
EXHIBIT A
SCOPE OF WORK

1. Objectives.

The specific objectives for this Project are as follows:

- (1) Secure a contract for preventative maintenance and repairs for hoists 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 hoist repairs at CATA Tranter Street facility for the timeframe as outlined below.

2. General Provisions

- The Contractor shall furnish all labor, tools, and materials necessary for hoist 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.
- The Contractor must provide an equipment inspection form for each piece of equipment inspected. Inspection form must include date, equipment ID, 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.
- The Contractor will be responsible to clean up at the end of each work day.
- 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 the CATA facility within four (4) hours for critical emergencies, or within twenty-four (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 written authorization to proceed in the form of a Task Order, authorized by CATA CEO.
- Provide labor rates for each year of the three (3) 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.

2. Service Period

- Year 1: January 1, 2016 to December 31, 2016
- Year 2: January 1, 2017 to December 31, 2017
- Year 3: January 1, 2018 to December 31, 2018

3. Scope of Work

Hoist Annual Inspection

Provide all services necessary for the routine preventative maintenance and repairs of hoists as outlined below:

1. One (1) Mohawk above two post lift, Model TP-16
2. Seven (7) Rotary in-ground lifts, Model AT 70 E
3. Two (2) Rotary three post in-ground lifts, Model R703Q-120
4. One (1) Advantage scissor lift, Model ALS 50

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.

4. Cost of Project

- Contractor must list total fixed planned maintenance prices and costs 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 non-preventative maintenance service / repair calls.
- 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.

END OF THIS SECTION