

STATEMENT OF WORK
FOR
ELEVATOR MONTHLY INSPECTION SERVICE
AT
KAYENTA HEALTH CARE CENTER
KAYENTA, ARIZONA

November 17, 2022

KAYENTA SERVICE UNIT

1. Introduction:

- 1.1. The Kayenta Service Unit (KSU) serves a population of ~20,000 people spread across a remote and sparsely populated area. Services requested for the Kayenta Health Center (KHC). The clinic operates year round, 24 hours a day. Kayenta Health Center has crucial role providing medical health care services to the community and have two elevators vital to its operation. KSU requires professional services and expertise to perform the monthly elevator inspection services.
- 1.2. The purpose of this contract is to provide Kayenta Health Center reliable elevator inspection services and 24/7 elevator phone answering service. The services request is for year round with opportunity to exercise Base Year with Option Years.

2. PROJECT BACKGROUND

- 2.1. This is a turnkey project to **provide monthly Safety Elevator Inspection services** KHC Hospital. Contractor must be knowledgeable of providing Elevator maintenance services to the hospital. Service Plan includes monthly testing and inspections, technical support, and software services for the remote monitoring at the Health Care Center and Maintenance Facility. Contractor required to service two elevators with elevator controls. One elevator services three levels and other elevator services two levels. The elevators are Traction Ecospace Elevators with KCM831 Controls (SN 20372513 and SN 20372514).
- 2.2. The objective of this Elevator Inspections service is to ensure both Elevators operate safely and comply with NFPA/ASME regulation and other safety entities. Contractor to provide technical support for maintenance, on-call service and repair elevator(s) for safe and proper operations at new Health Care Center. Any preventative maintenance, servicing, overhauling and repairing must comply with all local NFPA/ASME rules and regulations. Inspection to include and not limited to inspection of mechanical operation, electronic controls, elevator telephone call operations, and scheduled replacement of wearable parts.

3. PROJECT DESCRIPTION:

- 3.1. The contractor shall prepare a proposal, and upon award, shall provide services for KSU needs. Contractor/vendor shall provide the following services under regulations required to operate in the community Kayenta Health facilities. Provider/contractor shall include and provide the following services:
 1. **System and Service Review.** Contractor will hold an annual formal review with KSU staff to discuss the services performed during the past year and to recommend improvements and options to enhance system performance, resolve operational problems, and to meet your changing needs and objectives.
 2. **Safety Inspection and Preventive Maintenance.** Contractor to schedule and perform Arizona State Annual Elevator Inspections and Preventive Maintenance visits that will occur **every month**.
 3. **Remote Monitoring.** Contractor to provide telephone remote monitoring from elevator emergency calls. Must be available 24/7.
 4. **Software Maintenance.** Contractor will furnish and install manufacturer's software revisions to maintain or improve present performance within the functional capabilities of elevator.
 5. **Telephone Support.** Technical experts will assist you, via the telephone, to identify and resolve operational problems.
 6. **On-Line Service.** Contractor will provide on-line assistance to troubleshoot elevator and resolve operational problems as needed.
 7. **System and Service Log.** Contractor will provide a log for you to document concerns, system problems, and other related items requiring our attention. Each scheduled service visit shall begin with a review of this log.
 8. **Documentation.** Document listing materials used, hours spent, all scheduled and unscheduled service visits. All service tickets will be signed by an authorized client representative to verify all work completed. For your staff's

convenience, copies of all service ticket and our service agreement scope will be kept in your system and service Log. Contractor to submit report to Desmond D. Jones within two weeks after inspection.

9. **Operator Training.** Contractor will provide one of on-site annual operator(s) training.
10. **Elevator Telephone Service.** Contractor to provide 24/7 elevator call response service.
11. Contractor to follow all safety policy and regulations. In addition, Contractor to notify Arizona State Elevator Office if required to do so by regulations.

4. CRITERIA:

- 4.1. Codes and Standards: the contractor shall perform work in accordance with best common practices and standards;
 - a. NFPA standards and regulations
 - b. ASME standards and regulations
 - c. The Joint Commission standards and regulations

5. GENERAL REQUIREMENTS:

- 5.1. Contractor shall develop a set plan on scheduled visits to present to KHC project representation.
- 5.2. Any foreseen or unplanned costs, workhours or changes that will effect or incur extra costs to KSU, needs to be brought to the attention of the KHC project representative before proceeding with this matter.
- 5.3. Contractor expected to be professional and efficient with KHC elevator inspection.
- 5.4. Contractor must submit inspection report to KSU within two weeks.

6. SPECIAL REQUIREMENTS

- 6.1. After each service supplied by contractor, they shall provide a copy of services provided to the Contracting Office to confirm services were provided.
- 6.2. Contractor shall wear ID badge on KSU premises and check in with security every day.
- 6.3. Billing must be accurate and submitted on timely manner on www.IPP.gov.
 - a. If you require assistance registering or IPP account access, please contact the IPP Helpdesk at (866) 973-3131 (M-F 8am to 6pm ET), or IPPCustomerSupport@fiscal.treasury.gov
 - b. Department of the Treasury's IPP website that includes training materials, <https://www.ipp.gov/vendors/training-vendors>

7. Period of Performance:

- 7.1 The period of performance shall be:
Base Year: Date of Award through December 31, 2023
First Option Year: January 1, 2024 through December 31, 2024
Second Option Year: January 1, 2025 through December 31, 2025
Third Option Year: January 1, 2026 through December 31, 2026

8. Place of Performance:

- a. Address: Kayenta Health Center
HWY 160, South Milepost 394.3
Kayenta, Arizona 86033

9. **Contact information:**

- 9.1. Desmond Jones, Facility Manager, (928) 697-4375
- 9.2. Vernon Begay, Maintenance Supervisor, (928) 697-5194

10. **Warranty:** Service only and no equipment that would be under warranty.