

**DATE: 10/18/2022**

## NON-CONSTRUCTION CONTRACT SOLICITATION NOTICE

MTA- NYCT IS NOW ADVERTISING FOR THE FOLLOWING:

**SSE #:** 0000403361

**DUE DATE:** 11/30/2022

**TYPE OF SOLICITATION:** IFB

**DOCUMENT AVAILABILITY DATE:** 10/18/2022

**SOLICITATION TITLE:** Electrical Maintenance and Repair for MTA Locations

**DESCRIPTION:** MTA is seeking a licensed electrical services company to provide: : i) specific 40 hours per week staffing to perform day-to-day electrician services for MTA locations at: 2 Broadway (location 1, below) and as needed electrician services at locations other locations of the MTA and MTA agencies (locations a through e below). This scope of work sets forth the general requirements for the types of licensed electrician services that will typically be required. All electrician services provided by mandatory and as-needed staffing will be performed by qualified electricians in a manner that is efficient and maintains labor harmony and without disruption, and in accordance with applicable prevailing wage requirements. The specific staffing levels specified are mandatory.

Funding: 100% MTA   Goals: 15% MBE; 15% WBE; 6% SDVOB   Est \$ Range: \$10M - \$50M   Contract Term: 5 years

**\*\*PLEASE SEE THE ATTACHED SCOPE OF WORK FOR ADDITIONAL INFORMATION\*\***

**(X) PRE-BID CONFERENCE**

**DATE** 11/02/2022

**TIME** 10:00AM

**Virtual via Microsoft Teams-** Please contact the assigned procurement representative at [tmiller@mtabsc.org](mailto:tmiller@mtabsc.org) to register

**( ) SITE TOUR**

**DATE:**

**TIME:**

**FOR MORE INFORMATION, PLEASE CONTACT:**

**PROCUREMENT REPRESENTATIVE:** Terri Miller

**EMAIL:** [tmiller@mtabsc.org](mailto:tmiller@mtabsc.org)

## SCOPE OF WORK

### **ELECTRICAL MAINTENANCE, PREVENTATIVE, PROJECT AND REPAIR SERVICES**

MTA is seeking a licensed electrical services company to provide: : i) specific 40 hours per week staffing to perform day-to-day electrician services for MTA locations at: 2 Broadway (location 1, below) and as needed electrician services at locations other locations of the MTA and MTA agencies (locations a through e below). This scope of work sets forth the general requirements for the types of licensed electrician services that will typically be required. All electrician services provided by mandatory and as-needed staffing will be performed by qualified electricians in a manner that is efficient and maintains labor harmony and without disruption, and in accordance with applicable prevailing wage requirements. The specific staffing levels specified are mandatory.

Bidders must provide documentation that they are participants in the collective bargaining agreement between the IBEW Local 3 and the National Electrical Contractors Association - New York City Chapter. The price schedule shall stipulate for the required staffing 'a. and at location b. a fixed monthly price payable in arrears over the three-year term. For the as-needed services staffing, the price schedule requires fully loaded hourly rates for Class A Foreman, Class A Journeyman and Apprentice. The fixed monthly fee shall include the current rates in the collective bargaining agreement in effect, at the time of the agreement. The fixed monthly fee shall include the current rates in the collective bargaining agreement in effect, at the time of the agreement. ***In the event that the collective bargaining agreement date range is not concurrent or coincident with the dated terms of the contract, the (CBA) rates in the existing agreement shall be adjusted as appropriate and necessary to reflect the prevailing.***

#### **A. Locations and Staffing Levels**

##### **1. Locations and Staffing Level - Weekly Coverage**

Metropolitan Transportation Authority  
**Headquarters Building –**  
**2 Broadway**  
New York, NY 10004

##### **Staffing:**

- Monday through Friday (8 am to 5 pm):
  - 1 Class A Electrical Foreman
  - 4 Class A Journeypersons
  - 1 Electrical Apprentice
- Swing shift: 1 Class A Journeyperson
- Graveyard Shift: 1 Class A Journeyperson
- Saturday/Sunday (48 hours): 1 Class A Journeyperson

##### **2. Locations and Staffing Level-As Needed Services**

- a. New York Transit
- Museum Grand

Central Station  
New York, NY  
*As-needed services*

- b. Metro North Railroad - Graybar  
Building 420 Lexington Avenue  
New York, NY  
*As-needed services*
- c. East Side Access Project  
Offices 400 7th Avenue,  
floors 8 and 9 *As-needed  
services*
- d. New York City Transit Bus  
Various locations within 5 Boroughs  
*As-needed services*
- e. New York City Transit Subway  
Various locations within 5 Boroughs  
*As-needed services*
- f. Pocket Park  
48 East 50<sup>th</sup> Street Commons  
New York, NY  
*As-needed services*

**B. General Requirements:**

1. Bidder must possess and maintain a New York City Master Electrician's license. Bidder shall submit a copy of their license to the MTA's Project Manager within ten (10) calendar days from the date of contract award.
2. Bidder must provide telephone numbers (cellular and/or hard wired) and Direct Connect ID number(s) where authorized representative(s) can be reached 24 hour per day. Numbers provided must include identifying the specific number(s) where the call will be answered by a person within two minutes after the initial ring or, if the number is not answered by a person, a person will call back within five minutes after leaving a message. The person answering must either have sufficient authority to initiate the action requested by MTA or be able to immediately transfer the call to a person with sufficient authority to initiate the requested action. The telephone and Direct Connect numbers shall be provided to the MTA Project Manager in writing no later than five (5) calendar days prior to contract execution.
3. Bidder s will perform all of its work in a safe manner that is in compliance with all applicable industry standards, statutory and regulatory standards, safety standards, and the New York City Building Code. In general, MTA and its agencies are subject to the New York State Building Code and are exempt from the New York City Building Code. However, MTA and its agencies nevertheless comply with the New York City Building

Code provided that, for the MTA and MTA agency owned and controlled buildings, except for the Fire Code, the code compliance function generally is performed by an MTA agency Code Compliance Office and not by the New York City Department of Buildings. Generally, Fire Code Compliance is performed by the New York City Fire Department.

4. Equipment, materials and workmanship shall be, in every aspect, in accordance with the then current technology, industry standards and code requirements. Materials incorporated to the work assignment shall be new, except as may be otherwise specifically requested by the MTA's Project Manager. The MTA, at its discretion, may furnish materials for installation by the Bidder in which case Bidder will warrant labor and materials, except for title to the materials furnished by MTA.
5. Bidder hereby grants MTA the following warranties for Bidder's labor, equipment and material: i) all the warranties set forth in the Uniform Commercial Code; ii) a (1) year warranty from the date of acceptance; and iii) all express and implied warranties of the manufacturer/supplier of the equipment and material. Bidder's obligations under such warranties shall be: i) to promptly repair or replace the defective work, equipment, or material; and ii) to enforce the manufacturer/supplier warranty.
6. Bidder shall comply with all applicable EPA, DEP, NFPA and local laws when performing electrical maintenance, preventative, project and repair services, including the requirements set forth for the maintenance and testing of the Class "E" Fire Alarm systems.
7. If requested, the Bidder shall provide a detailed cost estimate\*\* for electrical work projects that are based on requirements that have an estimated cost up to \$125K. This request must be initiated by the electrical services MTA Project Manager or a duly authorized Representative, and shall include, but not necessarily be limited to following:
  - Findings based on survey or investigative work
  - Proposed remedial work
  - Sketches, schematics and single line diagrams as applicable
  - Costs related to labor and estimated hours for each discipline
  - Materials to be used reflecting quantities, specifics, i.e. diameter, length, type, voltage, amperage, etc.
  - Equipment to be incorporated, i.e. motors, panels, control circuitry, fire safety related devices, sensors, specialty items reflecting quantities, nomenclatures and characteristics as applicable
  - Work layout and scheduling shall include regular and premium time requirements depending on the type of work
  - Hook-up requirements at terminals and source related details
  - Lock-Out and Tag-Out requirements and alternative operating modes impact

**Time spent preparing an estimate is not billable.**

8. If requested, the Bidder shall provide a detailed cost estimate\*\* for electrical work projects that are based on requirements with an estimated cost **greater than** \$125K; initiated by the MTA Project Manager or duly authorized Representative. The MTA reserves the right to seek the delivery of such electrical services through a general Bidder or other business method. The incumbent electrical services Bidder may participate in bidding for this work under these project provisions/requirements. The cost estimate shall include but not limited

to following:

- Findings based on survey or investigative work
- Proposed remedial work
- Sketches, schematics and single line diagrams as applicable
- Costs related to labor and estimated hours for each discipline
- Materials to be used reflecting quantities, specifics, i.e. diameter, length, type, voltage, amperage, etc.
- Equipment to be incorporated, *i.e.* motors, panels, control circuitry, fire safety related devices, sensors, specialty items reflecting quantities, nomenclatures and characteristics as applicable
- Work layout and scheduling shall include regular and premium time requirements depending on the type of work
- Hook-up requirements at terminals and source related details
- Lock-Out and Tag-Out requirements and alternative operating modes impact

Time spent preparing an estimate is not billable.

**\*\*All cost estimates shall be made available to the MTA Project Manager or duly authorized representative within five (5) calendar days from the date the estimate is requested. The MTA project manager may initiate a request for an estimate orally or in writing.**

The MTA reserves the right (at its sole discretion), utilizing its existing procurement system, to have other electrical services Bidder s or general Bidder s bid on project work assignments for electrical projects greater than \$125K in estimated value.

9. Emergency projects shall be designated, determined and initiated by the MTA Project Manager or authorized representative. If the emergency arises at a facility that has full-time staffing and arises during such staffing's scheduled hours of work, the Bidder or, at MTA's request, shall assign the full-time staffing to the emergency project at no cost to MTA, to the extent staff performs the emergency work during scheduled hours. The response time shall be immediate; if the work is to be performed by full time on-site staff. Otherwise, the response time shall be no later than within two (2) hours after a call is placed except that the response time shall be within four (4) hours during weekends, and holidays. Response time means the time between MTA placing a call to Bidder for emergency services and Bidder r having a qualified person on site and commencing evaluation of the emergency. Contractor's off-site personnel and on-site personnel working outside of regularly scheduled hours, who are involved in the emergency work shall sign in upon arrival to premises and sign-out when leaving for lunch or dinner and shall sign-in when returning from lunch or dinner break to resume work. Personnel found to be non-productive or excessive for the needs of the emergency work assignment shall be requested to leave the premises at no additional cost and burden to the MTA. Contractor shall include the following as a minimum in its invoices for emergency work assignments:

- Name of each employee and actual amount of hours of work performed.
- Materials used to include quantities, type, specifics and any other related information
- Specialty equipment not listed in the Technical Provisions used; to include quantities, type, specifics, characteristics and any other related information
- Rental cost of specialty equipment used if any.

- Any other information, which will be vital to support the cost, incurred such as subcontract work.

In the event the Contractor uses materials, parts, equipment, etc. from stock with an actual price in excess of \$50.00, the Contractor shall be obligated to substantiate such costs by providing current costs of such or similar materials, parts, equipment, etc.

For all other non-emergency electrical service requirements that are not performed by the contractor's full-time staff during scheduled hours, the Contractor shall commence work no later than twenty-four (24) hours upon finalizing the negotiations and issuance of a Purchase Order Release from MTA provided that, if negotiations are pending, MTA, in its discretion may issue a "Notice to Proceed" which authorizes and directs contractor to commence work while negotiations are pending.

10. Contractor must get approval from the MTA Project Manager or Authorized Representative prior to assigning Class A electricians. Contractor shall perform all work in a neat professional manner, in accordance with City of New York electrical codes, requirements, regulations, industry standards, and current practices as they apply.

The MTA reserves the right to require changes in Contractor's personnel assigned to perform electrical services for the MTA.

In the absence of the MTA's Project Manager or duly authorized representative, the MTA facilities management office shall be contacted, and the work will be performed under their supervision and/or direction. Any work disputes which may have an impact on personnel, subcontractors, suppliers and other third parties, shall be resolved by the Contractor at its own cost and account and the MTA shall be held harmless.

11. Contractor shall furnish all tools, and equipment necessary to perform the work required by the MTA and the cost of same shall be included, as applicable, in the applicable fixed monthly cost or hourly rate. Tools used for the testing of fire safety sensing devices are an integral part of the routine work, and the cost of same shall be included, as applicable, in the applicable fixed monthly cost or hourly rate. Contractors shall provide such equipment and devices at no additional cost and burden to the MTA.
12. A small material storage/locker room will be made available to the Contractor's personnel at two MTA Facilities. These Locations will be provided upon award.
13. MTA's Project Manager or duly authorized representative may require that the contractor staff for MTA Headquarters may occasionally be requested to provide services at other MTA locations and on weekends.

The Contractor must provide an MTA approved Class "A" electrical Foreman (to be assigned to the MTA) shall have at least ten (10) years of experience in all phases of work related to facility services, maintenance of electrical repairs, preventative services, new construction related electrical requirements, computer and hi-tech equipment, cable work, sensor cabling, closed circuit television (CCTV), troubleshooting, repairs and installation; card access system troubleshooting, repairs and installation of Class "E" fire alarms cabling. The Class "A" electrician shall be able to provide written reports related to the electrical work in progress, power surveys, inventories and tracking of single line electrical diagrams.

14. The current Class A Foreman working at MTA these facilities has over twenty-years of experience at these buildings. MTA does not require that the current full-time Class A foreman be hired by the Contractor. The current electrician for the MTA Headquarters Buildings is employed by the existing contractor and holds the title of Class A Foreman. Contractor shall provide the MTA with monthly certified payroll reports for all assigned staff.  
Some MTA facilities are close to one-hundred years old and have been modified and renovated over the years on a project by project basis, and have never undergone major renovations. In evaluating the Foreman proposed by a firm under considerations for award, the MTA will take into account how well the proposed Foreman is prepared, from the outset, to provide MTA with effective and prompt electrical contracting services.
15. The New York City Transit (NYCT) Bus and Subway locations may or may not always require a team of electricians (Electrician /Apprentice or Forman/ Apprentice) the acceptable ratio will depend on the task at hand - see Price Schedule. The various NYCT locations are currently being serviced under MTA's current electrical contract.
16. Work that is performed by subcontractors i.e. re-building of electrical motors, shall be billed at the Contractor's documented actual net cost, plus an administrative fee not to exceed five per cent (5%) of such net cost. "Net cost" means the amount charged minus all discounts, allowances, rebates, and any other cost reduction to which contractor is entitled. Contractor shall disclose all such reductions.
17. Contractor shall have periodic mandatory meetings with the MTA Project Manager in regards to its activities. The date of the first meeting shall be established during the Kick-Off Meeting following the Contract Award. Time spent preparing for and attending these meetings is not billable.
18. Travel Time related costs to and from work site shall be built-in to the hourly rates of "Foreman, Class "A" Electrician" and Apprentice thus no additional compensation will be added.
- 19 Vendor Qualifications:

The successful bidder must provide IBEW Local 3 foremen and journeymen capable of handling and directing other journeymen on project related work; DBM personnel capable of completing and maintaining a wide range of in-house electrical repairs and preventative maintenance, at least one DBM staff member who is computer literate to maintain the MicroLite lighting control system. The team must have the capability to generate electrical cost estimates upon request.

The successful bidder must provide a twenty-four hour/seven-day per week emergency response that can be called upon for any building emergency of an electrical nature. Emergency response time of two hours will be required.

The contractor must provide a telephone listing of all of their key contacts. As previously noted, it is mandatory that the foremen have Direct Connect Direct Connect type cell phones provided by his/her company.

## **TECHNICAL PROVISIONS**

### **A. SCOPE OF WORK OF SERVICES:**

#### **1. Location – Headquarters - 2 Broadway, New York**

The typical daily tasks for the electrical contractor's weekly on premise team which includes 1 Class "A" Foreman, 4 Class "A" Journeyman, and 1 Apprentice; shall under direction from the Building Management's office be responsible for all electrical maintenance, preventative, project and repair services. The scope-of-services shall be, but not only limited to, the following:

- a. Provide all Electrical Maintenance, Preventative and Repair Services to the Building at the direction of the on-site office of the Building's Management Office under the following criteria -Utilize the existing contractor electrical staff for regular daily electrical services and work project assignments with an estimated value up to \$125K; and (2) - for electrical projects greater than \$125K under specifications which may include general contractor work where the incumbent electrical contractor will be given the opportunity to bid on such work.
- b. In-house Class A journeyman and DBM personnel will be responsible to maintain:
- Data Center preventative maintenance
  - Fire Alarm preventative maintenance
  - Generator maintenance and testing in accordance with code requirements
  - Inspect and maintain switchgear equipment; inspections conducted bi-monthly
  - Complete all daily building electrical services work in the attached listing
  - Troubleshoot electrical circuits
  - Operating, testing and maintenance of log deployment equipment
  - Repair and/or replacement of ballasts, switches, outlets, fuses, fixtures, and other lighting.
  - Preventative maintenance on building turnstiles and repair as needed.
  - Installation and repair of CCTV systems including card readers, mag locks, cameras and security system equipment.
  - Maintain and re-lamp all lighting fixtures and lenses throughout the Building including but not limited to:  
All Overhead Fixtures and Work Station Task Lighting Staircase Lighting  
All Lobby, Elevator Cab and Special Lighting including Outside Perimeter Lighting and Loading Dock Areas.  
All life safety devices including exit signs, strobes, alarms, speakers, etc.
- Maintain and program the in-house MicroLite lighting control system utilized for after hour and weekend control of overhead lighting. Must have knowledge and capability to change time settings. MicroLite factory service will be available for troubleshooting and repair to the system.

- Set-up and breakdown of conference rooms for various meeting with special electrical requirements.



- Re-cycle spent lamps using in-house bulb crusher, remove drums to loading dock for pickup. Contractor is not responsible for removal.
- c. Provide preventative maintenance; schedule is subject to change.
- d. Maintain and provide updates to the appropriate electrical riser diagram. See the attached emergency riser diagram.

#### Anticipated Electrical Contractor Staffing

- 1 Class A Foreman
- 4 Class A Journeyman
- 1 Apprentice
- 1 Class A Journeyman – SWING SHIFT
- 1 Class A Journeyman – GRAVEYARD
- 1 Class A Journeyman – Data Center weekend coverage (48 hours)
- 1 DBM Foreman
- 2 Mechanics
- 1 Lighting Tech
- 1 Helper

Staff may be increased or decrease based on workload at the discretion and approval of the Building Office.

#### A. \*\*Scope of Work Exclusions

The following is excluded from the Scope of Work in all categories:

- Maintenance of Automatic Transfer Switches
- Infra-red Scanning
- Purchasing of Electrical Supplies and Components. All material orders must be pre- approved by the building office before purchases takes place. A specific job code and/or project number must be assigned to every material work order.
- An inventory of in-house building stock must be performed on a quarterly basis and submitted to the Building Office for audit. Packing slips shall be signed by the respective electrical foreman only.

#### B. IDENTIFICATION:

1. All electrical work related to new installations shall be identified. When installing new lighting fixtures, switches, and receptacles, the local panel to which connection(s) (are) made shall be identified. Circuit breakers of each local panel shall be checked periodically to verify that the directory on each local panel is current.
2. The terminals on both sides of hi-tech and sensor cables shall be tagged. When such cables are installed above suspended ceilings, they shall be tagged and marked. Cables which have been abandoned shall be removed.

## C TOOLS AND EQUIPMENT:

Contractor shall provide at the tools and equipment commonly used by electricians for the performance of its work. The cost of same is included in the fixed monthly rate and hourly rates, as applicable.

Contractor shall have the following equipment and tools as a minimum on the premises. The cost of same is included in the fixed monthly rate and hourly rates, as applicable. . Storage space will be provided by MTA:

- Electrician's OSHA TYPE 1 ladders 4 ea. 6' and 1 ea. 8'
- Mobile tool cart
- Drill, combination hammer and high speed with 1/2" chuck and drill bits 1/4" to 3/4"
- Crimping tool for hi-tech cable connectors
- Continuity tester
- Voltage tester
- Amp-probe, Digital, 600V, 200 Amps
- Snake, 100' 1/4" - plastic & metal
- Snake, 100' 1/8" - plastic & metal
- Pipe threader with stand and assorted dies 1/4" to 1-1/4"
- Hand Pipe bender 1/2" to 1-1/4"
- Penta Scanner
- Tone Generator
- Punch down tool (110 Block)
- Current Tracer
- Cordless Drill (14.4V) Combination High Speed & Hammer
- Rotary Hammer 1/4" to 1" Carbide tip bits
- Sawzall
- KO Punch Set 1/2" to 2" Hydraulic

### **Uniforms:**

Contractor must supply all of its personnel with uniforms. Shirts must have collars, may be long sleeve or short sleeve, and must display the company name. No tee shirts will be permitted. The color of uniforms shall be black polo or cotton shirt, and the cost of cleaning uniforms must be built into the contractor's overhead rates.

### **Cell Telephone:**

Contractor shall provide telephone number(s) (cell and/or hard wired) and Direct Connect ID number(s) where authorized representative(s) can be reached on a 24 hour per day basis and especially at least one (1) telephone and one (1) cellular or Direct Connect number after 5:00 p.m. during the weeknights, weekends and holidays. The telephone and Direct Connect numbers shall be made available to the MTA Project Manager in writing within five (5) calendar days after Contract execution.

### **Vacation/Furloughs:**

A minimum of a ten-day notice must be supplied to the MTA Project Manager regarding any full-time personnel assigned to the MTA planning at least 5 days or greater of vacation or furlough leave.

### **Security Rules & Regulations:**

Security passes will be issued to the contractor's employees assigned to work at 2 Broadway. These security passes must be returned to the Security Department upon completion of project work. Employees assigned to the MTA Facility for the duration of the contract must return their security pass upon termination of their employment with the successful bidder or when the contract matures and terminates. The successful bidder assumes the liability to return the security pass or pay a \$25.00 fee for each security pass not returned.

### **Vendor Qualifications:**

The successful bidder must provide IBEW Local 3 foremen and journeymen electricians capable of handling and directing other journeymen on project related work; DBM personnel capable of completing and maintaining a wide range of in-house electrical repairs and preventative maintenance, at least one DBM staff member who is computer literate to maintain the MicroLite lighting control system. The team must have the capability to generate electrical cost estimates upon request.

The successful bidder must provide a twenty-four hour/seven-day per week emergency response that can be called upon for any building emergency of an electrical nature. Emergency response time of two hours will be required.

The contractor must provide a telephone listing of all of their key contacts. As previously noted, it is mandatory that the foremen have Direct Connect Direct Connect type cell phones provided by his/her company.

### **Invoicing:**

Invoicing must contain all supporting materials: i.e. time sheets, certified payroll, packing slips, etc.

All work tickets for the weekly payroll, over time work, and additional work must be pre-approved and signed by Building Management office.

Invoices will be submitted monthly, by work order, and identified appropriately. Each work order must be signed off as completed by the Project Manager. Payment terms require disbursements within (30) thirty days for monthly invoices.

Invoicing must be done on a monthly basis. Invoices **must** be addressed and forwarded directly to:

Metropolitan Transportation Authority  
Building Management Office  
2 Broadway – Mezzanine

All invoices must include the following information for each delivery or pick up:

- Requestor's name and department.
- Appropriate coding to be developed (Project Manager will Confirm)
- Corresponding certified payroll backup.
- All invoices must have a corresponding electronic version ("EDI") containing all billing information utilization an ASCII file.
- Electronic billing must have the flexibility to be formatted based on the request of the MTA's accounting department.

### **Billing Procedure:**

The following procedure is being implemented for all tenant service requests regarding electrical work/maintenance.

- All building service requests are made through the Building Management Office in writing via the Work Order System, email or fax.
- Building Management will request a proposal from the contractor(s), based on the scope of work, labor and material charges and detailed unit prices, hourly rates, and time. **Work not performed by the existing electrical contractor may be procured through a competitive solicitation.** If the proposal is acceptable, the authorized department representative and Building Management office will sign the proposal agreeing to all charges.
- After the requested work is completed, the tenant signs the completion documentation, to confirm satisfactory completion of the project.

All such proposals will include material breakdown, where applicable, showing unit cost for each item required to complete the project and to be charged to the tenant. If building supplies are used, the inventory must be replenished. Labor charges on proposals will depict the estimated time spent and hourly rates as agreed to in the contract. **When invoiced actual labor and material charges** (based on the best case replenishment unit cost) will be submitted to Transit's Financial Planning & Project Controls to reimburse the Building's operating budget.

### **Taxes:**

The MTA, as a New York State Public Authority, is exempt from paying state/city/local taxes. The successful bidder will be provided with a tax exempt certificate, and be required to complete any forms required to document compliance with the exemption.

### **Supplies/Materials:**

All supplies/materials will be ordered directly through the Project Manager. All requests will be submitted in writing via email or fax in the form of a requisition. MBE/WBE/SDVOB vendors should be utilized whenever possible.

### **Work Order System:**

A customized web-based work order system will be utilized to assist the Project Manager with monitoring work requests and the chronology of all new and reoccurring work orders. It will also help track electronic communication and replies in a timely and proactive manner. Work orders will be electronically documented and recorded to help to facilitate procurement, estimating and invoicing.

#### **MTA Holidays:**

A list of MTA Holidays is listed below. A minimum of (1) worker must be provided for coverage in the event the union holiday does not coincide with the MTA schedule or in the alternative, if it is a union holiday is not an MTA holiday. If the union holiday observed is not listed below, The Contractor must **provide a listing identifying the days where a conflict exists.**

MTA Holiday Schedule:

**Note: Columbus Day is not observed by all sections of the MTA. As such, minimum staffing will be required on this day.**

#### **MTA Holiday Schedule:**

- **New Year's Day**
- **Martin Luther King Day**
- **President's Day**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Columbus Day**
- **Veterans Day**
- **Thanksgiving Day**
- **Day After Thanksgiving**
- **Christmas Day**
- **New Year's Eve**