

**ATTACHMENT 1**  
**STATEMENT OF WORK**

**ELEVATOR AND ESCALATOR MAINTENANCE SERVICES**

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## **1.0 SCOPE OF WORK**

- 1.1 The Los Angeles County (County) Sheriff's Department (Department) is seeking Qualified Contractors to enter into Master Agreements with the County to provide Elevator and Escalator Maintenance Services (Services) on an as-needed basis. Work tasks may include, but are not limited to, maintenance, repair, inspection, adjustment, testing, and replacement of parts and equipment for the Department's elevators, escalators, and other conveyance equipment.
- 1.2 Services will be required for all conveyance equipment located at the various County facilities listed in Attachment 2 (Conveyance Equipment List) to the Master Agreement. The Department reserves the right to add/remove conveyance equipment and/or County facilities at any time during the Term of the Master Agreement.

## **2.0 WORK ORDER PROCESS**

- 2.1 Unless circumstances justify otherwise, Work will be solicited through a competitive bidding process. It is understood by Contractor that the County's competitive bidding procedure may have the effect that no Work Orders are awarded to some Contractors
- 2.2 Each interested Contractor must submit to the Department a fully burdened fixed price/not-to-exceed bid for the Work described in the Work Order solicitation to the Department by the deadline specified therein. Failure of Contractor to provide a bid response within the specified deadline will disqualify Contractor from that particular Work Order solicitation.
  - 2.2.1 For the purposes of Paragraph 2.2 above, "fully burdened" means all non-Work Order operating expenses, including administrative and clerical costs, direct and indirect labor costs, material and supply acquisition and handling, stocking and restocking fees, and any other applicable operating costs.
  - 2.2.2 Contractor's intentional gross underbidding or zero-cost bidding of a Work Order solicitation, for the sole purpose of securing a bid award, will be considered non-responsible and therefore null and void, at the sole discretion of the County.
  - 2.2.3 The County may require Contractor to clarify any itemized costs presented in the winning bid response. Additionally, the County reserves the right to challenge any specific line item within the bid response. In consultation with Contractor, the County may request the removal of such line item resulting in a corresponding reduction to Contractor's fixed price/not-to-exceed bid.
- 2.3 The County's procedures for issuing and executing non-emergency Work Orders are as follows:
  - 2.3.1 Upon determination by the County to issue a Work Order for Service, the County will issue a Work Order solicitation to all Active

Contractors. The Work Order solicitation will include a description of the project and Work required for the performance thereof.

2.3.2 Upon completion of the evaluation of received Work Order bids, the County will award the Work Order to Contractor with the lowest responsive and responsible bid, unless the Work Order solicitation specifies a bid evaluation criteria other than lowest cost. In addition to price, factors such as availability, turnaround time, geographical proximity, and expertise may be considered in the selection process. However, based on the needs of the County, the Department retains sole discretion to issue a Work Order to any Active Contractor, either on a competitive or non-competitive basis.

2.3.3 In cases where the County cannot adequately describe the Work requirements, nor identify the problem or the solution required to fix the problem, an initial Work Order solicitation for diagnostics will be issued to all Contractors. Contractor's submitting the lowest estimate will be awarded the Work Order. Upon Contractor diagnosing the problem and determining the cost of repairs, a supplemental Work Order will be negotiated with Contractor to perform and complete the necessary repairs.

Notwithstanding the above, if Contractor cannot determine the cause of the problem to affect repairs and would therefore require the removal or disassembly of the equipment to further diagnose and repair the system, a supplemental Work Order may be issued for the additional diagnostic Work. Only upon receiving an approved supplemental Work Order from County Project Manager to perform and complete the repairs may Contractor proceed with the actual repairs.

2.3.4 In the event that the lowest cost responsive and responsible Contractor is unable to provide Services under a fully executed Work Order or within the agreed-upon timeframe, the County, at its sole discretion, may request Services from the next lowest cost responsive and responsible Contractor until the County's requirements are met.

2.4 The County's procedures for issuing and executing emergency Work Orders are as follows:

2.4.1 For emergency Services, it is the County's intent to issue Work Orders on a rotational basis. The Department retains the sole discretion to issue a Work Order to any Contractor based on the emergent needs of the County.

2.4.2 If Contractor is unable to provide emergency Services under a fully executed Work Order or within the agreed-upon timeframe, the County, at its sole discretion, may request Services from the next Contractor in rotation until the County's requirements are met.

2.5 The execution of a Master Agreement does not guarantee a Contractor any minimum amount of Work. The County does not promise, warrant, or guarantee that the County will utilize any particular level of Contractor's Services, or any Services at all, during the Term of the Master Agreement. The determination as to the need for Services will rest solely within the discretion of the Department.

### **3.0 WORK ORDER RESPONSE TIMES**

#### **3.1 Non-Emergency**

Contractor must commence Work on fully executed Work Orders for non-emergency repairs within three Business Days of County Project Manager's direction to commence Work, or as mutually agreed upon by the parties.

#### **3.2 Emergency**

3.2.1 Contractor must be available to perform emergency Services 24/7.

3.2.2 Contractor must commence Work on fully executed Work Orders for emergency repairs within four hours of County Project Manager's direction to commence Work, or as mutually agreed upon by the parties.

3.2.3 Notwithstanding the above, for emergency repairs on occupied conveyance equipment, Contractor must commence Work immediately to ensure occupants are extracted from the involved conveyance equipment within two hours of County Project Manager's direction to commence Work.

### **4.0 SPECIFIC WORK REQUIREMENTS**

#### **4.1 Work Description**

Contractor must provide all labor, supervision, equipment, tools, materials, supplies, and other items necessary to perform non-emergency and emergency Work.

Contractor must systematically examine, inspect, lubricate, clean, adjust, and when conditions warrant, repair or replace all mechanical or electrical equipment and components, including but not limited to, the following:

##### ELEVATORS:

- Entire machine, including housing, drive sheaves, drive sheave shaft bearings, brake and assembly and component parts,
- Hoist motor and motor generator including auxiliary rotating systems, motor windings, rotating elements, commentators and bearings, field windings,
- All sheaves,

- Controller: All components including all relays, contacts, solid state components, resistors, condensers, transformers, leads, mechanical and/or electrical timing devices, computer devices,
- Selector: All components including selector drive tape, wire or cable, hoist way vanes, magnets, inductors, and all other mechanical and electrical drive components,
- Motor, and motor generator brushes and brush holders,
- Hoistway door interlocks or locks and contacts: hoistway door hangers and tracks, bottom door jibs, cams, rollers, and auxiliary door closing devices for power-operated doors, chains, interlocks, sheaves for vertical bi-parting doors, all thrust rollers, eccentric broken arm closer assembly, and retiring arm assemblies complete,
- Hoistway limit switches, slowdown switches, leveling switches and associated cams and vanes,
- Guide shoes including rollers or jib type assemblies complete,
- Automatic power operated door operators, door protective devices, car hangers tracks and car door contacts for both side slide and vertical bi-parting doors, photo eyes,
- Traveling cables,
- Elevator control wiring in hoist way and machine room,
- Governor including governor sheave and shaft assembly bearings, contact jaw and governor tension assemblies,
- Car and counterweight safety mechanism and load weighting equipment,
- Hoist cables, governor cables, compensating cables and compensating chains, including the adjustment and shorting of same as required by code,
- Buffers, oil or spring type,
- Fixture contacts, push buttons, key switches, locks, lamps, sockets of button stations (car and hall), hall lanterns, position indicators, direction indicators, car stations, electric door operators, intercom system, interlocks, door hangers, safety edges,
- Guide rails (where roller guides and sliding guides are used),
- Exterior of the elevator, machinery, and other parts of the equipment subject to rust, and
- All elevator equipment in hoistways, pits, machine rooms, and assigned elevator.

Contractor must ensure that the workspace is free of any dirt, dust and debris that may interfere with the operation of any surrounding electrical equipment.

**ESCALATORS:**

- Internal truss structures,
- All accessory equipment, and
- Escalator power unit, controller parts, electrical switches, wiring, bearing, governors and brakes, step and chain wheels, chains and sprockets, steps and step treads, comb plates, safety devices and handrails.

**4.2 Licenses, Certificates, Registrations, and Accreditations**

- 4.2.1 Contractor must possess and maintain any and all required licenses, certificates, registrations, and accreditations from the appropriate federal, state, or local authorities for Work to be provided under the Master Agreement.
- 4.2.2 In the event of a renewal or loss of license, Contractor must immediately notify County Project Manager and provide copies of the relevant renewal or cancellation.
- 4.2.3 Contractor, its agents, and employees will be bound by and must comply with all applicable provisions of the California Labor Code, as well as all other applicable federal, state and local laws related to labor.

**4.3 Parts, Materials, and Equipment Requirements**

- 4.3.1 All parts, materials, and replacement equipment must be identified on the Work Order and approved by County Project Manager in writing prior to installation.
- 4.3.2 All furnished materials, replacement parts, and equipment must be new, labeled, and when required, certified/listed by a laboratory recognized by the U.S. Occupational Safety and Health Administration's Nationally Recognized Testing Laboratory Program (e.g., Underwriters Laboratories) and installed as recommended by the manufacturer. All materials, replacement parts, and equipment must be properly tested, regulated, and specifically designed and rated for use on the conveyance equipment for which they are intended.
- 4.3.3 When new parts and equipment are no longer available from the manufacturers, Contractor may propose the use of reconditioned or refurbished parts. All reconditioned or refurbished parts must be tested, inspected, and certified to meet or exceed the original manufacturer's specifications, safety, and performance standards.

- 4.3.4 All furnished lubricants must be recommended by the conveyance equipment manufacturer or a manufacturer-approved equivalent, and must meet the manufacturer's specifications necessary to ensure the proper operation and maintenance of the equipment.
- 4.3.5 When an article of manufacture is mentioned by a patent, a trade name, or a manufacturer's name, it is intended to establish a standard of merit. Articles of other manufacturers that are not mentioned may be used provided they are of the same type and of equal quality. The Department will be the sole judge as to "equal quality".
- 4.3.6 Contractor must provide manufacturer documentation (e.g., specification sheets, cut sheets, or data sheets) for all replacement parts, materials, components, and other products upon County Project Manager's request. These documents must demonstrate the suitability of the products for their intended use and verify key attributes such as ratings, capacities, laboratory certifications, expiration dates, and any other relevant safety and performance standards.

## **5.0 ON-SITE REQUIREMENTS**

- 5.1 Contractor must meet with County Project Manager prior to beginning any Work at the County jobsite.
- 5.2 Contractor must notify County Project Manager prior to arrival at and departure from the County jobsite.
- 5.3 Access to the County job site will be limited to Contractor's staff who have passed a background investigation as set forth in Paragraph 7.5 (Background and Security Investigations) of the Master Agreement. Notwithstanding the above, the County may, in its sole discretion, allow temporary access to the job site for Contractor's staff that have not yet completed a background investigation. Such staff with temporary access will be escorted by a Department employee at all times.
- 5.4 All Contractor's staff approved by the County must always display their company's photo identification card/badge or County Identification badge while on County property. Identification card/badge must be visible and worn above the waist.
- 5.5 Contractor must ensure that at least one staff member, who is licensed and/or a certified to perform the Work, is present at the County job site at all times.
- 5.6 Contractor is responsible for the security of the County job site when engaged to perform Work. Contractor must not cede responsibility for job-site security at any time to any non-employee worker or other entity at the job site.



- 5.7 Contractor's quality control supervisor or representative must inspect the completed Work to ensure the Work has been completed in accordance with manufacturer's specifications, current building code requirements, established construction practices and required safety standards, as applicable.

## **6.0 SAFETY REQUIREMENTS**

- 6.1 Contractor and Contractor's Work operations must comply with all applicable federal, state, and local occupational health and safety regulations for all job-site personnel, whether employees or non-employees of Contractor, inclusive of all safety regulations for all equipment and materials used or operated under Contractor's supervision at the County job site.
- 6.2 Contractor must ensure all personnel are fully trained in their respective roles prior to entering the County job site.
- 6.3 Contractor must provide, at Contractor's expense, safety and personal protective equipment for all personnel under Contractor's supervision at the County job site.
- 6.4 Contractor must provide security fencing and/or barriers around the County job site, including padlocks for existing entry gates, as needed and/or directed by the County, sufficient to prevent unauthorized entry. Contractor must also implement all necessary security measures to mitigate hazards and prevent injury, theft, vandalism, and damage.
- 6.5 Contractor must maintain the working environment in a neat, orderly, clean, and safe manner.
- 6.6 Contractor must, at Contractor's sole expense, provide secure storage of all tools, equipment, and machinery at the County job site.
- 6.7 Notwithstanding the above, the County may, in its sole discretion, provide storage facilities or areas for Contractor use while performing Work.
- 6.8 Contractor is responsible for securing its equipment, tools, parts, and/or materials. The County will not be liable for any damage, by any means, or for theft of equipment, tools, parts, and/or materials, whether on the County job site or in the designated storage facility or area.
- 6.9 The location and layout of all Contractor's equipment and materials at each job site will be subject to prior approval from County Project Manager to ensure the safety of all personnel and prevent injury to others. Such approval does not relieve Contractor of its responsibility to maintain a safe working environment at all times.
- 6.10 Contractor is responsible for proper handling and disposal of all hazardous materials from the job site.
- 6.11 Contractor must remove all padlocks and security fencing within 24 hours of completion of Work, or as otherwise mutually agreed upon.

## **7.0 WARRANTIES**

### **7.1 Warranty of Work**

Contractor must certify and warrant that all Work performed by Contractor is free from defects, deficiencies, and failures for a period of one year following the completion of Work, or for the duration of Contractor's standard warranty period, whichever is longer. Should any original or developed defects, deficiencies, or failures arise, that are, in the County's sole discretion, attributable to Contractor's Work, Contractor must, at its sole expense, remedy such defects, deficiencies, and failures, including any necessary replacements and adjustments.

### **7.2 Warranty of Materials and Equipment**

Contractor must certify and warrant that all materials and equipment furnished by Contractor, including any third-party materials and equipment, are free from defects for a minimum period of one year after the completion of Work, or for the duration of any applicable third-party standard warranty period, whichever is longer. Should any original or developed defects, deficiencies, or failures appear in the materials, parts, or equipment furnished by Contractor, Contractor must, at its sole expense, make all necessary replacements and adjustments, including labor, to remedy such defects.

### **7.3 Warranty Response Time**

#### **7.3.1 Non-emergency:**

Contractor must commence all corrective non-emergency warranty repairs within three Business Days of notification by County Project Manager, or as otherwise mutually agreed upon.

#### **7.3.2 Emergency:**

Contractor must commence all corrective emergency warranty repairs within two hours of notification by County Project Manager, or as otherwise mutually agreed upon.

7.4 Contractor's failure to correct a defect during the warranty period may be deemed a breach of the Master Agreement in the County's sole discretion.

## **8.0 DAMAGE TO COUNTY FACILITIES, BUILDING, OR GROUNDS**

Contractor must repair any damage caused by Contractor to County facilities, buildings, or grounds in accordance with Paragraph 8.15 (Damage to County Facilities, Buildings, or Grounds) of the Master Agreement.

## **9.0 TRANSPORTATION**

Contractor must provide transportation to and from the County job site for its staff performing Services, as well as for any equipment and materials necessary to perform Services under a fully executed Work Order.

## **10.0 QUALITY ASSURANCE PLAN**

10.1 The Department will evaluate Contractor's performance under this Master Agreement using the quality assurance procedures as set forth in Paragraph 8.14 (County's Quality Assurance Plan) of the Master Agreement.

### **10.2 Contract Discrepancy Report (Exhibit F to the Master Agreement)**

10.2.1 Contractor must verbally notify County Project Manager of a Master Agreement discrepancy as soon as possible whenever a Master Agreement discrepancy is identified. The problem must be resolved within a time period mutually agreed upon by the Department and Contractor.

10.2.2 County Project Manager will determine whether a formal Contract Discrepancy Report must be issued. Upon receipt of Exhibit F (Contract Discrepancy Report) to the Master Agreement, Contractor is required to respond in writing to County Project Manager within ten Business Days acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report must be submitted to County Project Manager within ten Business Days.