



## Regional Transit Authority Solicitation Request Routing Sheet

INSTRUCTION: The user department is responsible for providing all information requested below and securing the requisite signatures.

### Attachments

(\*Indicates Required Items)

\* Scope of Work

Technical Specifications

DBE/SBE Goal Calculation

Project Schedule/Delivery Date \*

Selection Criteria (RFQ/RFP Only)

- A. I have reviewed this form and the attachments provided and by signing below I give authority to the below stated Department Representative to proceed as lead in the procurement process.

Raymundo Delgadillo

Director of Bus Maintenance

8359

Name

Title

Ext.

- B. Name of Project, Service or Product: Out of Shop Repairs

- C. Justification of Procurement:

Our Bus Maintenance Department currently has multiple open vacancies, along with 5 mechanics out on Short Term Disability or Workers Compensation. This reduction in labor has made it difficult to keep up with our aging fleet, and while we are getting newer buses, large majority of our fleet is still from 2008, or 2010.

Many of our Technicians have recently retired, it has become necessary to reach out for assistance from Authorized dealers to assist with diagnostics and advanced bus repairs.

- D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Yes

No

James H. Bogle  
Director of Grants/ Federal Compliance

Date 8/19/21

- E. Safety: Include Standard Safety Provisions Only

Additional Safety Requirements Attached

Michael J. Smith  
Safety Director

Date 8/19/21

Risk Management: Include Standard Insurance Provisions Only?

Yes

No

Include Additional Insurance Requirements Attached n/a



8/24/2021

Risk Management Analyst

Date

F. Funding Source: Federal State Local Other: \_\_\_\_\_

Funds are specifically allocated in the Department's current fiscal year budget or in a grant to cover this expenditure as follows:

Total Available Funding: \$ \_\_\_\_\_

Estimated Cost: \$ 150,000

FTA Grant No.(s) \_\_\_\_\_

Line Item(s) \_\_\_\_\_

Operations/Department Code \_\_\_\_\_

Budget Code(s) 1430002.7360.06101

Monica F. Richard  
Budget Analyst Date 8/20/2021

G. DBE/SBE Goal: 0 % DBE 0 % Small Business

John B. Spruiell  
Director of Small Business Development Date 8/19/2021

John B. Spruiell  
DBE/EEO Compliance Manager Date 8/19/2021

H. Authorizations: I have reviewed and approved the final solicitation document.

Raymond Delgado  
Department Head Date 8-19-2021

John B. Spruiell  
Division Manager Date 8/24/2021

James H. Byrnes  
Director of Procurement Date 8/24/21

#### FOR PROCUREMENT USE ONLY

Type of Procurement Requested: (circle one)

IFB

RFQ

RFP

SS

TWO-STEP

**Invitation for Bid (IFB)** This competitive method of awarding contracts is used for procurements of more than \$25,000 in value. The agency knows exactly what and how many of everything it needs in the contract, as well as when and how the products and services are to be delivered. The award is generally based on price.

**Request for Quote (RFQ)** This type of solicitation is often used to determine current market pricing.

**Request for Proposal (RFP)** This approach to contracting occurs when the agency isn't certain about what it wants and is looking to you to develop a solution and cost estimate.

**Sole Source (SS)** this procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements.

**Two-step Procurement - request for qualifications** step-one used in the formal process of procuring a product or service, It is typically used as a screening step to establish a pool of vendors that are then qualified, and thus eligible to submit



responses to a request for price proposal (RFP). In this two-step process, the response to the RFQ will describe the company or individual's general qualifications to perform a service or supply a product, and RFP will describe specific details or price proposals.

  
\_\_\_\_\_  
Chief Financial Officer

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Executive Officer

  
\_\_\_\_\_  
Date

**Independent Cost Estimate (ICE)**

**INDEPENDENT COST ESTIMATE SUMMARY FORM**

Project Name/Number:

Date of Estimate:

Description of Goods/Services:

Out of Shop Repairs

☒ New Procurement

☐ Contract Modification (Change Order)

☐ Exercise of Option

Method of Obtaining Estimate:

Attach additional documentation such as previous pricing, documentation, emails, internet screen shots, estimates on letterhead, etc.

☐ Published Price List (attach source and date)

☒ Historical Pricing (attach copy of documentation from previous PO/Contract)

☐ Comparable Purchases by Other Agencies (attach email correspondence)

☐ Engineering or Technical Estimate (attach)

☐ Independent Third-Party Estimate (attach)

☐ Other (specify) \_\_\_\_\_ attach documentation

☐ Pre-established pricing resulting from competition (Contract Modification only)

Through the method(s) stated above, it has been determined the estimated

total cost of the goods/services is \$ \$ 150,000 Per Year

The preceding independent cost estimate was prepared by:

Name

Raymundo Delgadillo

Signature



**Scope of work for Cummins, Allison, and Thermoking Engine Diagnostics and repair**

NORTA Bus maintenance needs diagnostic services from an authorized Cummins, Allison, & Thermoking. We are looking for on-site diagnostic services and minor repairs, and when needed we could send the vehicle to a local shop or they can do it in our shop. We need 590 hours of labor for a cost 220 per hour including traveling cost. At total cost of \$ 130,000 and an estimated miscellaneous expense of \$20,000 for a total budget of \$150,000.

Thanks,

*Raymundo Delgadillo*  
**Director of Bus Maintenance**  
504-827-8400  
Rmoser@rtaforward.org

## **TECHNICAL SPECIFICATIONS FOR BUS DIAGNOSTIC AND REPAIRS**

### **1. SCOPE**

The RTA requires vehicle diagnostic and repair services for their bus fleet. This service is on an as-needed basis; this includes but is not limited to the following vehicle systems; engines, transmissions, A/C HVAC.

Multiple vendors may be selected if needed to complete the needs of the agency. The term of this agreement would be two years, with a one-year option to renew.

The contractor must be an authorized Cummins, Thermo King, or Allison dealer.

### **2. APPLICATION AND SIZE**

Vehicles include 2008-2012 Orion VII buses (35ft and 40ft buses). New Flyer 60ft Articulated buses. 2019-2021 New Flyer Xcelcior (35 and 40ft buses).

All units are equipped with Allison Transmissions, Thermo King A/C units, and Cummins ISL engines.

### **3. PERFORMANCE**

The specified component shall perform to all Cummins, Tristate, Or Allison OEM standards and specifications upon completion of diagnostics or repairs.

### **4. QUALITY**

#### **Repairs**

Only the original manufacturer's parts (OEM) will be allowed. No substitutions or modifications will be allowed or accepted.

OEM engine components parts that have been modified or misapplied, according to the OEM engine supplier's original design and intention, will not be allowed or accepted.

### **5. DOCUMENTATION**

All bidders shall furnish the Regional Transit Authority with their bid, complete with descriptive literature covering and identifying the items to be supplied, including specification sheets and performance data.

Failure to submit the required information and to complete attachment incorrectly shall render a bid non-responsive and shall cause its rejection.

#### 7. DELIVERIES

The contractor must be able to supply on sight support service and diagnostics within 24 hours of being notified of needed services.

RTA agrees to deliver and pick up buses from the Contractor place of business located within fifty (50) miles of the RTA's garage if on sight repairs are not possible.

#### 8. REPAIR

The contractor agrees to complete repairs in a first-class manner within ten (10) business days from delivery.

If a project takes longer than 10 days due to unforeseeable circumstances, RTA must be notified immediately and negotiate a new and acceptable timeline in good faith;.

If the RTA is not notified, the contractor agrees to pay \$100 for each day after the ten days the vehicle is not available.

#### 9. PRICING

The price for the supplied specified item shall be a fixed labor rate for the length of the contract period.

Engine hourly labor rate total: \_\_\_\_\_

Transmission hourly labor rate total: \_\_\_\_\_

A/C, HVAC hourly labor rate total: \_\_\_\_\_

Fees:

On Sight Service call charge: \_\_\_\_\_

Shop Supply fee: \_\_\_\_\_

Additional Fees: : \_\_\_\_\_




## Kenworth of Louisiana - Harahan

1001 Edwards Ave Harahan, Louisiana 70123  
 Phone: (504) 818-0100



Case Number: 9099724 - Repair Order Number: 11450  
 Purchase Order Number: n/a  
 Service Writer: Lovell, Rob - Case Date: 08/04/21 11:12 am CDT

<b>Regional Transit Auth</b>	<b>Unit #: 209</b>		
<b>Address:</b> ATTN:CARMEN CAMPBELL 2817 CANAL BLVD NEW ORLEANS, LA 70119	<b>Asset:</b> 2010 ORION BUS ORION VII [ URBAN 40 ]	<b>Miles</b> 500,611	 A6706507
<b>Phone:</b> 0000000000	<b>Serial #:</b> A6706507		
<b>Fax:</b> (504) 648-5239	<b>VIN:</b> 1VHFH3G23A6706507		
<b>Cust #:</b> 06109	<b>Engine:</b> Not Supported		
	<b>Engine Hours:</b> 5859		

### Complaint:

C/S unit is popping back through the intake. Check and advise.

Operation	Operation	Labor	Parts	Core Charge	Total
1	SANITATION PROCESS	\$0.00	\$0.00	\$0.00	\$0.00
2	TRIAGE - DOWNLOAD FAULT CODES CHECK FOR CAMPAIGNS TRIAGE--TRIAGE  <b>Complaint:</b> C/S unit is popping back through the intake. Check and advise.	\$36.90	\$0.00	\$0.00	\$36.90
3	DIAGNOSE DIAGNOSE--099-107-000  <b>Complaint:</b> Diagnostic/troubleshooting time for engine related complaints  <b>Cause:</b> Installed driveshaft. Batteries dead, will not start. Jump started. Ran engine and inspected. Verified engine popping through intake. Removed crossover tube and valve cover. Found #6 exhaust push tube out of line with the exhaust rocker. The top of the push tube was damage and the push tube was bent. Replaced push tube with one on hand.  <b>Correction:</b> Need to run overhead & run unit at idle to see if popping still occurs.	\$258.30	\$0.00	\$0.00	\$258.30
4	CYLINDER HEAD 040--045-007-000  <b>Complaint:</b> Run overhead/check & set valve lash  <b>Cause:</b> Ran the overhead adjustment. All overhead components appeared to be ok. Overhead was slightly out of adjustment.  <b>Correction:</b> Installed the valve cover and the crossover tube.	\$0.00	\$0.00	\$0.00	\$500.00
5	ROAD TEST - VERIFY REPAIR VERIFICATI--ROAD TEST  <b>Complaint:</b> Regen & road test to verify repairs	\$184.50	\$0.00	\$0.00	\$184.50

**Notes:** [8/4/2021 at 11:14 am CDT] - Unit was checked in at Kenworth of Louisiana - Harahan, arrival time: .  
Repair status set to Checked-in.  
[8/6/2021 at 09:52 am CDT] - Approval Requested for the estimate version 1, total \$1,131.36. [View the estimate](#). NOTE: Please review the attached estimate. Let us know if you have any questions. Reply to this case or call us directly with approval. Thank you!  
Repair status set to Hold (auth).

<b>Parts:</b>	\$0.00
<b>Labor:</b>	\$479.70
<b>Core:</b>	\$0.00
<b>Haz. Waste:</b>	\$14.39
<b>Shop:</b>	\$43.17
<b>Freight:</b>	\$0.00
<b>Tax:</b>	\$94.10
<b>TOTAL:</b>	<b>\$1,131.36</b>

NOTICE: The undersigned being the owner or authorized agent for the owner of the above described vehicle, part, or equipment does hereby authorize Kenworth of South Louisiana and its agents, herein after, The Dealer, to perform the above described work and furnish the necessary material on said vehicle part and/or equipment and does hereby authorize The Dealer and its agents to operate said vehicle and/or equipment on the streets, highways, or elsewhere as needed to correct complaints described above. The customer is responsible for payment of and for all work performed. Failure to provide payment immediately upon completion of repairs shall result in charges equal to legal interest starting on the date of arrival to The Dealer. In addition to any interest for unpaid repairs, The Dealer shall be entitled to attorney's fees, costs, and expenses. The dealer is not responsible for any valuables left in the vehicle and shall be held harmless for any and all property. The dealer is not responsible for any trailers whatsoever even if left on premises. The shop rate is \$140.00 per hour; minimum two hours on all diagnostic work.

ATTENTION CUSTOMERS: Please be aware that if it is determined that in the process of repairing your vehicle your vehicle has been modified from original equipment as approved by its EPA certification Kenworth of Louisiana is required to assemble your unit back into compliance. At this time you will be provided with an estimate to bring the unit into compliance. If you choose not to bring your vehicle into compliance, all additional work on your vehicle will cease and you will be required to pay any and all associated costs for work performed to your vehicle up to that point, even if the repair is incomplete. Failure to accept this estimate of repairs will release Kenworth of Louisiana from any and all liability for workmanship or additional costs and expenses due to the illegal emissions modifications to your vehicle. We are also required by law to report these modifications to the truck OEM and engine manufacturer, both of which will void your warranty and those parties may choose to report the modifications to the EPA.




## Kenworth of Louisiana - Harahan

1001 Edwards Ave Harahan, Louisiana 70123  
Phone: (504) 818-0100

**PACCAR**  
**SOLUTIONS**

Case Number: 9058221 - Repair Order Number: 11396  
Purchase Order Number: n/a  
Service Writer: Stokes, Justin - Case Date: 07/28/21 01:55 pm CDT

<b>Regional Transit Auth</b>	Unit #: <b>706381</b> <b>194</b>
<b>Address:</b> ATTN:CARMEN CAMPBELL 2817 CANAL BLVD NEW ORLEANS, LA 70119	<b>Asset:</b> 2010 ORION BUS <b>Miles</b> 189,565 <b>Serial #:</b> A6706381 <b>VIN:</b> 1VHFH3G27A6706381 <b>Engine:</b> ISL <b>Engine Hours:</b> 2743
<b>Phone:</b> 0000000000 <b>Fax:</b> (504) 648-5239 <b>Cust #:</b> 06109	 A6706381

### Complaint:

C/R please inspect and advise the following concerns. 1. Head gasket is leaking.

Operation	Operation	Labor	Parts	Core Charge	Total
1	SANITATION PROCESS	\$0.00	\$0.00	\$0.00	\$0.00
2	TRIAGE - DOWNLOAD FAULT CODES CHECK FOR CAMPAIGNS TRIAGE--TRIAE <b>Complaint:</b> C/R please inspect and advise the following concerns. 1. Head gasket is leaking.	\$36.90	\$0.00	\$0.00	\$36.90
3	DIAGNOSE DIAGNOSE--099-107-000 <b>Complaint:</b> Diagnostic/troubleshooting time for head gasket leak	\$258.30	\$0.00	\$0.00	\$258.30
4	CYLINDER HEAD 040--045-007-000 <b>Parts:</b> (1.0) ELEMENT-CRANKCASE VENTILATIO, (1.0) FILTER-LUBE, (1.0) GASKET,CYLINDER HEAD, (1.0) KIT, (6.0) CLEANER -NON-CHLORINATED BRK HIGH V.O, (6.0) ROTELLA 15W40 CJ4 GALLON <b>Complaint:</b> Replace head gasket set	\$4,489.50	\$353.56	\$0.00	\$4,843.06

**Notes:** [7/28/2021 at 02:06 pm CDT] - Unit was checked in at Kenworth of Louisiana - Harahan, arrival time: .  
Repair status set to Checked-in.  
[7/29/2021 at 11:59 am CDT] - Good evening Team. We are currently waiting on a tech to become available to proceed with repairs.  
[8/3/2021 at 12:15 pm CDT] - Approval Requested for the estimate version 1, total \$5,908.98. View the estimate. NOTE: Please review the attached estimate to replace head gasket.. Let us know if you have any questions. Reply to this case or call us directly with approval. Thank you!  
Repair status set to Hold (auth).

**Parts:** \$353.56  
**Labor:** \$4,784.70  
**Core:** \$0.00  
**Haz. Waste:** \$25.00  
**Shop:** \$250.00  
**Freight:** \$0.00  
**Tax:** \$495.72  
**TOTAL:** \$5,908.98

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# Tri State Refrigeration, Inc.

334 Butterworth Street - Jefferson, LA 70121  
Phone: (504) 733-9581 - Fax: (504) 733-4631  
[www.tsrtk.com](http://www.tsrtk.com)

Remit To:

7387 E. Industrial Ave.  
Baton Rouge, LA 70805

**NET 30 DAYS**

SOLD TO  
S0423 RTA  
COST CENTER#460  
2817 CANAL STREET  
NEW ORLEANS, LA 70119

SHIP TO  
TRI STATE REFRIGERATION INC.  
334 BUTTERWORTH ST.  
JEFFERSON, LA 70121

TK ATHENIA SN: 3000153298 HR 1944.0 W:00 INVOICE#  
Sold By: 25 PO #: 913319 Date 7/22/21 WORK ORDER WS41913  
Ship By: Tax #: 13:41:04 PRT: 3

Tax	D	Qty	Description	Price	Amount
Customer Unit: 274 Group: 01					
COMPLAINT:					
CHECK AND ADVISE					
CORRECTION:					
06/01/2021-CUSTOMER CAME INTO SHOP. INSPECTED OVER					
AND FOUND CONDENSER LEAKING AND BOTH BAD EXPANSION					
VALVES. MADE UP QUOTE FOR REPAIRS AND SENT TO					
CUSTOMER FOR APPROVAL. GOT APPROVAL AND ORDERED					
PARTS.					
07/21/2021-REPAIR AS PER QS03879. R/R CURBSIDE					
CONDENSER AND BOTH EXPANSION VALVES. R/R DRIER. LEAK					
CHECKED SYSTEM WITH NITROGEN. EVACUATED AND CHARGED					
SYSTEM. RAN AND CHECKED OPERATIONS.					
LABOR A/C					
** TOTAL LABOR A/C					1374.11
PARTS SHOP					
00000	1	TK	67-2503	COIL ASSY C	3094.71
00000	1	TK	306-221	DRIER FILTE J-6-8	70.09
00000	25	CG	2030743	FREON, R407C	18.00
00000	2	TK	61-5328	VALVE, EXP H 5-0	236.63
00000	1	TK	880007	NITROGEN	9.50
00000	1	JS	562-010	ROD, BLUE-45	47.00
00000	4	MEI	8990	A/C INSUL T M 3-4	.48
** TOTAL PARTS SHOP					4146.48
SHOP SUPPLIES					
00000			SUPPLIES		50.00
ENVIRO FEES					
00000	1		ENVIRONMENTAL FEES	21.50	21.50

\*CORES MUST BE RETURNED WITHIN 30 DAYS TO RECEIVE CREDIT\*

\*\* SUBTOTAL 5592.09

X Charge Sale

Phone: (504) 827-8478

PAY THIS  
AMOUNT

\$5592.09



World Leader In Transport Refrigeration

**ACCOUNTS RECEIVABLE**

P.O. Box 377  
Brandon, FL 33509-0377  
(813) 540 1919  
ar@rtsallison.com

**NEW ORLEANS BRANCH**

129 Industrial Drive  
Slidell, LA  
(985) 200-0400  
www.rtsallison.com

**RELIABLE TRANSMISSION SERVICE, INC**  
BECAUSE ALLISON IS ALL WE DO.™

**\*\*\* Customer Review \*\*\***

Date / Time: 7/15/2021 8:18:56AM  
Repair Order: 107  
Customer: 12047  
Branch: SLA  
Invoice Total: \$ 8,824.00

\*\*\*Charge\*\*\*

Page 1 of 3

**Bill To:** NEW ORLEANS REGIONAL TRANSIT AUTHORITY  
2817 CANAL ST.  
NEW ORLEANS, LA 70119  
Shop: 504-827-8400 Fax: 504-648-5080

**Ship To:** NEW ORLEANS REGIONAL TRANSIT AUTHO  
2817 CANAL ST.  
NEW ORLEANS, LA 70119

Customer P/O: REQUIRED nschmitt

Completion Date:

**Unit Number: 266**

**Model Year: 2022**

**Make/Model: Van Hool Bus C2405**

**Type: Tour Bus**

**VIN: 1VHFH3G23A6706877**

**Task: 1 SC**

**Service Call**

**Department: Field Svc**

Supp. Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
Labor Quote: 222.00					

**Task Subtotals**

Parts:	\$0.00
Core Chg:	\$0.00
Core Ret:	\$0.00
EHC:	\$0.00
Labor:	\$222.00
Miscellaneous:	\$0.00
<b>Task 1 Subtotals:</b>	<b>\$222.00</b>

**Task: 2 R&R**

**Remove Or Replace Trans**

**Department: Field Svc**

**Complaint:** CUSTOMER REQUESTS AN EXCHANGE TRANSMISSION WITH LABOR

Supp. Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
E017124	Transmission	Part	1.00	4,825.00	4,825.00
Stocking Number: E017124-C		Serial Number:			
	Transmission -Core	Inherent	1.00	1,600.00	1,600.00
Labor Quote: 1,600.00					

**Task Subtotals**

Parts:	\$4,825.00
Core Chg:	\$1,600.00
Core Ret:	\$0.00
EHC:	\$0.00
Labor:	\$1,600.00
Miscellaneous:	\$0.00
<b>Task 2 Subtotals:</b>	<b>\$8,025.00</b>

**Task: 3 SR**

**Service Or Repair Of Trans**

**Department: Field Svc**

**Complaint:** REMOVE FAILED UNIT AND TAKE BACK TO OUR SHOP AND CHECK COOLER.

Supp. Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
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**ACCOUNTS RECEIVABLE**

P.O. Box 377  
 Brandon, FL 33509-0377  
 (813) 540 1919  
 ar@rtsallison.com

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**\*\*\* Customer Review \*\*\***

Date / Time: 7/15/2021 8:18:56AM  
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 Invoice Total: \$ 8,824.00

\*\*\*Charge\*\*\*

Page 2 of 3

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 NEW ORLEANS, LA 70119  
 Shop: 504-827-8400 Fax: 504-648-5080

**Ship To:** NEW ORLEANS REGIONAL TRANSIT AUTHO  
 2817 CANAL ST.  
 NEW ORLEANS, LA 70119

Customer P/O: REQUIRED nschmitt

Completion Date:

Labor Quote: 280.00

**Task Subtotals**

Parts:	\$0.00
Core Chg:	\$0.00
Core Ret:	\$0.00
EHC:	\$0.00
Labor:	\$280.00
Miscellaneous:	\$0.00
<b>Task 3 Subtotals:</b>	<b>\$280.00</b>

**Task: 4 SC****Service Call**

**Department: Field Svc**

**Complaint:** TRAVEL BACK TO CUSTOMERS LOCATION AND INSTALL NEXT DAY.

Supp. Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
Labor Quote: 222.00					

**Task Subtotals**

Parts:	\$0.00
Core Chg:	\$0.00
Core Ret:	\$0.00
EHC:	\$0.00
Labor:	\$222.00
Miscellaneous:	\$0.00
<b>Task 4 Subtotals:</b>	<b>\$222.00</b>

**ACCOUNTS RECEIVABLE**

P.O. Box 377  
Brandon, FL 33509-0377  
(813) 540-1919  
ar@rtsallison.com

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Date / Time: 7/15/2021 8:18:56AM  
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Page 3 of 3

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NEW ORLEANS, LA 70119  
Shop: 504-827-8400 Fax: 504-648-5080

**Ship To:** NEW ORLEANS REGIONAL TRANSIT AUTHO  
2817 CANAL ST.  
NEW ORLEANS, LA 70119

Customer P/O: REQUIRED

nschmitt

Completion Date:

Customer Tax ID:

**Totals**

<b>Total Parts:</b>	<b>\$4,825.00</b>
<b>Total Core Chg:</b>	<b>\$1,600.00</b>
<b>Total Core Ret:</b>	<b>\$0.00</b>
<b>Total EHC:</b>	<b>\$0.00</b>
<b>Total Labor:</b>	<b>\$2,324.00</b>
<b>Total Miscellaneous:</b>	<b>\$0.00</b>
<b>Total Shop Supplies:</b>	<b>\$75.00</b>
<b>Invoice Subtotal:</b>	<b>\$8,824.00</b>
<b>Total Tax:</b>	<b>\$0.00</b>
<b>Invoiced Total:</b>	<b>\$8,824.00</b>

Payment Method

Charge