



8.0 GENERAL REQUIREMENTS

8.1 Scope of Work: Work includes, but is not limited to, providing all labor, consumable materials (rags, etc), tools, equipment, and services required for STS (Ship To Shore) and RMG (Rail Mounted Gantry) mechanical preventive maintenance and general mechanical and/or minor electrical repairs.

8.2 Codes and Standards: Contractor, as a minimum, shall meet or exceed the applicable requirements of the latest revision of the following codes and specifications published by the following organizations:

ANSI	-	American National Standards Institute
ASME	-	American Society of Mechanical Engineers
ASLE	-	American Society of Lubrication Engineers
ASTM	-	American Society of Testing Materials
CMMA	-	Crane Manufacturers Association of America
EPA	-	Environmental Protection Agency
ISO	-	International Standards Organization
IEEE	-	Institute of Electrical and Electronic Engineers
NFPA	-	National Fire Prevention Association
OSHA	-	Occupational Safety and Health Act

All work shall be performed in accordance with all federal, state, county, or municipal codes, laws, or ordinances as applicable. It is not the intent of this specification to restrict the Contractor's work. The Contractor shall be totally responsible for the work. These specifications are the minimal requirements acceptable to GPA.

8.3 Contractor Qualifications: Contractor shall have a minimum of five (5) years' experience, with the design, installation, commissioning, maintenance and/or repair of STS (Ship to Shore) container and RMG (Rail Mounted Gantry) cranes. Contractor shall be thoroughly familiar with the installation, maintenance, and repair of STS cranes.

8.4 Contractor's Supervision and Employees: Contractor shall provide a competent supervisor satisfactory to the Maintenance Manager, STS/RMG Cranes or his designated representative (Maintenance Representative) that is authorized to act on the behalf of the Contractor. Contractor's supervisor or a competent assistant supervisor shall be on the Port's premises at all times during the work and in responsible charge of the work on behalf of the Contractor. Contractor shall promptly remove from the work area and the Port's premises any supervisor or employee of the Contractor whose work or conduct is not satisfactory to the Maintenance representative.

8.5 Contractor Work Hours: The GPA operates seven days per week twenty-four hours per day. Contractor's bid shall be predicated upon the work being completed around the GPA's operations at any time of day or night suitable to the contractor.

8.6 Scheduling: Contractor shall be responsible for coordinating all work to be performed under this project with the designated Maintenance Representative. Contractor shall submit in writing all requests for access to work on the equipment to the Maintenance Representative by Friday noon for all work planned to be performed the following week. Contractor's request to work on equipment will be scheduled around GPA's operations. If the equipment is available for Contractors work the following week, then the Maintenance Representative will submit a formal request to GPA Operations requesting the specific equipment for the following week.

- 8.7 Contractor Care, Custody and Control of the Work:** Upon commencement of work, Contractor shall be fully responsible for the care, custody, and control of the equipment until the work has been completed. Contractor shall continuously protect his work from damage, protect all persons from injury, and protect all other property from damage, injury, or loss arising in connection with the work regardless of who the Owner of said property might be. The Contractor alone shall be responsible for the safety, efficiency, and adequacy of his equipment, tools, and materials. The Contractor shall be responsible for proper lock-out tag-out of the equipment. The Contractor shall be responsible for any damages that may result from Contractor's improper work or operation of the equipment. During the period of Contractor's work, the Contractor shall protect and secure the equipment from all environmental conditions (i.e., rain, wind, storm, etc.).
- 8.8 Safety:** Contractor shall provide safety barriers, as required, to clearly identify the working area and to prevent others from accessing the work area. This safety zone shall be sufficiently sized to prevent injury or damage to persons or equipment if tools or other items fall from the crane. In addition, contractor shall comply with all GPA Contractor Security, Safety, Health, and Environmental Requirements. Upon completion of the work, Contractor shall remove the safety barriers from the work area.
- 8.9 Notifications:** Any accidents, injuries, fires or other incidents of a serious nature or incidents requiring emergency response must be reported immediately to GPA's Port Police Department at (912) 964-3911. In the case of an environmental spill or release of any sort, Contractor shall immediately notify GPA's environmental response coordinator at (912) 964-3842 and the Maintenance Representative.
- 8.10 Site Access:** Contractor may enter and exit through Gate 1 or Gate 5 (24 hour 7 day per week gate). Contractor shall obtain gate passes for all personnel entering GPA premises. GPA identification passes are available at the GPA Credentialing Center. Contractor shall arrange for GPA gate passes for all material and equipment entering and exiting the Port.
- 8.11 Welding and burning:** No welding or burning shall be performed on Port premises without a GPA issued "Hot Work" permit that is available at the GPA Port Police Office at Annex II.
Note: Contractor's hot work is subject to GPA Port Police and U.S. Coast Guard inspection. All applicable regulations concerning NFPA standards and Coast Guard inspection must be met. All provisions described on the permit and/or safe regulation sheet shall be followed. A sample copy of "Hot Work" permit is attached and identified as exhibit "A".
- 8.12 Employee Identification:** All Contractor employees are to be credentialed by the GPA Credentialing Center. GPA Credentialing badges are to be worn by Contractor employees at all times. Any Contractor employee arriving to work on GPA premises that is not in possession of a GPA Credentialing badge will be denied access to the GPA property. Any Contractor employee performing work on GPA premises that does not have their picture identification badge displayed in plain view will be advised to attach the badge in a visible spot. The incident will be noted.

Credentialing badges of Contractor personnel that have been terminated or assigned outside of GPA shall be collected by the Contractor and turned into the GPA Police immediately following termination or reassignment.

Only authorized Contractor employees are allowed on the premises of GPA facilities. Contractor employees are not to be accompanied in the work area by acquaintances, family members (including children), assistants or any other person unless said person is an authorized Contractor employee. Access to designated restricted areas is forbidden by Contractor's employees.

- 8.13 Work Area Cleanliness:** Contractor shall maintain their work area in a reasonably neat and orderly condition, free from accumulation of waste materials and rubbish, and contained within the immediate work area in a manner acceptable to the designated Maintenance Representative.

At the completion of the work, Contractor shall leave the equipment and work area clean in a manner acceptable to the Maintenance Representative. All used materials, excess grease, rags, scraps, and debris shall be properly disposed of in GPA refuse bins on the ground. Not refuse shall be left on the crane.



All Contractor's equipment and tools shall be removed from the work area as soon as practical after completion of the work.

- 8.14 Additional work:** GPA reserves the right to have the Contractor perform additional work as required to complete repairs identified during the preventive maintenance of the crane. Any additional work will be performed on a Time & Material basis per the Contractor's T & M rate sheet included with their bid. All additional work shall be pre-approved by and shall have daily time sheets for aforementioned additional work submitted to the Maintenance Representative

For invoicing of additional work, Contractor shall submit itemized invoices along with copies of the daily time sheets. A copy of the vendor's invoice shall substantiate all materials and/or third party rentals provided by the Contractor.

- 8.15 Final inspection:** Contractor shall notify the Maintenance Representative prior to completion of each job to allow for adequate time for inspection of Contractor's work.

All work performed shall be subject to inspection by GPA, and the Contractor shall correct all deficiencies at no cost to GPA.

Any warranty items or deficiencies identified by the final inspection that impact the operation of the equipment shall be corrected immediately.

8.16 Technical Requirements:

A. STS/RMG Crane Operation:

Contractor shall provide qualified personnel that have STS/RMG Crane operating experience and are capable of, as a minimum, the following tasks:

- Performing safety pre-check of work area to identify potential hazards,
- Operating all STS/RMG crane motions,
- Emergency stop procedures, and
- Understanding of all critical equipment safety devices/interlocks.

In addition, Contractor's designated STS/RMG crane operator(s) shall be thoroughly familiar with all operating requirements identified in the Original Equipment Manufacturer's Operating & Maintenance manuals.

B. Preventive Maintenance Documentation:

- Contractor shall contact the Maintenance Representative a minimum of once per week to obtain preventive maintenance task lists and work order numbers for equipment requiring preventive maintenance.
- Upon completion of preventive maintenance tasks contractor shall submit completed maintenance task lists to the Maintenance Representative daily. Contractor shall also submit time sheets for completed work with the completed preventive maintenance task lists.
- Contractor shall immediately report any deficiencies in writing, to the Maintenance Representative.

C. Operational check: At the completion of the work, Contractor shall operate all functions of the STS crane to ensure proper operation.

1. While operating the crane, confirm the following:
 - Expand / Retract stops at 20', 40', and 45' positions
 - All flippers raise and lower

2. While hoist and trolley, confirm the following:
 - Hoist raise / lower and trolley forward / reverse motions operate at top speed
 - Hoist raise / lower and trolley forward / reverse slow downs and stops operate properly

3. While gantry, confirm the following:
 - Gantry left / right motions operate at top speed
 - Gantry Audible warning device operates in either direction
 - Gantry cable reel maintains correct cable tension during gantry

8.17 Preventive Maintenance & Repair Tasks:

- A. Mechanical PM – 250 Hour
 - Contractor shall perform items noted on the attached 250 hour preventive maintenance task list. Deficiencies discovered during the pm shall be reported immediately to the designated GPA maintenance representative.
 - The contractor shall top off all automatic lubrication systems during this PM.
 - Contractor shall note all deficiencies on the preventive maintenance task list and shall also provide a written estimated repair time for correcting the deficiency.
 - Contractor shall also note when the deficiency was reported to GPA's designated representative.
 - Contractor shall correct all deficiencies as directed by the designated maintenance representative.

- B. Lube PM – 500 & 3000 Hour
 - Contractor shall perform items noted on the attached 500 or 3000 hour preventive maintenance task list. Deficiencies discovered during the pm shall be reported immediately to the designated GPA maintenance representative.
 - Contractor shall note all deficiencies on the preventive maintenance task list and shall also provide a written estimated repair time for correcting the deficiency.
 - Contractor shall also note when the deficiency was reported to GPA's designated representative.
 - Contractor shall correct all deficiencies as directed by the designated maintenance representative.
 - The contractor shall top off all automatic lubrication systems during this PM.
 - Contractor shall dispose of all oil, grease, and oil contaminated materials per applicable environmental standards. The cost of disposal of lubricants shall be included in the cost to perform the PM.
 - The contractor shall use a GPA furnished lubrication preventive maintenance task checklist to perform maintenance as required. Lubrication shall be performed for each item on the checklist using only the method, amount, and lubricant type specified on the preventive maintenance task list. Alternative lubricants may be utilized if and only if prior authorization is obtained by the Manager of Maintenance. If the contractor uses any non-authorized lubricants the contractor will be responsible for and bear all costs for purging of the incorrect lubricant and application of the correct lubricant.
 - The contractor shall be responsible for cleaning all excessive lubricants from the crane. Especially grease/oil on the trolley and gantry rail and wheels.

- C. Wire Rope PM – 1000 Hour
 - Contractor shall perform items noted on the attached 1000 hour Wire Rope preventive maintenance task list. Deficiencies discovered during the pm shall be reported immediately to the designated GPA maintenance representative.
 - Contractor shall also note when the deficiency was reported to GPA's designated representative.
 - Contractor shall measure the wire ropes with an accurate Vernier caliper and the sheaves shall be measured with an appropriate sheave gauge. These tools shall be provided by the contractor, and all measurements shall be noted on the task list.
 - The contractor shall top off all automatic wire rope systems during this PM.
 - Contractor shall dispose of all oil, grease, and oil contaminated materials per applicable environmental standards. The cost of disposal of lubricants shall be included in the cost to perform the PM.



- The contractor shall use a GPA furnished lubrication preventive maintenance task checklist to perform maintenance as required. Lubrication shall be performed for each item on the checklist using only the method, amount, and lubricant type specified on the preventive maintenance task list. Alternative lubricants may be utilized if and only if prior authorization is obtained by the Manager of Maintenance. If the contractor uses any non-authorized lubricants the contractor will be responsible for and bear all costs for purging of the incorrect lubricant and application of the correct lubricant.
- The contractor shall be responsible for cleaning all excessive lubricants from the crane. Especially grease/oil on the trolley and gantry rail and wheels, handrails, and walkways.

8.18 Billing and Payment: Contractor shall submit only itemized billings which reflect original estimates. Any materials and third party rentals provided by the Contractor shall be substantiated by vendor invoice. The Contractor may be required to submit to the Maintenance Manager a completed and executed statutory affidavit on the form provided with the invoice upon request by the Maintenance Manager. Invoice payment will not be made under this contract until the statutory affidavit has been received when required.