

Project Name: Commuter Rail Vehicle Cleaning Services

---

**TABLE OF CONTENTS**

<b><u>ARTICLE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>PAGE</u></b>
1.0	DESCRIPTION OF WORK – GENERAL .....	2
2.0	SPECIFICATIONS, DRAWINGS, ATTACHMENTS AND EXHIBITS .....	2
3.0	DESCRIPTION OF WORK – SPECIFIC.....	2
4.0	MATERIAL, PERMANENT EQUIPMENT, OR PERMANENT WORK SITE SERVICES FURNISHED BY COMPANY .....	4
5.0	PERFORMANCE SCHEDULE AND SEQUENCE OF WORK.....	5
6.0	REPORTING REQUIREMENTS AND COORDINATION MEETINGS .....	6
7.0	DATA REQUIREMENTS.....	7
8.0	CLEAN-UP, SAFETY, WORK RULES AND REGULATIONS .....	8
9.0	QUALITY CONTROL .....	8
10.0	EXECUTIVE SPONSOR.....	8

Project Name: Commuter Rail Vehicle Cleaning Services

---

## 1. DESCRIPTION OF WORK – GENERAL

Except as otherwise expressly provided herein, Contractor shall supply all adequate and competent labor, supervision, tools, equipment, consumable materials, services, and warehousing and each and every item of expense necessary for the supply, application, handling, hauling, unloading and receiving and quality of the work of **Commuter Rail Vehicle Cleaning Services Work** hereinafter called the Work.

## 2. SPECIFICATIONS, DRAWINGS, ATTACHMENTS AND EXHIBITS

All Work shall be performed in strict accordance with the following described specifications, drawings and other documents, which by this reference are made a part hereof.

### 2.1. Attachments

<u>Attachment No.</u>	<u>Title</u>
Attachment A	Contract Daily Log
Attachment B	Construction Safety and Security Plan, Rev. 4, including F-1 and F-2
Attachment 15	Administrative Procedure

### 2.2. Manufacturer's instructions

Contractor shall comply with manufacturer's latest printed instructions for materials, supply, and storage, unless otherwise specified.

## 3. DESCRIPTION OF WORK – SPECIFIC

The Work described in Articles 1.0 and 2.0 of this Part I shall include, but not be limited to, the following:

- 3.1 Class a (Daily) 1 hour
  - i. Remove all trash
  - ii. Wipe down seating surfaces
  - iii. Sweep and wet mop floors
  - iv. Wipe down all passenger grab handles
  - v. Wipe down all stanchions
  - vi. Wipe down surfaces and remove any trash in the train cab

Project Name: Commuter Rail Vehicle Cleaning Services

---

- vii. Clean interior side of the doors
- viii. Spot clean windows and interior wind screens
- ix. Clean interior and exterior of the windshield glass.
- x. Remove Graffiti
- xi. Remove all unauthorized materials gum, stickers, etc.
- xii. Class A cycle is to be performed within the 2<sup>nd</sup> and 3<sup>rd</sup> shifts. The 18 Married Pairs (MP) to be cleaned within this window on a daily basis, will be coordinated with the Vehicle Maintenance Department and the Contractor will have a not to exceed time of one (1) hour per Married Pair (MP).

### 3.2 Class B (Monthly) 4 hours

- i. Same as Class A (Daily) one (1) hour
- ii. Hand wash seat backs and bottoms
- iii. Wash all windows on the interior
- iv. Wash partitions
- v. Wash floor and heater guards
- vi. Hand wash cab surfaces
- vii. Remove debris from the exterior surfaces
- viii. Class B cycle will be performed in the 2<sup>nd</sup> and 3<sup>rd</sup> shifts. This cycle is to be performed 1 MP every other day. It will be coordinated with the Vehicle Maintenance Department and the Contractor will have an additional three (3) hours for this MP on top of the one (1) hour for Class A cycle. Total time for this cycle is a not to exceed four (4) hours per MP.

### 3.3 Class C (92 days) 6 hours

- i. Same as Class B (Monthly) four (4) hours
- ii. Hand wash interior panels
- iii. Hand wash seat frames
- iv. Hand wash all light lens covers
- v. Clean all vents and HVAC grills
- vi. Clean door thresholds
- vii. Hand wash doors and frames (interior and exterior)
- viii. Class C cycle is to be performed in the 1<sup>st</sup> and 2<sup>nd</sup> shift. This cycle is to be performed one (1) MP every 5 calendar days. This cycle will be coordinated with the Vehicle Maintenance Department and the Contractor will have two (2) additional hours on top of the four (4) hours from Class A and Class B cycles together. Total time for Class C cycle is six (6) hours.

### 3.4 On Call Work

Project Name: Commuter Rail Vehicle Cleaning Services

---

- i. Large quantity graffiti removal
  - a. This job is to be performed in an On Call basis. At least one MP per occurrence. Not to exceed 4 hours per occurrence per MP.
- ii. Bodily fluids and bio hazard clean up
  - a. This job is to be performed in an On Call basis. At least one car per occurrence. Not to exceed 4 hours per occurrence per car.
  - b. Personnel must be trained in in the proper handling and disposal of bodily fluids and bio hazard remediation in compliance with 29CFR Part 1910.1030. Provide valid certifications.

### 3.5 Trash Removal and Shop Area Cleaning

- i. Trash Removal
  - a. Contractor is responsible for emptying trash receptacles in the shop area after the trains have been cleaned daily. Contractor will deposit all trash in the specified trash containers on the north side of the CRMF building. Contractor is responsible for any equipment necessary to complete this task during all seasons of the year.
- ii. Shop Area Cleaning
  - a. Contractor is responsible to clean all the pit areas after the trains have been cleaned daily. Each day Contractor must sweep and wet mop the pit areas that were used during that day of work. Each pit area is defined as the bottom of the stairs on each side and the space in between.

## 4. MATERIAL, PERMANENT EQUIPMENT, OR PERMANENT WORK SITE SERVICES FURNISHED BY COMPANY

### 4.1. Furnished by company

Company will supply or cause to be supplied the following temporary construction facilities and utilities to Contractor, without cost to Contractor, for or in connection with performance of the Work.

#### 4.1.1. Miscellaneous items

- A. Contractor is responsible for all small tools
- B. Contractor is responsible for all standard expendable or consumable supplies.

Project Name: Commuter Rail Vehicle Cleaning Services

---

- C. Contractor shall supply all cleaning detergents, solvents, chemicals, etc. SDS is to be provided for approval for each detergent, solvent, chemical, etc. prior to bringing on RTDC property.
- D. Transportation facilities on and off site. Only Contractor's company vehicles, as approved by Company, will be allowed on the Work Site. Personnel vehicles may be in Company designated parking areas when made available. Otherwise personal vehicles must be kept off site.
- E. Contractor is responsible for all first aid facilities for his employees.
- F. All Contractor personnel will need to have a Contractor uniform. The contractor's uniform needs to have the Contractor logo visible on one of the sleeves.
- G. Contractor shall provide their personnel with DTO required PPE and any other PPE necessary to protect their personnel from the hazards of performing their duties.
  - a. Orange Safety Vest with an X on the back.
  - b. Eye protection.
  - c. Safety shoes with safety toe and electrical hazard rated.
  - d. Long pants

## 5. PERFORMANCE SCHEDULE AND SEQUENCE OF WORK

Contractor shall commence performance of the work and shall complete the work in accordance with the dates set forth in article 5.0 of the contract signature document.

5.1 General scheduling, reporting and coordination requirements shall be described in Part III, General Terms.

5.1.1. Specific scheduling and coordination requirements may include, but not necessarily be limited to the following:

- A. Mobilization time for manpower and equipment
- B. Material deliveries to Work Site

Project Name: Commuter Rail Vehicle Cleaning Services

- C. Start and completion of different segments of Work (early and late starts)
- D. Any qualifying conditions of Company or Owner
- E. Other as necessary

5.1.2. Work site availability will be as approved by company. Work hours and days will be as required to meet schedule requirements. There will be no reimbursement for overtime.

5.1.3. Car Availability per Track (estimated)

Track	Pull in Time	# Cars	Start Time	Finish Time	Team	Pull Out Time
6	18:35	2	19:00	20:00	1	23:00
6	18:50	2	19:00	20:00	2	23:00
6	18:55	2	20:00	21:00	1	23:00
7	19:19	2	20:00	21:00	2	23:45
7	19:20	2	21:00	22:00	1	23:45
7	19:50	2	21:00	22:00	2	23:45
8	22:35	2	23:00	24:00	1	24:30
8	22:49	2	23:00	24:00	2	24:30
8	22:49	2	23:00	24:00	1	24:30
6	24:35	2	01:00	02:00	2	03:30
6	24:40	2	01:00	02:00	1	03:30
6	24:50	2	02:00	03:00	2	03:30
7	01:10	2	02:00	03:00	1	04:15
7	01:20	2	03:00	04:00	2	04:15
7	01:50	2	03:00	04:00	1	04:15
8	02:20	2	04:00	05:00	2	05:00
8	02:20	2	04:00	05:00	1	05:00
8	02:35	2	04:00	05:00	2	05:00

## 6. REPORTING REQUIREMENTS AND COORDINATION MEETINGS

Contractor shall promptly submit the schedules and reports set forth in Attachment A and in addition, those reports as requested by Company pursuant to the Article entitled

Project Name: Commuter Rail Vehicle Cleaning Services

---

“Scheduling, Reporting and Coordination” set forth in Part III - General Terms.

#### 6.1 Other Meetings

Contractor participation in certain additional activities shall also be required. These activities shall include, but not be limited to:

- 6.1.1 Indoctrination and orientation of all Contractor's employees prior to commencing Work at the Work Site. (This includes the entire labor force and all new hires). The meeting will last approximately (4) hours.
- 6.1.2 Daily gang box safety meetings organized and conducted by Contractor and attended by all of Contractor's craft employees. Contractor shall be responsible for arranging and conducting these meetings with its craft employees. The meetings will last approximately (15 to 30) minutes (per day). Sign in sheet and form stating safety topics covered will be turned in the same day to Company Representative. Failure to comply with this will result in a penalty of \$50.00 per missing sign in sheet.

#### 6.2 Additional Reporting Requirements

- 6.2.1 Contractor is required to submit a Daily Report each day work is performed on site. The Daily Report should include the Supervisor name as well as the crew members name that work in each Married Pair. Daily Reports must be approved by Company's authorized representative. Failure to comply with this will result in a penalty of \$50.00 per missing sign in sheet.

### 7. DATA REQUIREMENTS

- 7.1. Company will issue specifications, drawings and other documents as set forth in Attachment 15, Administrative Procedure.
- 7.2. Contractor shall submit the following data to Company:
  - 7.2.1. All necessary quality control documentation as Work is completed.
  - 7.2.2 At completion of Work, a complete report of all work.
- 7.3 Contractor's performance of its obligations hereunder shall not be deemed complete until Company is in receipt, on proper forms, of all technical data, as-built drawings, and other documents to be submitted to Company as part of Contractor's scope of work. Failure of Contractor to comply with the above data requirements will entitle Company to withhold any progress payment, or final

Project Name: Commuter Rail Vehicle Cleaning Services

---

payment, pending Company's receipt of all the above data without prejudice to any other remedy of Company.

- 7.4 Contractor shall show the Company Contract number and identifying item numbers, if applicable, on all data submitted pursuant to this Article 8.0.

## 8. CLEAN-UP, SAFETY, WORK RULES AND REGULATIONS

- 8.1 Contractor shall perform the Work in a safe manner and keep the Work Site in a clean condition and shall comply with all Work rules and regulations set forth in Attachment B, Construction Safety and Security Plan Early Works for the Eagle P3 Project.
- 8.2 All work shall conform to the FRA On-Track safety regulations. Contractor shall not foul a track, i.e. get within 4 ft. of the nearest rail, without obtaining permission from a Company qualified employee.

## 9. QUALITY CONTROL

Contractor shall be responsible for the performance of all inspection and testing activities per industry standards, as specified.

## 10. EXECUTIVE SPONSOR

Contractor shall nominate an Executive Sponsor for the Contract. The role of the Executive Sponsor is to be the Senior Management contact to become involved and take a proactive approach to the successful execution of the Work.

Contractor's Executive Sponsor will contact Company's Executive Sponsor on any potential problems in Contractor's Organization or in Company's Organization or other major issues that may negatively impact the progress of the Work. Contractor's Executive Sponsor will be available to meet with Company's Executive Sponsor or other Company Project or Construction Management Representative at the worksite to review the status of the Work and the Contract.

Contractor's Executive Sponsor for the contract is **XXXXXXXX** who can be reached at **(xxx) xxx-xxxx**.

**END OF PART I – SCOPE OF WORK**