

EXHIBIT A: STATEMENT OF WORK

A-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 that are to be serviced under this contract. 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.

A-2. OBJECTIVES OF THE PROJECT

The specific objectives for this Project are as follows:

- (1) Secure a contract for preventative maintenance and repairs for HVAC and control equipment at all three CATA facilities outlined above for the period of January 1, 2016 through December 31, 2016;
- (2) Secure a contract for monitoring of HVAC equipment at the three CATA facilities outlined above for the period of January 1, 2016 through December 31, 2016; and
- (3) Secure a contract for on-call services for plumbing, HVAC equipment and HVAC controls repairs at all three CATA facilities outlined above for the period of January 1, 2016 through December 31, 2016.

A-3. SCOPE OF WORK

HVAC Preventative Maintenance Scope of Work

Provide all services necessary for the routine preventative maintenance and repairs of HVAC equipment (see Appendix 1, Equipment List) at the three CATA locations outlined above.

- All work under this agreement to be performed during the hours of 8:00 AM to 5:00 PM except emergency repairs as authorized in advance by CATA.
- Equipment inspections will be performed semi-annually and quarterly, to ensure that all equipment is functioning properly and is in good operational condition.
- Air conditioning inspection must be completed by May 1st of 2016.
- Heating inspection must be completed by September 1st of 2016.
- Filter changes shall be performed semi-annually.
- Belts shall be changed annually.
- Lubricate all equipment quarterly and semi-annually where needed to permit bearing, gears and all contact wearing points to operate freely without undue wear.

- Cleaning of coils and condensing units (Brush, CO₂, or Water . no power washing) on an annual basis or as needed.
- The contractor responsibility for replacement refrigerant under this agreement shall not exceed 10% of the rated system charge per year for equipment listed in this agreement. CATA shall be responsible for the cost of any additional replacement refrigerant.
- While performing the PM service on all equipment, the technician must enable the equipment through the control system. Bypassing the control system to activate unit will not be allowed.
- Check operation of vehicle storage area automated ventilation system once a year. Test and calibrate all CO and NO₂ sensors.
- Include a minimum of 10 hours telephone technical support each year for controls.
- Test ten (10) backflow preventers and provide owner with results annually.
- Glycol levels check and record; provide owner with results annually.
- Provide water treatment services annually, and add treatment as needed. If system develops a large leak or needs to be drained for repairs (over 10% of system) CATA shall be responsible for the cost of inhibitor to bring system back to normal. Provide CATA with type report.
- Emergency Onsite Response will be provided to reduce the costs and disruptions of downtime when an unexpected problem occurs. Contractor will provide this service between scheduled service calls and respond onsite at CATA facility within four (4) hours for critical emergencies, or within 24 hours for non-emergency conditions, Monday through Sunday, 24-hours per day, including holidays. 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 in the form of a Task Order, authorized by CATA's CEO.
 - Provide detailed procedures for emergency onsite response.

A-4. CATA RESPONSIBILITY

CATA will provide:

- A complete list of all equipment to be covered under this proposal;
- CATA will promptly notify contractor upon the discovery of any unusual operating conditions;
- Reasonable and timely access to all equipment covered in this proposal;
- Copies of any existing reports; and
- Access to appropriate CATA facilities.

A-5. GENERAL REQUIREMENTS

Timeliness: The services of the successful respondent are to commence upon execution of the contract and shall be undertaken and completed so as to assure timely completion of each task.

Meetings: On each site visit, contractor's technician shall meet with CATA's project manager prior to performing planned maintenance or repairs to review the schedule and before leaving to note progress and problems found.

Contractor representative shall meet with designated CATA Project Manager or designee monthly to review current and planned maintenance program.

Project Reports: Within 30 days of completed planned maintenance inspections, Contractor will provide to CATA a typed report for all applicable equipment. This report must be specific to the type of equipment being serviced. This report will list Equipment Inspection Forms . Contractor must provide an equipment inspection form for each piece of equipment inspected. Inspection forms must include the date, equipment I.D., equipment location, model number, serial number, and technician name. Inspection sheets shall serve as a reference for local authorities, insurance carriers, and CATA technical personnel. **(Equipment Lists for each facility are attached.)**

Equipment: CATA reserves the right to add, remove, or substitute equipment for listed equipment to accommodate changes at CATA facilities and to make other changes desirable to CATA. Prior to making revisions, CATA and contractor will meet to discuss how the proposed revision will impact contractor's responsibilities.

Repairs: Upon completion of regular planned maintenance inspections, the need for repairs beyond the scope of preventative maintenance will be brought to the attention of CATA's project manager. 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 in the form of a Task Order, authorized by CATA's CEO.

Contractor's employees shall be neatly groomed and dressed; uniforms as described in vendor's proposal or as approved by CATA shall be worn by contractor's employees and each employee shall wear an identification badge.

Contractor's employees shall respect all of CATA's rules, including, but not limited to, CATA's Alcohol and Drug Policy, safety, smoking, and security of the buildings.

A-6. PROPOSAL REQUIREMENTS

- Contractor to list all Disadvantaged Business Entity (DBE) firms to be involved in the project.
- Contractor to submit a Statement of Agreement with CATA Standard Terms & Conditions listed in this solicitation.
- Additional Information and Comment . include any other information that is believed to be pertinent, but not specifically asked for elsewhere.
- Contractor to submit executed certifications (attached): %Certification Regarding Debarment,+ %Buy America Certificate of Compliance,+ %Certification Regarding Lobbying,+ and %Iran Economic Sanctions Act Certificate.+

A-7. COST OF PROJECT

- Contractor must list total fixed planned maintenance prices and costs as outlined in the Pricing Schedule, Exhibit B, attached, for all of CATA's facilities, including those at:
 - 4615 Tranter Street, Lansing, MI 48910;
 - 420 South Grand Avenue, Lansing, MI 48933; and
 - 1240 South Harrison Road, East Lansing, MI 48823;
- This proposal will result in a prevailing wage contract. Contractor must list hourly rates for both non-emergency and critical emergency HVAC repairs as outlined above for the term of the

contract. A Task Order will be required for all services or repairs to equipment which are outside those listed in the Statement of Work / Scope of Work listed above.

- 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:

\$0 - \$999	-	<u>(% to be proposed)</u>
\$1,000 and above	-	<u>(% to be proposed)</u>

- Contractor may propose a fixed fee truck charge per visit for non-preventative maintenance service / repair calls.
- Contractor may propose a fixed fee gas surcharge per visit for non-preventative maintenance service / repair calls.
- All Contractor Invoices must include the following details:

For Labor (prevailing wage):

The labor rate charged x The actual number of hours worked = Subtotal

For Cost of Materials:

The Manufacturer name, the Part number, the Contractor cost, the Markup on the Contractor cost charged = Subtotal

Subtotal of Labor + Subtotal of Material Costs = Total of Invoice