



**SERVICES: INSPECTION, MAINTENANCE OVERSIGHT/SUPPORT, TRAINING;
HARSCO RAIL PRODUCTS**

TABLE OF CONTENTS

1. SCOPE 2

2. GENERAL INFORMATION..... 2

 2.1 DEFINITIONS (N/A) 2

 2.2 ACRONYMS 2

 2.3 APPLICABLE INFORMATION 2

3. DELIVERABLES 2

 3.1 PRE-AWARD 2

 3.2 POST-AWARD..... 3

4. CHICAGO TRANSIT AUTHORITY CONTRACT REQUIREMENTS..... 3

 4.1 QUALITY CONTROL AND ASSURANCE..... 3

 4.2 CONTRACTOR REQUIREMENTS 3

 4.3 DETAILED REQUIREMENTS..... 4

 4.4 PERFORMANCE REQUIREMENTS (N/A) 5

 4.5 SAFETY REQUIREMENTS 5

 4.6 WARRANTY INFORMATION..... 6

 4.7 DELIVERY, STORAGE, HANDLING (N/A) 6

 4.8 ADDITIONAL INFORMATION FOR POTENTIAL CONTRACTORS..... 6

5. CHICAGO TRANSIT AUTHORITY CONTRACT WORK INSTRUCTIONS 7

 5.1 INSTALLATION..... 7

 5.2 TESTING AND COMMISSIONING 7

 5.3 FINAL INSPECTION 7

 5.4 FINAL ACCEPTANCE 7

 5.5 DEMOLITION, STORAGE, AND REMOVAL (N/A) 7

6. APPENDIX (N/A)..... 7



**SERVICES: INSPECTION, MAINTENANCE OVERSIGHT/SUPPORT, TRAINING;
HARSCO RAIL PRODUCTS**

1. SCOPE

1.1 This specification will cover the requirements for a Contractor to provide inspection, maintenance oversight/support, and training services for HarSCO rail items used at the Chicago Transit Authority's (CTA's) Skokie Shops and 63rd Shop.

2. GENERAL INFORMATION

2.1 DEFINITIONS (N/A)

2.2 ACRONYMS

2.2.1 CTA: Chicago Transit Authority

2.2.2 OEM: Original Equipment Manufacturer

2.2.3 QMS: Quality Management System

2.2.4 PPE: Personal Protective Equipment

2.3 APPLICABLE INFORMATION

2.3.1 The version of a standard, code, statute, or guideline referenced herein that is current on the date of release applies.

2.3.2 Sub-sections that are "Not Applicable" to this specification are indicated with "N/A."

2.3.3 The Contract Document will provide information for contacting the appropriate CTA contact personnel.

2.3.4 The Contractor must work together with the CTA end user group to provide a target schedule. The CTA reserves the right to change this schedule as conditions change.

2.3.5 The Contractor will be required to inspect, test and/or oversee repair, and/or train for the equipment prior to placing it into service.

3. DELIVERABLES

3.1 PRE-AWARD

3.1.1 The potential Contractor must provide the following items with its bid or within five (5) business days of CTA's request:



**SERVICES: INSPECTION, MAINTENANCE OVERSIGHT/SUPPORT, TRAINING;
HARSCO RAIL PRODUCTS**

- a. Documentation: Contractor's experience furnishing the services detailed in this specification (see paragraph 4.2.1).
- b. Documentation: Contractor's references (see paragraph 4.2.2)
- c. Certifications: Contractor Compliance, Personnel, Training

3.2 POST-AWARD

3.2.1 The Contractor must provide the following items after award of Contract or within five (5) business days of CTA's request:

- a. Manual: Training Material. Three (3) Hard copies of each type and electronic versions, such as PDF format, on USB flash drives.
- b. Inspection Schedule
- c. Training/Instruction Schedule
- d. Lockout / tag out
- e. Safety Process Plan

4. CHICAGO TRANSIT AUTHORITY CONTRACT REQUIREMENTS

4.1 QUALITY CONTROL AND ASSURANCE

4.1.1 The Contractor must state the titles/positions of the individuals or persons in charge of correcting unsatisfactory service.

4.2 CONTRACTOR REQUIREMENTS

4.2.1 The Contractor must be a professional business entity with at least five (5) years' experience furnishing services to those specified in this specification. The CTA requires documentation meeting the requirements of this specification with the bid response package, or within five (5) business days of the CTA request.

4.2.2 The Contractor must furnish in the Contractor's bid response package a list of three (3) references, including the name of the company, contact name and phone number, similar services have been provided within the last two (2) years. The CTA requires documentation meeting the requirements of this specification with the bid response package, or within five (5) business days of CTA request.



**SERVICES: INSPECTION, MAINTENANCE OVERSIGHT/SUPPORT, TRAINING;
HARSCO RAIL PRODUCTS**

4.3 DETAILED REQUIREMENTS

4.3.1 Inspection and Maintenance Services

- 4.3.1.1 All inspection and maintenance oversight/support tasks must be presented to the CTA prior to any services performed by the Contractor.
- 4.3.1.2 Upon arrival at the CTA facility, the Contractor must report to the CTA Manager's office, or another specified check-in location, to receive instructions.
- 4.3.1.3 The CTA Manager, or designee, will direct the Contractor to a site or location where they may perform onsite inspection and maintenance.
- 4.3.1.4 The Contractor must use new parts for maintenance services. Rebuilt and used parts are not acceptable.
- 4.3.1.5 All replacement components or parts must be furnished in their OEM packaging and come with the standard OEM factory warranty against any potential defect in material or workmanship.
- 4.3.1.6 All existing components and parts replaced by the Contractor for a given Harsco rail part must be given to the applicable CTA Manager for disposition.
- 4.3.1.7 Contractor labor used to install a given replacement component or part must have a minimum one (1) year warranty on workmanship.
- 4.3.1.8 All invoices issued by the Contractor to the CTA must be fully itemized.
- 4.3.1.9 A detailed report of all Harsco rail parts serviced must include findings and deficiencies that will be submitted to the CTA Manager, or designee, at the completion of work at each facility or location.

4.3.2 Training Services

- 4.3.2.1 Contractor must supply fully trained, experienced, and qualified persons for training.
- 4.3.2.2 Contractor must perform training at a mutually agreed upon site.
- 4.3.2.3 Training topics are expected to include, but not be limited to, the following topics:



**SERVICES: INSPECTION, MAINTENANCE OVERSIGHT/SUPPORT, TRAINING;
HARSCO RAIL PRODUCTS**

- a. General overview.
- b. Safety precautions necessary while performing service.
- c. Proper preparation.
- d. Installation procedures.
- e. Clean-up and material recovery processes.

4.4 PERFORMANCE REQUIREMENTS (N/A)

4.5 SAFETY REQUIREMENTS

4.5.1 The Contractor must submit a “Safety Process Plan” detailing the work safety practices that must be enforced while on the CTA property or within a CTA-owned facility. The Contractor must submit a list of approved Personal Protective Equipment (PPE) that will be utilized during the procedures in the “Safety Process Plan”. All PPE must be provided by the Contractor.

4.5.2 The Contractor must provide the OEM recommended safety operating instruction manual.

4.5.3 Contractor personnel must always wear all applicable Personal Protective Equipment (PPE) while on CTA property.

4.5.4 Lockout / Tag out Process Plan (where applicable)

4.5.4.1 The Contractor must provide CTA with Lockout/Tagout (LOTO) procedures. It will be required that a plastic placard, 7” x 10” in size be placed securely on each unit for easy access by CTA employees. The LOTO placard must include the following elements, divided up clearly in different sections.

1. Front of LOTO Placard.

- a. ID#.
- b. Created.
- c. Revised.
- d. Facility.
- e. Description of system.
- f. Location.
- g. Number of locks & Tags required for full lock out.
- h. Notes for any additional hazards that may be encountered during LOTO operations.



**SERVICES: INSPECTION, MAINTENANCE OVERSIGHT/SUPPORT, TRAINING;
HARSCO RAIL PRODUCTS**

- i. All energy sources, to include their location in the facility, method to lock or tag out, and the type of device that must be used to lock it out or if it must be tagged out only.

2. Back of Placard.

- a. A written procedure for the lockout/tagout of that specific system that includes the purpose, scope, and enforcement of procedure that states the following:

“Failure to willfully comply with LOTO procedure will result in disciplinary action”

- b. Shutdown, lock, tag and Test sequence. Must be broken down by each step and the description of what to do for that particular step.
- c. Restore to service sequence. Must be broken down by each step and the description of what to do for that particular step.

4.5.5 Property Permits: Contractor's (and Subcontractor's, if applicable) employees assigned to work on CTA property will be given individual property permits. These permits must be carried by each employee at all times while on the Authority's property. All permits issued must be returned to the Authority at completion of the project; if the employee no longer works on this project; or on the date of expiration.

4.6 WARRANTY INFORMATION

4.6.1 The Contractor agrees to promptly correct by repair or replacement any defect or failure of compliance that may develop within the standard warranty period. Any part or component replaced under this warranty extends the original standard warranty an additional standard warranty period.

4.7 DELIVERY, STORAGE, HANDLING (N/A)

4.8 ADDITIONAL INFORMATION FOR POTENTIAL CONTRACTORS

4.8.1 Potential Contractors requiring any additional information must contact the CTA Procurement Administrator or Buyer listed in the Contract Documents. Potential Contractors requiring additional information from a person or persons potentially listed in the Special Conditions section of the Contract Documents must route their request through the Procurement Administrator or Buyer. Potential Contractors



**SERVICES: INSPECTION, MAINTENANCE OVERSIGHT/SUPPORT, TRAINING;
HARSCO RAIL PRODUCTS**

who contact any CTA personnel other than the Procurement Administrator or Buyer during the open bidding period will be in violation of the provisions set forth in the Contract Documents.

5. CHICAGO TRANSIT AUTHORITY CONTRACT WORK INSTRUCTIONS

5.1 INSTALLATION

5.1.1 The Contractor must install all replacement parts per the Manufacturer's recommendations. If the Manufacturer's recommendations are unavailable, the installation must be performed as defined by industry standards.

5.2 TESTING AND COMMISSIONING

5.2.1 The Contractor will be responsible for the cost associated with and the actual testing and commissioning of the equipment prior to the CTA final inspection.

5.3 FINAL INSPECTION

5.3.1 The CTA Manager or designee will perform an inspection of the services based on established standard criteria along with this specification.

5.3.2 If the CTA Manager or designee deems any of the Contractor service work unsatisfactory the Contractor must bring the equipment to a satisfactory status within five (5) business days at no cost to the CTA. Prior to finalized repaired equipment, the CTA has the right, at no additional cost to CTA, to have a CTA representative present to witness the vendor testing that the repair is acceptable.

5.4 FINAL ACCEPTANCE

5.4.1 The CTA Manager or the CTA's Contract Manager will issue final acceptance via email to the Contractor acknowledging the service has been completed as expected by the CTA.

5.5 DEMOLITION, STORAGE, AND REMOVAL (N/A)

6. APPENDIX (N/A)



End Product Specifications

CTA 8517-24

**SERVICES: INSPECTION, MAINTENANCE OVERSIGHT/SUPPORT, TRAINING;
HARSCO RAIL PRODUCTS**

DISTRIBUTION LIST:

Mgr., Rail Car Heavy Maintenance

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