



**FAA**  
**Air Traffic Organization**  
**Technical Operations Services**  
**Western Service Area**

# **ELEVATOR MAINTENANCE**

## **STATEMENT OF WORK**

Denver International Airport ATCT/BB and TRACON

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ELEVATOR MAINTENANCE SCOPE OF WORK  
Denver International Airport ATCT/BB and TRACON

1. GENERAL

a. Locations

FAA / TRACON  
26705 E. 68<sup>th</sup> Ave  
Denver, CO 80249

FAA / ATCT/BB  
Denver International Airport  
9100 Pena Blvd.  
Denver, CO 80240

b. Equipment description:

Location	Qty.	Manuf.	Type	Use	Serial #
TRACON	1	Dover	Hydraulic	Passenger	EC1985
TRACON	1	Dover	Hydraulic	Freight	EC191986
ATCT BB	1	Dover	Hydraulic	Passenger	EC0037
ATCT	1	TKE	TAC-50	Passenger	N/A

2. AGREEMENT INTENT

- a. Provide pro-active and preventive elevator maintenance for the equipment covered by this agreement to facilitate the following:
  - i. Consistent and safe operation of the equipment
  - ii. Maximum operational performance of the equipment
  - iii. Maximum beneficial usage of the equipment
  - iv. Maximum life cycle of the equipment
- b. The contractor expressly acknowledges that the government is relying on their professional expertise in performance of these services to achieve and maintain the agreement intent.
- c. For clarification, the elevators may be referred to as “units” or “equipment” in this agreement.

3. CONTRACTOR SERVICES

- a. Services must include all labor, transportation, supplies, materials, parts, tools, scaffolding, machinery, hoists, employee safety equipment, equipment, lubricants, supervision, and all other work and materials expressly required under this agreement, or reasonably inferred, whether or not expressly stated herein.
- b. The contractor must submit a written Maintenance Control Program (MCP) specifically designed for this property defining its planned preventive maintenance procedures to facilitate agreement intent and “services” for all equipment included under this agreement. The MCP must comply with the requirements of ASME A17.1. Routine maintenance procedures must include any unique or product specific procedures or

methods required. The MCP must identify monthly, semi-annual, quarterly, and annual maintenance procedures, including required equipment tests. When accepted by the government, the contractor's maintenance control program (MCP) must become Appendix A to this agreement. Compliance with the State of Colorado Conveyance Section is also a requirement.

- c. Coordinate and follow the directives of the government with respect to scheduling services and any deliveries hereunder.
- d. All required elevator testing procedures (see Section 6) must be performed by the maintenance contractor. An independent third party QEI inspection service (under separate contract with the FAA) must be present to witness testing for IAW ASME A17.1 requirements.
- e. All services must be performed as follows:
  - i. In conformance with all provisions of this agreement.
  - ii. In conformance with all legal statutes and code requirements.
  - iii. In conformance with all applicable original equipment manufacturer's guidelines.
  - iv. In conformance with the written maintenance control program (MCP).
  - v. In conformance with the government's rules, policies, regulations, and requirements for work at the property, as modified and supplemented during term of this agreement.
  - vi. In conformance with the government's requirements for cleanup using containers supplied by contractor.
  - vii. To the government's satisfaction.
  - viii. By qualified, careful, and efficient employees in conformity with best industry practices.
  - ix. Diligently and in a first class, complete, and workmanlike manner, free of defect or deficiency.
  - x. In such manner as to minimize any annoyance, interference, or disruption to the facility occupants.
- f. Small Replacement Parts
  - i. During routine service visits, the Elevator Service Contractor must make minor repairs to or replace the small operating parts of the elevator system at no additional cost to the FAA. Small parts must be considered as those having a suggested retail cost of \$250.00 or less, in the quality normally used to repair or replace a specific component. This includes items such as relays, carbons, indicator lights, switches, belts, etc.
- g. Large Replacement Parts

- i. When significant maintenance or repairs are necessary, and parts cost will exceed \$10,000.00, such as cables, replacement of a sheave, rewinding of a motor, renewal of worm and gear combinations, or any other large replacement part, prior to the beginning the work the Elevator Service Contractor must obtain approval from the FAA Contracting Officer prior to the beginning the work.
  - ii. Large replacement parts pricing to the FAA, under this contract, must not exceed the suggested retail price.
  - iii. The labor for large part replacement must be negotiated with the contracting officer prior to commencing with any work. Straight time labor rates for large part replacement must not exceed \$150 per hour. Overtime and work performed outside of normal business hours will be paid at 1.5X the straight time labor rate.
  - iv. All large part replacements under this category must be pre-approved by the FAA Contracting Officer.
- h. Materials: The term “materials” must include all tangible property, whether designated as materials, goods, parts, or otherwise. All such materials must be:
  - i. New.
  - ii. Best quality and suitable for their intended uses.
  - iii. Obtained from or recommended by original manufacturer(s) of equipment for replacement or repair, including parts redesigned by and recommended as replacement parts by the original equipment manufacturer(s). Equivalent parts may be used if approved by the government in writing.
  - iv. Parts requiring repair, that can be rebuilt, must be accomplished to a “like new” condition.
  - v. All lubricants must be suitable for purpose intended and must meet or exceed minimum requirements specified by original manufacturer of equipment to which the lubricant is applied.
  - vi. All materials delivered and stored at the property which are intended to become part of the completed services must pass to the government upon installation.
  - vii. Lubricants, cleaning fluids, and all combustible liquids must not be stored at the facility.
  - viii. Consideration must be given in regard to obsolescence of systems, materials, or parts only when both the original equipment manufacturer(s) and after-market elevator industry suppliers no longer manufacture or rebuild required parts or assemblies. Rebuilt parts and/or assemblies are acceptable when documentation is provided indicating parts and/or assembly meets all design requirements of the original part and/or assembly.

- i. No parts or equipment required by services may be removed from the property without written approval of the government. This does not include renewal parts stocked on site by contractor, which must remain contractor's sole property until installed on the equipment. Expediently replenish parts/materials as utilized.
- j. Initiate, maintain, and supervise all safety precautions and programs in connection with services, and comply with all applicable safety laws. Take all reasonable precautions for safety of the government, the government's tenants, the government's employees, contractor's employees, and other persons on or about property.
- k. Repair, to satisfaction of the government, any damage to the property and adjacent areas caused by performance of services.

#### 4. CONTRACTOR'S EMPLOYEES

- a. The contractor must have sole responsibility for means, methods, techniques, procedures, and safety precautions in connection with performance of services.
- b. The contractor must be responsible for the supervision and execution of services by its employees. An onsite condition review must be conducted by a designated supervisor of the contractor on an annual basis to ensure all services hereunder are properly performed. The contractor must inform the government of the name of its supervisor responsible for execution of services and supervisor must have the authority to act as contractor's agent. The supervisor must notify the government of the site inspection and provide the government with written summary of findings within ten (10) working days after completion of site review.
- c. The contractor must employ a sufficient number of trained and capable employees to properly, adequately, safely, and promptly provide services. The contractor agrees each of its employees is properly qualified and will use reasonable care in the performance of services. If the government, in their sole opinion, determines for any reason that the qualifications, actions, or conduct of any particular contractor employee has violated this agreement by performing unsatisfactory services, interfering with operation of property, bothering or annoying any occupants, other contractors or subcontractors at property, or that such actions or conduct are otherwise detrimental to the government, then upon receipt of the government's written notice, the contractor must immediately provide qualified replacement person(s).
- d. The contractor must not engage any subcontractors to perform services unless first approved in writing by the government. The government's acceptance of the subcontractors must not relieve, release, or affect in any manner any of the contractor's duties, liabilities, or obligations hereunder.
- e. All contract employees that provide elevator services must comply with the badging requirements for Denver International Airport. Badging information can be obtained by

calling Airport Security at 303-342-4300 or by visiting the following website:  
<http://business.flydenver.com/bizops/tenServices/security/index.asp>.

- f. All contract employees that provide elevator services must comply with security requirements for the Federal Aviation Administration. All personnel who enter the facility grounds are subject to inspection.

5. CONTRACTORS NORMAL HOURS AND UNLIMITED CALLBACK

- a. All routine service must be performed between the hours of 6:00 am and 4:00 p.m., Monday through Friday.
  - i. During the hours identified in item 5.a, the contractor must arrive at the property within sixty (60) minutes from time of notification of an equipment problem.
  - ii. During the hours identified in item 5.a, the contractor must arrive at the property, in response to passenger entrapment calls, within sixty (60) minutes from time of notification by the government.
- b. The contractor must provide after-hours unlimited callback service for all elevators serviced under this contract.
  - i. After hours, the contractor must respond to callback service within sixty (60) minutes from the time of notification by the government, at no additional cost.
  - ii. After hours, the contractor must arrive at the property, in response to passenger entrapment calls, within sixty (60) minutes from time of notification by the government, at no additional cost.
- c. Callback is defined as any request for service or assistance by the government or the government's representative when any unit is not available for beneficial usage due to equipment shutdown or malfunction.
- d. Removal of units from beneficial usage to facilitate services must be coordinated with and approved by the government, unless removal is necessitated for emergency repair or adjustment. The government agrees to permit contractor to remove units from service for a reasonable time during hours identified in item 5.a, to perform services.

6. CONTRACTOR'S EXECUTION OF SERVICES

- a. Regularly and systematically examine, clean, lubricate, adjust, and as conditions warrant, repair or replace all vertical transportation equipment covered under this agreement. Consistently maintain machine room, hoistway, pit, car top, and equipment in or on these areas in a clean condition.

- b. Check and adjust individual operational system(s) at planned intervals in accordance with the MCP to ensure all control circuits and time settings are properly adjusted to minimize system response time to registered car and hall calls.
- c. Lubricate equipment at intervals recommended by original equipment manufacturer or in accordance with the MCP as dictated by equipment use or adverse environmental conditions.
- d. Provide replacement lamps to maintain adequate lighting in elevator machine room, secondary sheave level, overhead sheave space, hoistway and the pit.
- e. Repair damage to car and hoistway door finish when caused by improper adjustment or maintenance of associated door equipment.
- f. The contractor must accomplish all elevator equipment testing as required by ASME A17 codes. The date and times for these tests will be coordinated by either the FAA, or the FAA's contracted elevator inspector. Testing includes:
  - i. Routine (semi-annual) inspections.
  - ii. Category 1 (annual) no load slow speed test of car safeties, governors, and buffers.
  - iii. Category 3 (3-year) testing for hydraulic elevators.
  - iv. Category 5 (5-year) full load, full speed test of car safeties, governors, and buffers.
- g. The following tests are to be completed by the elevator maintenance contractor during their monthly site visit.
  - i. Monthly firefighters' service operational tests.
  - ii. Monthly operational tests: Monthly car emergency communication device.
- h. Affix metal tags to the tested devices and provide the government with written documentation clearly indicating the type of test, date of test, contractor performing test, and applicable code rule.
- i. When, as a result of examination or testing of the elevator equipment, the QEI Inspector identifies that corrective action is required, the contractor must proceed expeditiously to make required repairs, replacements, and adjustments. If the contractor believes such work is not the contractor's responsibility, a written report signed by the contractor must be delivered to the government for further action with exception of a safety or potential safety situation, in which case, the contractor must expeditiously correct the problem.
- j. Services must be all inclusive, except for the following. These exclusions must apply except to the extent that they arise out of the negligence of the contractor.



- i. Installation of new attachments, as specified by subsequent elevator code revisions.
- ii. Performance of newly mandated tests that are recommended or directed by inspecting entities subsequent to the date of this agreement. In the event of new or retroactive requirements, required by such authorities, the contractor must provide written notice and proposal to the government within ten (10) working days of effective date.
- iii. Repairs and adjustments due to negligence, vandalism, accident, or misuse of the equipment by anyone other than the contractor.
- iv. Repair or replacement of items, such as hoistway or machine room walls, floors, car interior finishes, car finish floor material, hoistway entrance frames, car and hoistway door panels, car and hoistway door sills, signal fixture faceplates, and fire alarm initiating devices.
- v. Mainline and auxiliary disconnecting means, fuses, and electrical feeders to equipment control panel(s) in machine rooms.
- vi. Lamps for normal car illumination.
- vii. Failure or fluctuations of property electric power, air conditioning, or humidity control.
- viii. Ingress by water or other material into machine room, hoistway, car enclosure, or pit.
- ix. The government loading the elevator in excess of its rated car capacity or load classification.
- x. Shrinkage, settlement, or movement of building.
- xi. Underground hydraulic piping and cylinders.

7. CONTRACTOR COMPLIANCE WITH CODES, RULES, and REGULATIONS

- a. The contractor agrees to comply with all existing codes, rules, and regulations set forth by appropriate authorities having jurisdiction in the location where services are performed.

8. SPECIAL CONDITIONS

- a. Upon arrival and departure from property, all contractor employees must report to designated property personnel (location) and manually sign a log book indicating name of

person, time of arrival, purpose of visit, i.e. Callback, preventive maintenance, scheduled repair, supervisor's inspection, etc., a brief description of work accomplished, including car and/or group designation, and time of departure. Manual log provided by the government.

- b. Conspicuously post written maintenance control program (MCP) and work log in the machine room or instructions for locating the MCP in or on the car controller. Maintain preventive maintenance history and testing logs in accordance with the MCP in the machine room. Data must be accessible to the government at all times. Log must include all entries for routine preventive maintenance, repairs, tests, callbacks, and supervisor's inspection. Entries must include date work is completed, mechanic's or supervisor's name, brief description of work completed, repaired or inspected, and the approximate time required for work excluding travel time to and from property. The government must be allowed to inspect and copy log and maintenance history and schedule at any time.
- c. Maintain the government's complete set of on-site wiring diagrams in good condition. Drawings must be updated and properly noted with "as built" conditions with any changes or modifications to circuits resulting from control modifications, parts replacement, or equipment upgrades made by contractor during agreement term. The government must be allowed to reproduce these "as built" drawings and retain sole possession of these drawings in event agreement is cancelled. If agreement is cancelled, the government will withhold final payment due contractor until all as built/as modified set(s) of wiring diagrams are delivered to them.
- d. Equipment manufacturer's electronic diagnostic devices required to facilitate services, including fixed and hand held devices, must be maintained by contractor during the term of this agreement.
- e. Inspection fees in regard to operation of equipment covered by this agreement will be paid by the FAA under a separate contract agreement between the FAA and the inspector. Fees for re-inspection due to contractor's failure to expeditiously eliminate deficiencies covered by services must be paid by contractor.

#### 9. EQUIPMENT PERFORMANCE REQUIREMENTS

- a. Equipment listing, type, and individual car performance requirements are covered under Appendix B of this agreement. Equipment performance requirements indicated are the minimum standard and are not the sole criteria for judging contractor's performance. Consistent failure to meet performance requirements must be grounds for cancellation of this agreement.
- b. The contractor must maintain a quiet and comfortable car ride with smooth acceleration, deceleration, and accurate stop. Door operation must be smooth and quiet.

#### 10. GOVERNMENT'S RIGHT TO AUDIT SERVICES

- a. The government reserves the right to make, or cause to be made, such audits and tests whenever necessary to ascertain that services are being fulfilled. Deficiencies noted must be submitted, in writing, to the contractor. The contractor must expeditiously correct deficiencies within thirty (30) working days at its expense.
- b. A qualified elevator consultant acceptable to both parties may be retained by the government to perform audit of services and mediate disputes.