

**STATEMENT OF WORK (SOW)
FOR
*Elevator Five Year Load Test***

1.0 GENERAL

1.1 BACKGROUND

U.S. Coast Guard (USCG) Training Center (TRACEN) Petaluma located at 599 Tomales Road Petaluma; CA 94952 is the Coast Guard's largest West Coast Training Center. Our graduates are the latest chefs, medics, storekeepers, yeoman, information systems technicians, electronics technicians, operations specialists, and aviation survival technicians (AST). We are also home to the Coast Guard Leadership Development Center's Chief Petty Officer Academy.

1.2 SCOPE

The scope of work required is to have a Contractor furnish labor and material to perform the 5-year load tests, secure metal tags to elevator pumping units on all three (3) passengers elevators at TRACEN Petaluma Juliete Nichols building 543, Bauer building 544 and Horsley building 551. Also, add a car top railing/carral kit at the Juliette Nichols building 543 elevator and change batteries on the needed devices to clear the elevator inspection report from Bell Elevators at the TRACEN Petaluma's site.

1.3 OBJECTIVE

The service provider shall provide all labor, equipment, materials, vehicles, and appliances necessary to perform all operations in connection with the five (5) year inspection, repairs, and bringing elevators into compliance with California Code of Regulations, and California Building Standards Code guidelines. Bell Elevators inspection checklist is attached (Exhibit 1) for reference of areas that need attention. Once repairs are completed, the contractor will perform startup and verify proper operations. All debris and worn components will be removed from work area.

Elevators – 3 each

Location	Manufacturer	Year	Class	Type	Stops	Capacity
Juliete Nichols Bldg 543	Vertrans Elevator/Empire	1985	Passenger	Hydraulic	3	2,500lbs
Bauer Bldg 544	U.S. Elevator	1989	Passenger	Hydraulic	3	3,500lbs
Horsley Bldg 551	Lodestar Elevator	1990	Passenger	Hydraulic	4	2,500lb

1.4 APPLICABLE DOCUMENTS

1.4.1 Reference Documents

- California Code of Regulations, Title 8
- California Building Standards Code, Title 2
- ASME A17.1b-1989
- ASME A17.3
- Elevator safety orders, 3071(j)

1.5 SITE VISIT

Ensuring accurate bid submissions is crucial to the success of our project. Therefore, we strongly encourage all bidders to conduct a thorough site visit to verify specifications before finalizing their bids.

It is expected that offerors or quoters inspect the site where the work will be performed to better understand the scope of the project.

Please note that all visitors must provide the following information/documentation prior to being granted access to USCG TRACEN Petaluma proper: full legal name, date of birth, contact number, Driver's License, registration of vehicle and proof of insurance.

All vendors interested in attending a site visit shall submit their request and information using the "Submit a Question" button on Marketplace.

This site visit will be a familiarization tour only of the facility associated with this SOW. Any questions associated with the facility or SOW MUST be submitted in writing.

Entry into Restricted Areas constitutes consent to search of personnel and the property under their control in accordance with Title 18 U.S.C 13.

2.0 SPECIFIC REQUIREMENTS/TASKS

2.1 TASK ONE. UPDATE AND MAINTENANCE VERTRANS ELEVATOR TO COMPLIANCE

The Contractor must furnish all labor and materials to perform equipment maintenance and update for the Vertrans/Empire Elevator located at TRACEN Petaluma, Juliette Nichols Bldg 543.

Maintenance and update will include:

- a) Car lighting – Repair car lighting to bring back to operable.
- b) Car emergency signal – Repair emergency alarm bell.
- c) Ventilation – Restore proper ventilation capabilities. Natural or mechanical means to keep the ambient temperature and humidity in the range specified by the elevator equipment manufacturer and to secure safe and normal operation of the elevator shall be provided.
- d) Pipe, wiring, and ducts – Caulk pipes in machine box. Replace pull box cover knock out.
- e) Controller wiring, fuses, and refuge space – Ensure emergency battery lowering device is working as intended.
- f) Top of car clearance and refuge space – Provide car top railing and ensure edges of the car enclosure top and the adjacent hoistway enclosure exceeds 12" horizontal clearance.

2.2 TASK TWO. UPDATE AND MAINTANENACE U.S. ELEVATOR

The Contractor must furnish all labor and materials to perform equipment maintenance and update for the U.S. Elevator located at TRACEN Petaluma, Bauer Nichols Bldg 544.

Maintenance and update will include:

- a) Car emergency signal - Repair emergency alarm bell.

- b) Lighting and receptacles – Replace auto-timer light switch
- c) Controller wiring, fuses, grounding – Ensure emergency battery lowering device works as intended.

2.3 TASK THREE. UPDATE AND MAINTANENACE LODESTAR ELEVATOR

- a) Car emergency signal – Repair telephone to operable.
- b) Car ride – Adjust car guides that are overworn from excessive lateral movement.
- c) Pipes, wiring, and ducts – Replace four (4) square cover in the machine room. Add conduit on wiring in machine room.
- d) Pit access, lighting and stop switch, and condition – Repair pit lighting to operable.

2.4 TASK FOUR. INSTALL A CAR TOP RAILING/CARRAL KIT TO THE JULIETTE NICHOLS ELEVATOR

The Contractor must install a car top railing/carral kit to the Juliette Nichols elevator, in Bldg 543.

2.5 TASK FIVE. LOAD TEST ELEVATOR EQUIPMENT AT THE CG TRACEN PETALUMA

The Contractor must perform all load testing required by latest edition of all federal and state requirements for all three elevators at TRACEN Petaluma:

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Load test requirements:

- a) All load test are conducted indoors at the above locations.
- b) The load test should be conducted with cargo load.
- c) Full-load and 125% load test capacity: Elevators should be loaded to full load and run up to full speed. Elevators should be loaded at 125% load capacity and run up to full speed
- d) Brake test: Elevator loaded to 125% of its load capacity and the brakes are checked.
- e) Emergency stop test: The elevator is loaded to full capacity and a drastic emergency stop is initiated.

2.6 TASK SIX. POST LOAD TEST INSPECTION

The contractor must inspect all three elevators components at TRACEN Petaluma after load testing.

- a) Check brakes, cables, doors, and control systems for any damage or wear after load test.

2.7 TASK SEVEN. LOAD TEST REPORTING

The contractor must provide a detailed load test report that includes:

- a) The load used for testing.
- b) Test outcomes, including any deviations or issues.
- c) Verification of compliance with the specified rated capacity.
- d) Performance metrics (e.g., speed, stability, and functionality)

3.0 CONTRACTOR PERSONNEL

3.1 QUALIFIED PERSONNEL

The Contractor must provide qualified personnel to perform all requirements specified in this SOW in accordance to all state and local regulations.

3.2 CONTINUITY OF SUPPORT

The Contractor must ensure that the contractually required level of support for this requirement is maintained at all times. The Contractor must ensure that all contract support personnel are present for all hours of the workday. If for any reason the Contractor staffing levels are not maintained due to vacation, leave, appointments, etc., and replacement personnel will not be provided, the Contractor must provide e-mail notification to the Government Technical Representative prior to employee absence. Otherwise, the Contractor must provide a fully qualified replacement.

3.3 EMPLOYEE IDENTIFICATION

3.3.1 Contractor employees visiting Government facilities must wear an identification badge that, at a minimum, displays the Contractor name, the employee's photo, name, clearance-level and badge expiration date. Visiting Contractor employees must comply with all Government escort rules and requirements. All Contractor employees must identify themselves as Contractors when their status is not readily apparent and display all identification and visitor badges in plain view above the waist at all times.

3.3.2 Contractor employees working on-site at Government facilities must wear a Government issued identification badge. All Contractor employees must identify themselves as Contractors when their status is not readily apparent (in meetings, when answering Government telephones, in e-mail messages, etc.) and display the Government issued badge in plain view above the waist at all times.

3.4 EMPLOYEE CONDUCT

3.4.1. Contractor's employees must comply with all applicable Government regulations, policies and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, wearing of parts of DHS uniforms, and possession of weapons) when visiting or working at Government facilities. The Contractor must ensure Contractor employees present a professional appearance at all times and that their conduct must not reflect discredit on the United States or the Department of Homeland Security. The Project Manager must ensure Contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety and security.

3.5 REMOVING EMPLOYEES FOR MISCONDUCT OR SECURITY REASONS

The Government may, at its sole discretion (via the Contracting Officer*), direct the Contractor to remove any Contractor employee from DHS facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

4.0 OTHER APPLICABLE CONDITIONS

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4.1 SECURITY

Contractor access to classified information is not currently required under this SOW

4.2 PERIOD OF PERFORMANCE

Services must be completed prior to 1 September 2025.

4.3 PLACE OF PERFORMANCE

U.S. Coast Guard (USCG) Training Center (TRACEN) Petaluma located at 599 Tomales Road, Petaluma, CA 94952-4154

4.4 HOURS OF OPERATION

Contractor employees must generally perform all work between the hours of 0800 through 1530 PST, Monday through Friday (except Federal holidays). However, there may be occasions when Contractor employees must be required to work other than normal business hours, including weekends and holidays, to fulfill requirements under this SOW.

4.5 TRAVEL

Contractor travel must not be required for this requirement.

5.0 GOVERNMENT FURNISHED RESOURCES

The Government will not furnish any resources to the Contractor in support of this contract.

6.0 CONTRACTOR FURNISHED PROPERTY

The Contractor must furnish all facilities, materials, equipment and services necessary to fulfill the requirements of this contract, except for the Government Furnished Resources specified in SOW 2.0 and SOW 5.0.