm gears, thrust bearings, brake magnet coils, brake shoes, brushes, windings, commutators, rotating elements, contacts, coils, resistors, motor circuits, magnet frames, intercoms, cameras, car doors, door hangers, tracks, guides, door operating devices, interlocks, bulb replacement in signal system, fire recall system, hoist-way ropes, governors, relays and electronic or mechanical door safety equipment. Where applicable to hydraulic elevators the above listed parts shall include the cylinder head, plunger exposed surface, plunger gland and packing, pumps, exposed piping, fitting and flexible pipe connections, operating controls, electrical controls, discharge, pressure, vacuum tanks, emergency cab lighting, and emergency telephone.

- E. Equipment under warranty shall be maintained in accordance with the warranty and manufacturer's instructions.

VIII. Other Considerations:

The Metropolitan Detention Center shall not be responsible in providing parking for emergency call back service or routine maintenance. The Contractor shall be responsible to meet all time Obligations as specified in the Statement of Work.

PRICE/COST SCHEDULE

All unit prices shall be fixed throughout the duration of the contract period. If the Contractors prices decrease anytime throughout the duration of the contract period, the contractor shall honor the lower unit prices. The Government Contracting Officer shall modify the contract to recognize the lower prices.

Payments made by the Government to the Contractor for the work performed shall be reimbursed monthly in arrears solely at the fixed unit prices.