

HVAC System Services

Scope of Work

Prepared by: Metro

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Regional Metropolitan Transit Authority of Omaha, d/b/a/ Metro
2222 Cuming Street
Omaha, NE 68102

SECTION 2- SCOPE OF Work

2.1 PROJECT SCOPE

In general, the Metro is requesting proposals from qualified certified companies to perform the diagnosis, analysis, submission of documents and repair of bus HVAC systems under the Time and Material Contract. This accounts for buses which may experience failures during the term of this project. Cooling/Heating systems such as the HVAC unit, monitoring systems, switching systems, regulating systems and sub systems of the bus which are tied to the cooling or heating system, but which may have other functions, are defined as in scope. This work consists of all labor, tools, and equipment required for procurement services, as well as all bonds, permits, and insurance necessary for this project and as required by Federal and State Laws and City Ordinances; and the general mobilization of equipment required for the completion of the work as stated in the RFP Documents. The cost proposal shall include all permits and fees, as required, to perform the project, unless otherwise noted in the RFP Documents.

Out of Scope:

The services will be defined as any service on the fleet not directly supporting the HVAC System on the vehicle. Purchase of parts is outside of the scope of these services. Parts purchases will be handled through Metro Purchasing.

Staffing for this project is expected to be qualified, full time technician(s) with proper training and qualifications to carry out diagnostics and repair on Thermo King HVAC affixed to Metros public transit buses. Work will be performed in the main maintenance facility of Metro Transit, located at 2222 Cuming St. Space will be available and open for the technicians. Hand tools, scaffold and ladders will need to be provided by the technicians, major tools such as lifts, hoists, AC charge stations and coolant will be provided by Metro.

The technician(s) must have the proper knowledge, skills, abilities, and training to sufficiently manage the workflow for this project. Workflow will be to diagnose and analyze failures with the HVAC systems, create work orders, listing needed repairs and estimated costs, submit them for approval or modification to Metro Director of Maintenance, who is the Project Manager, and carry out the approved orders to complete the work.

Technician(s) must be able to independently evaluate and diagnose complex HVAC issues, including multi-system failures. Technicians are also expected to be able to relate the information from their diagnostics to Metro administration and staff.

Technician(s) will be under the general supervision of the Metro Director of Maintenance. Work will be mobilized by the Project Manager and work will be done on an ad hoc, as needed basis, as work is identified. All work will take place at 2222 Cuming St, Omaha NE. Technician is expected to be available from at least 6:00 am to 3:00 pm, Monday through Friday, during the term of this project. Technician(s) will be supplied with bay work areas which include access to overhead compressed air, 120v power extensions and lifting equipment. Technicians will be responsible for hand tools, specialty tools, ladders and fall protection equipment.

The workflow for the technician will be to estimate the expected repair and submit estimate to the Project Manager, or Metro Staff identified by the project manager to oversee the specific project. Once submitted, Metro Staff will evaluate the estimate and make a recommendation to the Project Manager regarding the repair.

Technician(s) will be expected to adhere to Metro safety standards including, but not limited to; vision protection, hearing protection, fall protection and high visibility clothing. These standards are expected from all contract employees working in, or around, Metro property. All safety equipment is to be provided by the technicians. Metro administrative and maintenance facilities are tobacco free, technician(s) assigned will be expected to adhere to this rule.

Technician(s) will be expected to always conduct themselves in a professional business manner. Metro reserves the right, at its sole discretion, to remove a technician from the premises if the Metro Director of Maintenance deems the technician unfit for duty due to impairment, unprofessional behavior, unprofessional language, or other factors which causes disruption in operations.

This project will be limited to minimum of 800 billable work hours and a maximum of 4,000 billable work hours to occur over a two-year period. Actual hours worked by technician will be billed on a per hour basis. No subcontractors will be allowed on this project.

2.2 Project Specifications and Requirements List:

1. Metro is seeking qualified outside help to provide service and repair on Thermo King HVAC on Metro's transit bus fleets.
2. Due to the nature of the services Metro provides, services provided under this project will be provided on site, at Metro's Maintenance Facility, 2222 Cuming St, Omaha NE.
3. Technicians with two (2) years verifiable work experience with Thermo King Air HVAC equipment.
4. Be able to work independently, with little direct supervision.
5. Be able to diagnose complex HVAC issues, which may consist of multi system failures.
6. Be able to communicate issues to Metro Project Manager.
7. Be able to give written estimates, including parts and labor, to the Project Manager.
8. Be able to adhere to Metro Safety Standards.
9. Be able to conduct themselves in a professional manner.
10. Be able to take direction from Project Manager.
11. Be able to coordinate with Project Manager to ensure parts and vehicles are available for repair.

2.3 Proposal Evaluation Criteria:

Proposals will be evaluated by an Evaluation Committee on the basis of the criteria as defined in section 2.1.3 above.

2.4 CONTRACTOR'S INSURANCE REQUIREMENTS:

The Contractor shall be required to have in continuous effect insurance written for not less than the following, or greater if required by law:

A. Commercial General Liability Insurance including Personal Injury Liability, Independent Contractor's Liability, Contractual Liability, Product Liability, and Completed Operations Liability

- **Limits**

- \$1,000,000 General Aggregate Limit
- \$500,000 Products/Completed Work Limit
- \$500,000 Each Occurrence Limit
- \$300,000 Fire Damage Limit (any one fire)
- \$5,000 Medical Payments Limit (any one person)

B. Garage Keepers Liability (Optional)

- \$1,000,000 General Aggregate Limit
- \$500,000 Each Occurrence Limit

C. Business Automobile Liability Insurance

- Combined Single Limit \$1,000,000 Each Occurrence

D. Excess Liability, Umbrella Insurance Form

- **Limits**

- (BI and PD combined) - \$500,000
- Each Occurrence Limit - \$500,000
- General Aggregate Limit - \$500,000

E. Workers Compensation and Employer's Liability

- **Limits**

- \$100,000 each accident for bodily injury by accident;
- \$100,000 each employee for bodily injury by disease;
- \$500,000 policy limit for bodily injury by disease.