

ATTACHMENT C

MAINTENANCE OF ROLLING STOCK AND FACILITIES

C.1 GENERAL

- A. VRE owns and operates two (2) Maintenance and Storage Facilities (MSF). The Crossroads MSF, located at 9400 Crossroads Parkway in Fredericksburg, Virginia, supports the operational and maintenance needs of the Fredericksburg Line. The Broad Run MSF, located at 10637 Piper Lane in Bristow, Virginia, serves the operational and maintenance needs of the Manassas Line.
- B. At present, VRE utilizes two locations in Washington, D.C. for mid-day storage of its active train sets:
 - 1. Amtrak's Ivy City Coach Yard: Serves as the primary storage facility, this location accommodates the majority of VRE's active train sets during mid-day hours.
 - 2. L'Enfant Storage Track: Situated adjacent to the VRE L'Enfant Station, this track offers additional mid-day storage capacity for up to two (2) VRE train sets.
- C. VRE also owns, operates, and occupies a warehouse at the Crossroads MSF for inventory used to support its rolling stock. The majority of purchases in support of materials for rolling stock are performed by VRE.
- D. All rolling stock and facilities shall be accepted by the Contractor as-is upon execution of the Contract.
- E. In 2014, VRE adopted a Life Cycle Maintenance strategy. Technical density, experience and a strong training program for the Contractor's workforce shall be key in executing this strategy.

C.1.1 OVERVIEW OF TASKS TO BE ACCOMPLISHED BY THE CONTRACTOR

The Contractor shall, at a minimum, perform the following tasks:

- A. Conduct daily servicing, inspections and tests of VRE rolling stock.
- B. Perform running repairs to rolling stock (general repairs to be accomplished during the layover periods).
- C. Complete medium and heavy repairs, which shall be performed on a Task Order basis at the direction of VRE.
- D. Carry out all periodic maintenance inspections for all rolling stock as defined by the Original Equipment Manufacturer (OEM), FRA and VRE.
- E. Perform interior and exterior cleaning of VRE's train sets.

MAINTENANCE OF ROLLING STOCK AND FACILITIES

- F. Provide the management and staffing necessary to carry out rolling stock and facilities maintenance services.
- G. Employ a staff of qualified personnel who shall manage the Contract Services using good business practices that are consistent with the objectives of VRE, providing the highest quality and most efficient service to VRE's riders. The Contractor's staff shall have a high level of technical density to meet VRE's expectations.
- H. Have revenue train sets ready for morning departure, on VRE service days, pursuant to VRE's published schedules or as otherwise required by VRE.
- I. Carry out the provision of Special Trains as required by VRE. Special Trains may operate on weekdays, weekends or holidays.
- J. Participate in security drills and training conducted on VRE rolling stock by first responders and other emergency and security services personnel.
- K. Initiate an emergency response when required.
- L. Report safety and security incidents to VRE as further described in **ATTACHMENT E – SYSTEM SAFETY AND SECURITY**.
- M. Conduct investigations on safety and security incidents, with VRE being an integral party to such investigations.
- N. Participate in any training required by VRE and regulatory agencies, which is not provided by the Contractor.
- O. Clean and perform custodial services at VRE's Crossroads and Broad Run MSF as well as inspections, maintenance, and repair of specific support equipment and systems.
- P. Inspect and maintain the MSF grounds to include all tracks and buildings as well as lawn care and snow removal services.

C.2 PERFORMANCE REQUIREMENTS

C.2.1 ROLLING STOCK

- A. The Contractor shall maintain VRE's rolling stock, locomotives and railcars, in compliance with all requirements identified herein as well as the requirements of the OEM, FRA and VRE. The Contractor shall ensure that all VRE locomotives and railcars are serviced, inspected, maintained, repaired and cleaned and are available for service to enable trains to depart from the respective MSF at the designated times with the specified number of railcars.
- B. The Contractor shall maintain documentation as required by VRE and provide immediate access for review by VRE or governing regulatory agencies upon request.
- C. The Contractor shall provide reports documenting the status of rolling stock maintenance activities.

MAINTENANCE OF ROLLING STOCK AND FACILITIES

- D. The Contractor shall be fully liable for the cost of repairs made because of damage caused to VRE rolling stock by the actions or inactions of the Contractor or its Subcontractors that is beyond normal wear and tear.

C.2.2 FACILITY MAINTENANCE

The Contractor shall inspect, maintain and clean VRE's MSF as required by this specification. The Contractor shall ensure each MSF is maintained and presents an orderly, organized and safe working environment. The Contractor shall protect the value of all VRE assets made available to the Contractor during the term of the Contract. The Contractor shall be fully liable for the cost of repairs made because of damage caused to VRE's facilities by the actions or inactions of the Contractor or its Subcontractors that is beyond normal wear and tear.

C.3 PENALTIES AND INCENTIVES

Refer to **SECTION 02 – INCENTIVES** and **SECTION 03 – LIQUIDATED DAMAGES** of the Special Provisions for a listing of incentives and liquidated damages specific to maintenance services for VRE rolling stock and facilities. The liquidated damages identified in the Special Provisions shall be waived for the initial three (3) months of the Base Period of the Contract.

C.4 VRE RESPONSIBILITIES

VRE shall be responsible for the following tasks:

- A. Provide access to the MSF, including tracks, buildings, and stationary facility equipment to allow the Contractor to carry out the Contract Services.
- B. Provide access for inbound and outbound material and rolling stock movements.
- C. Provide the Contractor with furnished office space at the MSF.
- D. Pay for all utilities, including telephone/internet service, for the MSF.
- E. Unless otherwise stipulated by VRE, provide the Contractor with the material necessary to perform their responsibilities specific to rolling stock and facilities maintenance. VRE will maintain the functions of procurement management and inventory control as well as management of replacement parts and consumables as further described in **SECTION C.7 – MATERIALS MANAGEMENT** below.
- F. Provide the Contractor with the ability to generate requests for material needed from the VRE warehouse to carry out the Contract Services through the use of VRE-provided software or via email.

MAINTENANCE OF ROLLING STOCK AND FACILITIES

C.5 ROLLING STOCK

C.5.1 OVERVIEW

- A. The Contractor shall service, inspect, maintain, and clean VRE rolling stock to satisfy the requirements of VRE's train schedule. These tasks shall be performed for eight (8) train sets at Crossroads and for six (6) train sets at Broad Run. VRE reserves the right to change the train schedule at its sole discretion. VRE may also adjust the size and composition of its fleet of rolling stock or consist makeup during the term of the Contract. Spare locomotives and railcars must be ready, if required by VRE, for revenue service in support of the train schedule and in compliance with all other requirements of the Contract.
- B. Locomotives and railcars delivered by the Contractor to VRE for revenue service shall meet all requirements for daily inspection and maintenance, including paperwork and record keeping, as set forth by the FRA and VRE.
- C. Should VRE continue to store train sets mid-day at the L'Enfant Storage Track, the Contractor shall place such train sets on wayside power, as required, provide mid-day cleaning of those train sets, perform any running repairs that can be accomplished during the storage period, and have the train sets ready for afternoon departures. At present, a maximum of two (2) train sets can be stored at L'Enfant.

C.5.2 ROLLING STOCK MAINTENANCE PLAN

- A. Each Offeror shall include within its Proposal a comprehensive Rolling Stock Maintenance Plan (RSMP). This plan shall incorporate all tasks, policies, and procedures to be implemented by the Contractor to comply with the rolling stock maintenance standards of the OEM and VRE as well as all maintenance requirements of applicable regulatory agencies. For all periodic rolling stock inspections, the Contractor shall develop forms which must be submitted to VRE for approval, prior to being adopted. The RSMP shall, at a minimum, include the following:
 - 1. All servicing tasks.
 - 2. All inspection tasks.
 - 3. All maintenance tasks.
 - 4. All cleaning tasks, including re-stocking locomotive and railcar supplies.
 - 5. Defect and repair policies and procedures.
 - 6. Proposed workflow to complete all required tasks.
 - 7. Overview of Quality Management System including quality processes.
 - 8. Skills matrix for all job functions.
 - 9. Work schedules for both the Crossroads and Broad Run MSF.

10. Standard Operating Procedures (SOPs).
 11. Standard work instructions.
 12. Policies and procedures for determining root cause and corrective action for unusual occurrences (i.e. ride quality issues reported by train operations crews and passengers, hot railcars, cold railcars, unusual noise and vibrations, recurring mechanical defects, etc.).
- B. The RSMP shall comply with the requirements for an “Inspection, Testing and Maintenance Plan” as set forth by the FRA in 49 CFR, Part 238.107 as it pertains to VRE’s operation.
 - C. The RSMP shall include all inspection, testing, maintenance and repair tasks required to comply with 49 CFR 238, Subpart D, “Inspection, Testing, and Maintenance Requirements for Tier I Passenger Equipment”, as well as all other applicable sections of 49 CFR.
 - D. With specific reference to the locomotives in VRE’s fleet, the Contractor shall be familiar with the requirements of 49 CFR, Part 229, Subpart B, “Inspection and Tests.”
 - E. The Contractor shall also be aware of and adhere to VRE Standard Operating Procedures (SOPs) regarding VRE’s requirements for locomotive and railcar fleet maintenance. See **APPENDIX No. 4**.
 - F. The RSMP shall incorporate all maintenance procedures and practices recommended by the OEM, unless specifically directed otherwise by VRE. See **APPENDIX No. 5** for the Locomotive Maintenance Manual and **APPENDIX No. 6** for the Railcar Maintenance Manual. The entirety of the manuals will be shared with the Contractor following award of a Contract.
 - G. The RSMP submitted with each Offeror’s Proposal shall include sample copies of all forms and documentation proposed for use by the Contractor, including forms required for regulatory compliance and forms generally accepted as part of good railroad or business practice.
 - H. The Contractor shall implement the final comprehensive RSMP once approved by VRE and prior to commencement of the Base Period of the Contract. The RSMP shall be reviewed, revised and resubmitted to VRE at least once annually, as required by 49 CFR, Part 238.107, or as often as necessary to accurately represent the Contractor’s rolling stock maintenance policies and procedures.

C.5.3 RECORDKEEPING AND REPORTS

- A. The Contractor shall document and maintain all inspection, defect and repair records as required by the FRA. Repair sheets must include any defects repaired in accordance with FRA regulations, including 49 CFR 238.303 and 238.305 and as required for the locomotives in 49 CFR, Part 229, Subpart B.
- B. All records shall be maintained on-site at VRE’s MSF and electronically and shall be available for review by VRE at any time. All software used for the documentation, storage

MAINTENANCE OF ROLLING STOCK AND FACILITIES

and retrieval of maintenance, inspection and repair records shall comply with all applicable sections of 49 CFR.

- C. The Contractor shall work with VRE to maintain the railcar and locomotive history books at the VRE library located within the Crossroads warehouse, updating them as changes are made to each locomotive and railcar.
- D. The Contractor’s record keeping methods must be approved by VRE and must be compliant with the requirements identified in **ATTACHMENT F – INFORMATION SYSTEMS MANAGEMENT**.
- E. The following reports shall be provided to VRE by the Contractor by 7:00 A.M. Eastern Time the day following the activity that precipitated the report unless otherwise noted below:
 - 1. Rolling stock inspections made in conjunction with a passenger or employee injury on VRE equipment (locomotive or railcar).
 - 2. A comprehensive explanation, including corrective actions if called for, for all train delays over five (5) minutes which result from mechanical issues.
- F. The Contractor shall maintain and publish daily by 3:00 A.M. Eastern Time for VRE and others, as directed by VRE, a line-up of all train sets and a shop report that shows the status of all VRE locomotives and railcars.

C.5.4 VRE EQUIPMENT: LOCOMOTIVES AND RAILCARS

- A. The Contractor shall maintain train sets made up of a combination of the following equipment:

Quantity	Locomotive Type	Locomotive Number
20	MP36PH-3C	V50 – V69

Quantity	Passenger Coaches - Car Type	Number of Seats	Car Numbers
21	Sumitomo Gallery Cab Cars with Restroom	123	V710 – V730
49	Sumitomo Gallery Trailers with Restroom	130	V800 – V848
30	Sumitomo Gallery Trailers without Restroom	140	V850 – V879

- B. VRE also has a contract with Alstom Transportation, Inc. to acquire additional passenger railcars, specifically twenty-one (21) new Coradia Multilevel Trailer Cars with a restroom, which are expected to be delivered in 2027.
- C. VRE may change equipment consists at its sole discretion.

MAINTENANCE OF ROLLING STOCK AND FACILITIES

C.5.5 GENERAL OVERSIGHT RESPONSIBILITIES

The Contractor shall perform the following tasks:

- A. Sign the delivery tickets provided by VRE's contracted fuel suppliers, retain a copy for on-site filing at VRE's MSF, and email a copy to VRE's Director of Mechanical Operations or their designee.
- B. Oversee the delivery of diesel fuel and lubricating products, which are supplied by vendors contracted by VRE. Diesel fuel and lubricants are delivered directly to VRE's MSF. The Contractor shall have all locomotives fueled during the overnight layover period at each MSF. Fueling shall not conflict with any planned maintenance activity.
- C. Immediately report to VRE any spills which occur as the result of fueling and oiling activities and, when necessary, coordinate with a vendor to provide spill management and containment. The Contractor shall have a Subcontractor on-call to provide emergency response when needed.

C.5.6 INSPECTIONS AND SERVICING

- A. The Contractor shall perform all daily, seasonal, monthly, 92-day, 184-day, 368-day, 736-day, 1104-day and 1472-day inspections required to comply with all applicable regulations and recommended practices set forth by VRE, FRA, AAR, EPA, OEM, and APTA's Passenger Rail Equipment Safety Standards (PRESS) as well as all other recommended standards and practices of controlling regulatory agencies. The Contractor shall utilize the periodic inspections forms approved by VRE.
- B. The Contractor shall recommend to VRE for approval any additional maintenance tasks or activities it finds necessary to comply with any applicable regulation or performance standard.
- C. The Contractor shall also adhere to the daily inspection minimum requirements (reference 49 CFR 238, Subpart D – Inspection, Testing and Maintenance Requirements for Tier I Passenger Equipment) which includes, but is not limited to, the following:
 - 1. Exterior Calendar Day Mechanical Inspection.
 - 2. Interior Calendar Day Mechanical Inspection.
 - 3. Class I Brake Test.
 - 4. Safety Appliance Test.
 - 5. Trainline Power Test.
 - 6. Toilet system servicing (including watering and adjustments to sequencing valves).
 - 7. Re-stock toilet room with amenities.
 - 8. Remove all trash.
 - 9. Renew any inoperable light bulbs (interior and exterior).

MAINTENANCE OF ROLLING STOCK AND FACILITIES

10. Inspect all seats and replace if damaged.
 11. Check to ensure vital engine fluids are at the full mark and replenish if necessary.
 12. Check and top off the sand level.
 13. Clean the interior of each railcar.
 14. Ensure availability and operability of ADA components.
 15. Maintain all applicable records.
 16. Check safety equipment (fire extinguishers, pry bars, first aid kits, automated external defibrillators (AED), flagging kits, spill kits, etc.) and replace missing or out-of-date items.
 17. Check all doors.
 18. Check all passenger announcement systems.
 19. Perform Positive Train Control (PTC) daily departure tests, both ends of the consist.
 20. Check the cabinets in each railcar compartment.
- D. The daily inspection shall be scheduled and executed so that peak schedule requirements can be met with the existing fleet, including spare locomotives, trailer cars and cab cars. The daily inspection for each revenue train consist shall be completed no less than two (2) hours prior to the scheduled departure time for each train consist from the first station. All air brake testing must be completed prior to midnight, the day prior to the next scheduled departure.
- E. Additionally, the Contractor shall promptly perform a comprehensive mechanical inspection on the relevant part, section, or area for any passenger or employee injury on or associated with VRE rolling stock. The Contractor shall document the inspection, to include photographs as appropriate, and submit the report to VRE.

C.5.7 REPAIRS, GENERAL

The Contractor shall make all repairs to VRE's rolling stock as directed by VRE. The approval procedure for repairs shall be as follows:

- A. Repairs that require less than sixteen (16) man-hours to complete are the responsibility of the Contractor. VRE will provide the materials necessary for the Contractor to complete such repairs.
- B. Repairs estimated to take sixteen (16) or more man-hours or over two (2) days out of service require a Task Order. Refer to **SECTION 18 - TASK ORDER ASSIGNMENTS AND PROCEDURES** of the Special Provisions.
- C. Repairs estimated to take forty (40) or more man-hours or over seven (7) days out of service require a Task Order. VRE reserves the right to solicit pricing from other contractors to perform repairs of this magnitude.

MAINTENANCE OF ROLLING STOCK AND FACILITIES

C.5.8 RUNNING REPAIRS

- A. A running repair is defined as a repair that can be accomplished in eight (8) hours or less and can be performed with the rolling stock in line (i.e. the consist does not need to be broken up) without delay to the train. All defects found during daily inspections shall be corrected in accordance with applicable regulations or standards. Defects not specifically regulated shall be corrected as promptly as practical. This includes defects that have been the source of a reported personal injury to passengers or crew members. The Contractor shall make all running repairs on a daily basis without prior approval from VRE.
- B. In the event that a running repair cannot be completed within eight (8) hours, the Contractor shall switch out the bad order railcar or locomotive, replacing it with a spare railcar or locomotive using mechanical staff with all of the required qualifications to function as the locomotive engineer to accomplish this task. All switching activities must be completed in such a manner to minimize disruption to work and not delay service.
- C. The Contractor shall include a brief description of switching activities and use of spare railcars and locomotives in the daily shop report.

C.5.9 MEDIUM REPAIRS

- A. Medium repairs are all repairs that are too extensive to be completed as a running repair but can be completed at VRE's MSF using the assets available on site.
- B. The Contractor shall perform all medium repairs pursuant to the approval criteria in **SECTION C.5.7 – REPAIRS, GENERAL** above.

C.5.10 HEAVY REPAIRS

- A. Heavy repairs are all repairs that can only be accomplished outside of VRE's MSF.
- B. VRE will work with the Contractor and others to provide a solution for heavy repairs, as required.

C.5.11 CLEANING OF ROLLING STOCK (INTERIOR)

- A. The Contractor shall carry out the cleaning tasks included in the RSMP. Cleaning shall be performed daily on each railcar before being returned to service. The Contractor must obtain VRE approval for all cleaning agents prior to use and the Contractor shall comply with the VRE Standard Operating Procedures included in **APPENDIX No. 4**.
- B. At present, railcar cleaning is performed on VRE service days, during mid-day layover by Amtrak, and consists of the following, at a minimum:
 - 1. Removing all trash, including emptying trash containers.
 - 2. Sweeping restrooms.
 - 3. Resupplying all restrooms as needed.
 - 4. Mopping restroom floors as needed.

MAINTENANCE OF ROLLING STOCK AND FACILITIES

5. Cleaning windows as needed.
 6. Addressing any spills in the railcars as needed.
- C. Should the Contractor become aware of evidence of pest infestation onboard VRE's rolling stock, the Contractor shall immediately develop a plan to address the infestation. The Contractor shall submit the plan to VRE for approval and shall specifically identify the proposed approach to include the use of pesticides.
 - D. All trash and debris shall be disposed of in a timely manner in compliance with Federal, State and local regulations, including any recycling regulations that may be applicable.
 - E. Periodic deep cleaning of the railcars shall be performed by the Contractor on an as needed basis through Task Orders initiated by VRE.
 - F. Toilet waste and biohazard material must be disposed of in compliance with applicable Federal, State and local regulations. The Contractor shall be responsible for servicing the railcar toilet tanks on an as needed basis through Task Orders.
 - G. If the Contractor is the first to become aware of evidence of a rolling stock collision with humans and/or animals or of an on-board incident that may result in the presence of blood borne pathogens, the Contractor shall immediately notify VRE and hold the equipment for disposition by VRE. After the completion of the required inspections, the Contractor shall promptly work to clean the equipment according to appropriate procedures, disposing of blood, tissue, etc. in compliance with approved biohazard standards and regulations. The Contractor shall have a Subcontractor on-call to provide emergency biohazard response when needed.
 - H. If the Contractor is the first to become aware of evidence of an on-board incident resulting in the presence of blood borne pathogens, the Contractor shall immediately notify VRE and hold the equipment for disposition by VRE. After the completion of the required inspections, the Contractor shall promptly work to clean the equipment according to appropriate procedures, disposing of blood, tissue, etc. in compliance with approved biohazard standards and regulations. The Contractor shall have a Subcontractor on-call to provide emergency biohazard response when needed.

C.5.12 CLEANING OF ROLLING STOCK (EXTERIOR)

- A. The Contractor shall wash up to two (2) train sets per operating day at the Crossroads MSF, ensuring the proper rotation of train sets. A different train set shall be washed each service night, Monday through Friday.
- B. The speed of the train in the train wash shall be less than 1.5 miles per hour. Although the built-in radar may be used to monitor speed, it is preferred the engineer monitor the train's movement over the ground visually.
- C. VRE will supply the cleaning agents approved for use in the train wash.
- D. The Contractor shall provide VRE with a monthly schedule of train wash activity.

MAINTENANCE OF ROLLING STOCK AND FACILITIES

- E. If the Contractor is the first to become aware of evidence of a rolling stock collision with humans and/or animals resulting in the presence of blood borne pathogens, the Contractor shall immediately notify VRE and hold the equipment for disposition by VRE. After the completion of the required inspections, the Contractor shall promptly work to clean the equipment according to appropriate procedures, disposing of blood, tissue, etc. in compliance with approved biohazard standards and regulations. The Contractor shall have a Subcontractor on-call to provide emergency biohazard response when needed.

C.6 FACILITY USE AND MAINTENANCE

The Contractor shall maintain, restock, and keep in good repair all facilities and buildings within VRE's MSF which are provided for use under this Contract. In general, each MSF is secured and comprised of multiple storage tracks, a service and inspection building with welfare and office space, indoor and outdoor inspection pits, a train wash (at Crossroads presently and planned for construction at Broad Run), a crew building, and various storage sheds and containers.

C.6.1 LIST OF FACILITIES

- A. **Broad Run MSF**, which consists of the following:
1. Yard office building (block building approximately 1,350 SF).
 2. Welfare trailer (prefabricated office/locker room trailer approximately 750 SF).
 3. Eight (8) storage stub tracks with drip pans and five (5) gravel aisle ways.
 4. Gravel and paved yard parking areas.
 5. Approximately 540 FT long outdoor inspection pit with jacking pads.
 6. Service and Inspection (S&I) building (metal building approximately 10,600 SF).
 7. Approximately 100 FT long indoor inspection pit (inside the S&I building).
 8. Ten (10) Ton overhead crane (inside the S&I building).
 9. Hotel/wayside electrical power hubs (at the south end of each storage track and inside the S&I building).
 10. Perimeter fencing and gates (electric gate at main entrance and automatic train gate).
- B. **Crossroads MSF**, which consists of the following:
1. Yard office building (block building approximately 1,350 SF).
 2. Warehouse building with VRE offices (block building approximately 8,000 SF).
 3. Twelve (12) storage stub tracks with drip pans and six (6) gravel aisle ways.

MAINTENANCE OF ROLLING STOCK AND FACILITIES

4. One (1) storage/train wash track.
5. Gravel and paved yard parking areas.
6. Approximately 360 FT long outdoor inspection pit with jacking pads.
7. S&I building (metal building approximately 11,500 SF).
8. Approximately 100 FT long indoor inspection pit (inside the S&I building).
9. Ten (10) Ton overhead crane (inside the S&I building).
10. Lifecycle Overhead and Upgrade (LOU) facility with office and meeting room space (metal building approximately 33,000 SF).
11. Wheel truing machine (inside the LOU facility).
12. Drop table (within the LOU facility).
13. Overhead bridge crane with two (2) lift points, one with a five (5) Ton and the other with a thirty (30) Ton capacity (inside the LOU facility).
14. Enclosed train wash.
15. Hotel/wayside electrical power hubs (at the south end of each storage track and inside the S&I building).
16. Perimeter fencing and gates (electric gate at main entrance and automatic train gate).

C.6.2 FACILITY MAINTENANCE PLAN

- A. VRE's MSFs were constructed in the early 1990s, with various additions, including inspection pits, buildings, fencing, and electrical and lighting improvements performed within the past five (5) years.
- B. A joint inspection of the MSF shall be conducted between VRE and the Contractor to establish the baseline condition of each facility. A proposed Facility Maintenance Plan (FMP) shall be included within each Offeror's Proposal. This plan shall incorporate all tasks, policies, and procedures to be put in place by the Contractor to comply with the facility maintenance standards required by VRE and all maintenance requirements of applicable regulatory agencies. The plan shall also enable the Contractor to maintain the agreed upon baseline.
- C. At a minimum the FMP shall include the following:
 1. All servicing tasks.
 2. All inspection tasks.
 3. All maintenance tasks.
 4. All cleaning tasks.
 5. Defect and repair policies and procedures.

MAINTENANCE OF ROLLING STOCK AND FACILITIES

6. Proposed workflow to complete all required tasks.
 7. All routine inspection and servicing tasks of facility equipment as recommended by the OEM.
 8. All facility cleaning and housekeeping tasks.
 9. Overview of the Quality Management System including specific quality control processes and procedures.
 10. Skills matrix for all job functions.
 11. Work schedules for both the Crossroads and Broad Run MSF.
 12. Crane inspections.
 13. Jack inspections
 14. Fall protection inspections.
 15. Wheel truing machine inspections.
 16. Drop table inspections.
 17. Inspections of safety netting for open pits.
 18. Fire alarm system inspections.
 19. Track drip pan inspections and maintenance.
 20. Oil Water Separator monitoring and servicing.
 21. Access control system inspections.
 22. Lube oil system monitoring.
 23. Monitoring and maintenance of lighting.
 24. Ground power (inspection and notification).
 25. Circuit breaker resetting.
 26. Inspection and monitoring of all buildings and building systems.
 27. Maintenance of the grounds and fencing.
 28. Snow removal off walkways and switches.
 29. Lawn care.
 30. Track inspection and maintenance.
 31. Forms and documentation proposed for use in the maintenance of VRE's facilities.
- D. The Contractor shall implement the final comprehensive FMP once approved by VRE and prior to commencement of the Base Period of the Contract. The FMP shall be reviewed, revised and resubmitted to VRE at least once annually or as often as necessary to accurately represent the Contractor's facility maintenance policies and procedures.

MAINTENANCE OF ROLLING STOCK AND FACILITIES

- E. The Contractor shall perform routine inspections and conduct preventive maintenance, to include cleaning and repair of buildings, electrical systems and lighting, hotel power, load banks, HVAC equipment, plumbing and septic systems, storage tanks, compressed air systems, overhead cranes, fencing, general yard grounds and aisle ways.
- F. The Contractor shall keep all systems clean, in good repair, and at all times operational. All repairs and maintenance shall be performed in compliance with industry standards and per applicable codes and regulations.
- G. The Contractor shall comply with VRE access control procedures. Parking for the Contractor, including all employees and Subcontractors, shall be at designated locations only.
- H. The Contractor shall coordinate with VRE to establish a scrap collection and recycling program to maximize the level of recycling and reduce waste. All recyclable or waste material is the property of VRE.
- I. Periodically, VRE may perform inspections and provide the Contractor with a list of deficiencies to be corrected. The Contractor shall perform the work as noted by VRE without delay.
- J. The following items shall considered and included be included in the FMP:
 1. High mast lighting maintenance and ballast replacement.
 2. The storm water system downstream from the oil/water separators.
 3. Automated gate and door controls.
 4. Drop table servicing and repairs.
 5. Wheel truing machine servicing and repairs.
 6. Ground power servicing.
 7. Electrical substation servicing.
 8. Major underground utilities.
 9. VRE will also service the oil/water separators on a biannual basis. This has no effect on the Contractor's obligations regarding the oversight of the annual cleaning of the drip pans.
- K. The Contractor shall perform additional maintenance, repair and cleaning services on an as needed basis through Task Orders initiated by VRE.

C.6.3 MINIMUM PERIODIC MAINTENANCE AND INSPECTIONS

- A. The Contractor shall periodically inspect all MSF facilities and perform routine preventative maintenance to all buildings and building systems, such as but not limited to, lighting, HVAC servicing, crane servicing, door and lock servicing, plumbing servicing,

electrical servicing (limited to resetting breakers), inspection pits, drip pans, and as otherwise indicated by these specifications.

- B. VRE will perform periodic inspections and inform the Contractor of any deficiencies. The Contractor shall perform the deficient work without delay. VRE maintains the right to perform such work on behalf of the Contractor and to charge the cost of such work to the Contractor.
- C. The Contractor is responsible for notifying VRE of any facility deficiencies, including but not limited to, safety, security, and environmental concerns.

C.6.4 RECORDKEEPING

- A. The Contractor shall provide a monthly report summarizing maintenance and inspections performed on VRE's facilities and equipment.
- B. The Contractor shall provide notification within four (4) hours of any failure of VRE facilities or equipment.
- C. The Contractor shall provide immediate notification of any failure of VRE facilities or equipment which could prevent or delay revenue train service.
- D. The Contractor shall log all repairs, regardless of the entity carrying them out. The record shall be maintained for the duration of the Contract.
- E. The Contractor shall maintain a record log of facility maintenance activities at each MSF and provide the log for VRE review upon request.
- F. The Contractor shall provide waste manifests for disposal of scrap and other materials.
- G. All hard copies of records shall be maintained within the VRE library located at the Crossroads warehouse.

C.6.5 CLEANING AND HOUSEKEEPING

- A. Interior Spaces: The Contractor shall clean all facilities as necessary to ensure a clean and safe work environment. All cleaning shall be performed in a professional manner to industry standards. All interior spaces shall be swept to broom clean condition and trash collected daily. All offices, bathrooms, break rooms, and locker rooms shall be vacuumed and/or mopped twice a week. All tiled floors shall be buffed and waxed monthly and striped and re-waxed annually. The Contractor shall purchase and stock facilities for daily operation, to include toilet paper and paper towels. The Contractor shall also provide all cleaning supplies and tools needed to carry out all facility cleaning and housekeeping tasks included in the FMP as deemed necessary to maintain a clean, safe and orderly work environment.
- B. Exterior Spaces: The Contractor shall keep the MSF grounds clean and orderly at all times. Storage of parts, liquids and machinery shall be limited to designated areas. The dumpsters shall be emptied twice weekly, at minimum, by the Contractor. All inspection pits and drip pans shall be power washed bi-annually by the Contractor.

MAINTENANCE OF ROLLING STOCK AND FACILITIES

C.6.6 EMERGENCY REPAIRS

In an emergency situation where a repair is required (e.g., to eliminate an unsafe situation and/or to ensure train maintenance and/or operations) and the Contractor is unable to contact VRE in advance for approval, the Contractor shall proceed with the necessary repairs and notify VRE within twenty-four (24) hours.

C.6.7 OTHER

- A. Service contracts, not specifically indicated as being provided by VRE, are the responsibility of the Contractor.
- B. The Contractor shall remove snow within the yards (e.g., doorways, sidewalks, tracks, aisle ways and roads). The Contractor shall also provide snow removal for tracks and switches within the two (2) MSF.
- C. The Contractor shall perform all MSF track inspections and maintenance, including the yard leads, using a qualified track inspector. Track repairs shall be addressed on an as needed basis through Task Orders initiated by VRE. See **Appendix No. 7** for MSF track diagrams.
- D. The Contractor shall coordinate services and repairs with other VRE activities (maintenance, construction, etc.) that may be performed within the MSF by other independent contractors. Any conflicts between planned activities shall be reported to VRE immediately.
- E. Major equipment must be maintained to the highest level and returned to VRE in the same condition, less normal wear and tear, at the end of the Contract. VRE-retained equipment includes, but is not limited to, the following.
 - 1. DeShazo TR-SG-DM 10 Ton Crane (2).
 - 2. F&I 30 Ton Bridge Crane.
 - 3. Macton 50 Ton Locomotive Lifts (2).
 - 4. NSH USA Wheel Truing Machine TN-84C.
 - 5. Whiting 20 Ton Car Lift (2).
 - 6. Whiting Drop Table BWH.
 - 7. F&I Scissors Lift (2).
 - 8. Caterpillar GP25NS Forklift.
 - 9. Caterpillar GP35N5 Forklift (2).
 - 10. Caterpillar DP70P2 Forklift (2).
 - 11. Crown RD5200 Standup Forklift.
 - 12. Genie GS-2032 Scissors Lift.

13. Genie GS-3268RT Scissors Lift.
14. Columbia Payloader 100 Cart (5).
15. Sanding Cart (2).

C.7 MATERIALS MANAGEMENT

- A. VRE will provide materials necessary for the Contractor to accomplish its responsibilities required by the Contract unless otherwise noted.
- B. The VRE warehouse shall be staffed from 7:00 A.M. - 5:00 P.M., Monday through Friday (with the exception of VRE holidays). Material requests outside of these hours will be handled on a case-by-case basis. VRE will provide a daily parts runner to distribute material and pick-up repair and return items from the Broad Run MSF.
- C. The Contractor shall initiate requests for materials from the VRE warehouse. VRE will manage scheduled maintenance kits to simplify warehousing and distribution. The Contractor is required to provide VRE warehouse staff with materials requirements for scheduled maintenance at least one (1) month in advance.
- D. The Contractor may request the use of specific suppliers or brand names. However, VRE has the final authority on supplier selection for any part.
- E. The Contractor may maintain mini-inventories at each MSF for commonly used items, but those mini-inventories shall continue to show as “inventory”, noted to be at the MSF location. Any time that a mini-inventory item is used, it must be reported to the warehouse and, if appropriate, a core shall be returned to the warehouse in a timely manner.
- F. All material must be stored at the MSF such that it does not warp, twist or otherwise distort during storage. VRE may reject as non-compliant any inventory items not stored in conformance with this policy.
- G. Loss of value due to improper handling or storage of material shall be the responsibility of the Contractor.
- H. On an annual basis VRE may conduct a joint audit with the Contractor aimed at identifying obsolete material.
- I. VRE will provide the Contractor the existing inventory of parts as requested.
- J. The Contractor shall work with VRE to manage the warranty programs for all VRE materials/parts procurements throughout the term of the Contract.

C.8 PERSONNEL/STAFFING AND TRAINING FOR MAINTENANCE EMPLOYEES

- A. The Contractor shall determine the staffing requirements and number of personnel necessary to perform the required Contract Services specific to rolling stock maintenance and facility maintenance, which shall be identified in each Offeror's Staffing Plan, and which must be approved by VRE.
- B. The Contractor and its personnel shall, however, have demonstrable experience and knowledge in the field of passenger rolling stock equipment maintenance and repair, and shall have the authority to make decisions and execute repair and maintenance tasks.
- C. The Contractor shall provide the personnel responsible for rolling stock maintenance and facility maintenance with cell phones. Such cell phones need not have dual SIM capability.
- D. In the performance of the Contract Services, the Contractor shall ensure that all personnel, direct employees or subcontracted, are fully trained and qualified.

C.8.1 TRAINING

In addition to all other requirements as set forth herein, VRE requires that all Contractor and Subcontractor employees shall, at a minimum, be trained and, where required, certified prior to the use of the following equipment.

- A. Lube oil totes.
- B. Forklifts.
- C. Columbia Payloader 100 cart.
- D. Cutting torches.
- E. Welding equipment.
- F. Car and locomotive jacks.
- G. Overhead cranes.
- H. Load banks.
- I. Power washers.
- J. Train wash.
- K. Jump packs for starting locomotives.
- L. Ground power.
- M. Manual track switches.
- N. Yard air and compressors.
- O. Ground power circuit breakers at the switching gear locations.

MAINTENANCE OF ROLLING STOCK AND FACILITIES

- P. Wheel truing machine.
- Q. Drop table.
- R. Scissor lifts.
- S. 3-axis lifts.
- T. Fall protection.
- U. Sanding carts.
- V. Train and automotive gate override.

C.8.2 VRE ORIENTATION AND FAMILIARIZATION TRAINING

- A. The Contractor shall refer to **ATTACHMENT B – MANAGEMENT** for general employment training requirements.
- B. During the Mobilization Period of the Contract, VRE will provide orientation and familiarization training for the Contractor’s employees as well as the employees of Subcontractors.

C.8.3 EMPLOYEE TRAINING PERFORMED BY THE CONTRACTOR

- A. The Contractor shall maintain a trained workforce capable of performing all levels of maintenance on VRE’s rolling stock and facilities required during the term of the Contract.
- B. The Contractor shall track and maintain records documenting rolling stock and facilities maintenance activities.
- C. Training needs shall be evaluated annually with appropriate training sessions scheduled for employees on a regular basis by the Contractor.

C.8.4 TECHNICAL TRAINING

- A. The Contractor shall establish and maintain a training program that complies, at a minimum, with the requirements of the FRA as stated in 49 CFR 238.109, Training, Qualification and Designation Program.
- B. The Contractor shall maintain qualified personnel to inspect, test, troubleshoot and repair VRE rolling stock and facilities. A progressive qualification and skills matrix must be implemented to ensure Contractor personnel are qualified to perform troubleshooting and repairs on all VRE locomotives, railcars, and facilities.
- C. The Contractor shall maintain a sufficient number of qualified personnel and qualified maintenance personnel to perform all required work associated with 49 CFR 236.586 through 236.589.
- D. The Contractor shall maintain qualified maintenance personnel certified in refrigerant handling in accordance with 40 CFR 82.161 - Technician Certification.

- E. The Contractor shall have available in each MSF at all times between 5:00 P.M. and 4:00 A.M. ET, Sunday through Thursday (holidays that do not precede VRE service days excepted), personnel who are also qualified to operate locomotives for switching railcars in and out of consists and at all other times that switching activities are required.

C.8.5 SAFETY TRAINING

- A. All Contractor employees, as applicable, are required to have been certified to work by passing a test in conjunction with a safety training course administered upon hiring. This safety training course shall have a curriculum which, at a minimum, is focused on the following topics:
1. Roadway worker protection.
 2. Safe work practices on and around railroad equipment.
 3. Blue signal protection.
 4. Material handling, including hazardous materials.
 5. High voltage electricity on applicable railway equipment.
 6. Drug and alcohol awareness (Supervisors/Managers only).
 7. Biohazard training.
 8. OSHA training.
 9. Four-point jacking of railcars and locomotives.
 10. Fall protection.
 11. Personal protective equipment.
 12. VRE safety video.
 13. VRE's Rules to Live By.
 14. MSF/yard familiarization training.
 15. Locomotive/railcar familiarization training.
 16. Cart safety.
 17. PTEP training.
 18. Forklift certification.
 19. Harassment training.
 20. First aid training, including CPR and AED.
 21. Stormwater pollution prevention.
 22. Welder certification.
- B. The Contractor is responsible for providing all safety training, unless otherwise noted by VRE, and shall conduct annual safety refresher courses for all employees.

MAINTENANCE OF ROLLING STOCK AND FACILITIES

- C. The Contractor shall be responsible for the performance of all employees working on the Contract.

C.8.6 EMPLOYEE PROCEDURES MANUAL

- A. The Contractor shall maintain an Employee Procedures Manual that details the work practices to be employed in the maintenance of VRE rolling stock and facilities.
- B. The Employee Procedures Manual shall be submitted to VRE for review and approval no later than thirty (30) calendar days after the date set forth in the NTP.
- C. The Employee Procedures Manual shall be used to manage the workforce throughout the duration of the Contract.
- D. Any changes to the Employee Procedures Manual must be approved by VRE before implementation.
- E. The Employee Procedures Manual shall, at a minimum, address the following:
 - 1. Conduct at the Workplace.
 - 2. Reporting to Work Procedures.
 - 3. Employee Time-Keeping.
 - 4. Personal Appearance at the Workplace.
 - 5. Drug and Alcohol Policy.
 - 6. Workforce Policies and the Discipline Process.
 - 7. Safety Rules.
 - 8. Employee Benefits.

C.8.7 EMPLOYEE CONDUCT

The Contractor shall be responsible for the conduct of its employees while on VRE property and off VRE property on assigned work as part of this Contract. All employees shall conduct themselves in a professional manner at all times.

C.8.8 EMPLOYEE DISCIPLINE PROCESS

- A. The Contractor shall establish a progressive discipline process to maintain employee performance in accordance with the policies established by the Contractor and VRE. The process for administering discipline shall be documented in the Employee Procedures Manual.
- B. At VRE's sole discretion, it may remove from VRE property any maintenance personnel who it considers to compromise performance, quality, public image, or safety. The Contractor shall remove personnel from VRE's property immediately upon the request of VRE. Removal and replacement of personnel shall be at the Contractor's expense.