

## EXHIBIT A SCOPE OF WORK

---

### 1. Background

The Capital Area Transportation Authority (CATA) is the regional public transportation provider for the Greater Lansing area. Specifically, CATA currently provides transit service to the cities of Lansing and East Lansing, the Townships of Lansing, Delta, Delhi, and Meridian and Ingham County.

CATA has facilities at three separate sites. The first is CATA's corporate complex at 4615 Tranter Street, Lansing, MI 48910. This site contains the administrative offices (24,000 square feet). The administrative offices are attached to a 120,000 square foot bus parking area and a 38,000 square foot vehicle maintenance garage. The second site is referred to as the CATA Transportation Center (CTC) and is 33,000 square feet, located at 420 South Grand Avenue, Lansing, MI 48933. The CTC is a public facility that acts as the main transportation hub for CATA's Lansing area routes. The third site is the CATA Multi-Modal Gateway facility, 1240 South Harrison Road, East Lansing, MI 48823. The Multi-Modal is a public facility and transportation hub from which Greyhound and Amtrak also provide services.

### 2. Objectives.

The specific objectives for this Project are as follows:

- (1) Secure a contract for air compressor maintenance and service at Capital Area Transportation Authority (CATA) Tranter Street facility for the timeframe as outlined below; and
- (2) Secure a contract for on-call services for emergency repairs at CATA's Tranter Street facility for the timeframe as outlined below.

### 3. General Provisions

- The Contractor shall furnish all labor, tools, and materials necessary for air compressor service and repairs.
- The Contractor shall contact the Project Manager with a work schedule 48 hours in advance.
- The Contractor shall contact the Project Manager with an update of work completed at the end of each day.
- The Contractor must complete a service ticket for each visit detailing the purpose of the call and summarizing the work that was performed.
- CATA will provide an equipment inspection form that Contractor must complete. The Contractor will be responsible to perform all tasks on this form and document any problems found. CATA will provide oil and filters for equipment. Inspection sheets shall serve as a reference for local authorities, insurance carriers, and CATA's technical personnel.
- The Contractor will be responsible to clean up at the end of each work day.

### 4. Service Period

Year 1 - March 1, 2016 to February 28, 2017  
Year 2 - March 1, 2017 to February 28, 2018  
Year 3 - March 1, 2018 to February 28, 2019

## 5. Scope of Work

The Contractor shall provide all services necessary for the routine preventative maintenance and repairs of air compressors (see Appendix 1, Inspection Form) at the CATA location outlined above.

- Regularly Scheduled Semi Annual (Twice Per Year) Compressed Air Inspection and Maintenance Services For:
  - A) Two Quincy Model 390 air compressors
  - B) One Zerk compressed air dryer
- Emergency Onsite Response will be provided to reduce the costs and disruptions of downtime when an unexpected problem does occur. Contractor will provide this service between scheduled service calls and respond onsite at your facility within 4 hours for critical emergencies, or within 24 hours for non-emergency conditions, Monday through Sunday, 24 hours per day, upon receiving notification of an emergency. Contractor will provide CATA with a firm price for the indicated repairs; sufficient details, including itemized costs and repair time durations, are required. Repairs will be performed upon receipt of CATA's written authorization to proceed.
- Provide labor rates for each year of the three year period. Include any travel charges, fuel surcharge, truck supply charges or any other charges that may appear on an invoice.
- Provide percentage of markup on materials for each of the three years.

## 6. Cost of Project

- Contractor must list total an annual fixed price for the services noted above and as outlined in the Pricing Schedule, Exhibit B, attached.
- Contractor must list hourly rates for both non-emergency and critical emergency repairs as outlined above for the term of the contract.
- Overtime may be charged only if pre-approved by CATA and separately itemized as an extra cost at the agreed rates. Overtime rate will be for work performed outside the hours of 8:00 a.m. and 5:00 p.m. and on Sundays and Holidays. Time will be computed from the time leaving for CATA site to the time leaving the CATA site.
- CATA will reimburse the Contractor for the cost of material used in repairing CATA equipment at the actual cost paid by the Contractor for the material, less discounts, rebates, and other adjustments allowed Contractor, plus a percent of net cost, which shall be itemized on Contractor's invoice.
- Contractor may propose a fixed fee trip charge per visit for emergency service / repair calls.
- Contractor may propose a fixed fee truck charge per visit for emergency service / repair calls.
- Contractor may propose a fixed fee gas surcharge per visit for emergency service / repair calls.

**END OF THIS SECTION**