

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Dave Klotzle, Assistant City Engineer 
Prepared by: Shaun Kroes, Senior Management Analyst 

DATE: August 20, 2010 (CC meeting of 09/01/10)

SUBJECT: Consider Award of Agreement to CUSA, CC, LLC. to Provide Dial-A-Ride Paratransit Services

SUMMARY

The City Council is being asked to consider awarding a three-year Agreement with two, one-year extensions for Dial-A-Ride Paratransit services to CUSA CC, LLC. (CUSA). A copy of the Request for Proposal (RFP) and proposals from CUSA, MV Transportation Inc. (MV), Pegasus Transit Inc. (Pegasus) and West Coast Paratransit, Inc. (West Coast) are provided in the Large Conference Room. Electronic versions of the documents can be provided upon request.

BACKGROUND

The City contracts for Senior Dial-A-Ride (DAR) and ADA Paratransit services. The Senior DAR program is an origin to destination service for City of Moorpark residents aged 62 and older. The rider pays \$1.50 per one way trip (per trip) for travel within the City. The ADA Paratransit service provides origin to destination transportation within the City for \$1.50 per trip for any City of Moorpark resident with a valid American with Disabilities Act (ADA) card, issued by the Ventura County Transportation Commission (VCTC). The ADA Paratransit service also provides trips to and from Thousand Oaks and the Los Angeles County transfer point for \$3.00 per trip. Travel to and from Camarillo and Oak Park is \$4.50 per trip. The City also provides travel to Simi Valley via transfer points for \$3.00 per trip. The City contracted with MV from July 2004 through June 30, 2009. Nationwide Transit Company (Nationwide) provided service for the City July 1, 2009 to April 12, 2010. The City terminated its Agreement with Nationwide on April 12, 2010. The City's current fixed-route transit contractor, CUSA, began providing Dial-A-Ride Paratransit services for the City on a month-to-month basis. On May 5, 2010, City Council approved the City's RFP for Dial-A-Ride Paratransit services, subject to final language approval of the City Manager

and City Attorney, and authorized staff to solicit for proposals. After updating the RFP with stronger requirements, City staff released the RFP on June 9, 2010, with a proposal submittal deadline of July 1, 2010. Four companies provided proposals. Their pricing is detailed in Table 1 below.

Table 1: Company Pricing

Firm Name	CUSA	MV	Pegasus	West Coast
Per Trip Fee	\$2.50	\$4.712	\$101.24	\$2.25
Trip Estimates	3,462	3,462	3,462	3,462
Total Trip Cost	\$8,655.00	\$16,312.94	\$350,492.88	\$7,789.50
Per Mile Fee	\$4.12	\$4.116	\$6.51	\$2.90
Mile Estimates	32,945	32,945	32,945	32,945
Total Mile Cost	\$135,733.40	\$135,601.62	\$214,471.95	\$95,540.50
Grand Total	\$144,388.40	\$151,914.56	\$564,964.83	\$103,330.00

Staff reviewed all four proposals and arranged for an interview panel with representatives from three of the companies. Staff determined not to interview Pegasus due to the exceptional increase in costs compared to the other three vendors. Staff contacted Pegasus's staff to inform the company of the decision. Pegasus's staff understood the decision and welcomed any further opportunities for future proposals. The remaining three companies interviewed with the City's interview panel on July 6, 2010. Moorpark's interview panel consisted of Dave Klotzle, Assistant City Engineer, Margaret Heath, Paratransit Manager for Gold Coast Transit, and Shaun Kroes, Senior Management Analyst. All three companies were provided 10 minutes to present their proposal and company overview, followed by a 20 minute question/answer period from Moorpark's interview panel.

Table 2 below represents the results of the interviews:

Table 2: Company Evaluation

	CUSA	MV	West Coast
Vendor Presentation (15 Possible)	15	15	8.7
Response to Questions (35 Possible)	33.3	32.7	29.3
Cost Proposal (25 possible)	25	25	25
Impression of Proposal (15 Possible)	14.3	14.7	13.3
Overall Impression (10 Possible)	9.5	9.3	7.7
Total Score (100 Possible)	97.1	96.7	84

DISCUSSION

CUSA and MV received similar scores. West Coast provided a good proposal as well; however, the committee determined that CUSA and MV were more qualified while still remaining within the City's budget for Dial-A-Ride Paratransit services. As mentioned previously, CUSA is the City's current fixed-route operator. MV does have more experience at providing Dial-A-Ride Paratransit services compared to CUSA. As proposed, MV would operate Moorpark's Dial-A-Ride Paratransit services program from its Thousand Oaks facility. MV also provides Dial-A-Ride Paratransit services for Gold Coast Transit, the City of Westlake Village, and was recently awarded an Agreement with the City of Camarillo for fixed-route and Paratransit services.

Although MV does have more experience than CUSA, the committee recognized CUSA's handling of the City's existing Dial-A-Ride Paratransit services program. CUSA was able to assume services on a month-to-month basis with very little preparation time in April 2010. Since providing service, CUSA has received multiple positive comments from the City's passengers since assuming responsibility of the Dial-A-Ride Paratransit services. City staff is also concerned about changing to another contractor after two changes since July 1, 2009. The additional change in contractors could be a stressor on some of the passengers. CUSA has also stated that it will order a 2010 model year minivan to replace its 2007 model year minivan upon award of the Agreement.

The City receives federal funding to help cover some of the service costs. Consequently, the City must perform a cost comparison between different transit agencies to justify the expense associated with the service. The majority of cities around Moorpark use an hourly rate compared to the City's per trip and per mile rate. The City of Westlake Village is one City that uses a per trip and per mile rate. Table 3 below shows the price difference between the two cities.

Table 3: Federal Cost Comparison

	City of Moorpark (Proposed)	City of Westlake Village (Actual)	Percent Difference
Per Trip Fee	\$2.50	\$2.51	0.4%
Per Mile Fee	\$4.12	\$3.66	(11.17%)

As detailed above, The City of Westlake Village pays slightly more per trip but 11.17% less per-mile. The City of Westlake Village's price is about a year older and has not been increased. CUSA has also agreed to lower its rates after 30 to 60 days of service if it is determined that its actual costs are lower than expected. Based upon the cost comparison in Table 3, the bid results shown in Table 1, and CUSA's agreement to potentially lower its rates, staff has determined that CUSA's rates are acceptable.

In addition to the cost comparison requirement, the City is also required to confirm through the Federal Excluded Parties List System, that the City's contractor has not been excluded from receiving any federally funded agreements. Staff checked all four companies and determined they were eligible to provide the City's Dial-A-Ride Paratransit services.

FISCAL IMPACT

The FY 2010/11 budget includes \$150,000 for Dial-A-Ride Paratransit services. A portion of this budget comes from Federal Transit Administration (FTA) 5307 funds. FTA 5307 funding varies from year-to-year, but, in general, the City receives an annual average of \$250,000 in FTA 5307 funding. These funds are distributed to various City transit functions such as fixed-route capital maintenance, Dial-A-Ride Paratransit Inter-City operations, and Metrolink security camera capital maintenance. Transportation Development Act (TDA) 8c funds and fare revenues make up the remainder of the budget for Dial-A-Ride Paratransit services as summarized below.

Capital Maintenance Costs:

- FTA 5307: \$50,000
- TDA 8c: \$25,000
- Subtotal: \$75,000

Operation Costs:

- FTA 5307: \$30,000
 - TDA 8c: \$41,500
 - Fares: \$6,500
 - Subtotal: \$75,000
- Total Paratransit Budget: \$150,000

STAFF RECOMMENDATIONS

1. Approve the selection of CUSA, CC, LLC. for Dial-A-Ride Paratransit services for the City of Moorpark.
2. Authorize City Manager to sign the Agreement, subject to final language approval of the City Manager and City Attorney.

Attachment:

- A. Agreement

AGREEMENT BETWEEN THE CITY OF MOORPARK AND CUSA CC, LLC FOR PROVIDING DIAL-A-RIDE PARATRANSIT SERVICES

THIS AGREEMENT, made this _____ day of _____ between the City of Moorpark, a municipal corporation, located at 799 Moorpark Avenue, Moorpark, California 93021, hereinafter referred to as “City” and CUSA CC, a Limited Liability Company, (LLC) hereinafter referred to as “Contractor”.

WITNESSETH

The Parties hereto do agree as follows:

1. Term – The term of this Agreement shall be from the date executed above, and shall continue in effect until the completion of the project on June 30, 2013.

The City shall have the exclusive option to extend this Agreement for up to two (2) additional years, in consecutive one-year increments. The City shall advise Contractor of its intention to continue for an additional period at least ninety (90) days prior to the end of this Agreement.

- 2.1 Incorporation by Reference – Appendix A (Scope of Services), Appendix B (Proposal Cost Form and Addenda), Appendix C (Proposer Reference Forms), Appendix D (Vehicle Identification Forms), Appendix E (List of Subcontractors), Appendix F (Moorpark Paratransit Rules), Attachment 1 (Insurance Requirements), Attachment 2 (Liquidated Damages), Attachment 3, including Exhibits 1 and 2 (Federal Transit Administration Requirements), Attachment 4 (Labor Code Sections 1070 – 1074), and Attachment 5 (City’s Request for Proposal) are hereby incorporated and made a part of this Agreement.
- 2.2 Order of Precedence – The provisions of this Agreement shall control all Agreement Documents; in the event of any ambiguity or inconsistency, the same shall be resolved by reference first to the language of any written amendments signed by both parties, then to the language of the Agreement, then attachments to the Agreement, then to the language of the City’s Request for Proposal.
- 2.3 Entire Agreement – This Agreement contains all of the covenants and agreements between the parties with respect to the rendering of Paratransit services by Contractor to the City, and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever.

Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, not embodied herein, shall be valid or binding and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. This Agreement shall not

be amended in any way except by a writing expressly purported to be such an amendment, signed and acknowledged by both of the parties hereto.

3. Definitions – “Vehicle” or “backup vehicle” shall mean a bus or van designated by the Contractor for use in providing services under this Agreement, including but not limited to a primary vehicle, an additional wheelchair accessible vehicle and a backup or replacement vehicle if needed due to a mechanical breakdown, traffic incident, or any reason whatsoever to provide transportation services under this Agreement. The backup or replacement vehicle shall be equipped with a wheelchair lift and be of the size, capacity, and design specified in Appendix A. All vehicles shall be in a safe and good working order. The City shall have the right to approve the suitability of any vehicle used by the Contractor under this Agreement.

“Boarding Station” shall mean the general location where the driver can legally park his/her vehicle to pick up a participant. Typically, this is in front of a participant’s home or at a designated pick-up location in front of a medical facility or Adult Day Health Center.

“Participant” shall mean any person utilizing the services provided by the Contractor as described in Appendix A.

4. Compensation – Compensation for services to be performed by the Contractor shall not exceed the per trip and per mile rates submitted in the Contractor’s Cost Proposal Form in Appendix B without additional authorization by the City. Services shall be billed in accordance with Contractor’s proposal as it is accepted by the City. The City shall only pay for services actually rendered. Services rendered shall specifically exclude time for travel to and from the Contractor’s storage facility and downtime for road assistance.

Contractor agrees to lower the per trip and per mile rates after thirty but no later than sixty days of performing the services if it is determined that Contractor’s actual costs are lower than expected.

Contractor shall submit to the City a written invoice for services rendered fifteen (15) days following the end of the month for which services were rendered. Invoices shall be accompanied with attachments specified in Appendix A. The City agrees to pay the amount due to the Contractor within thirty-five (35) days following the receipt of said invoice. The above rates to be paid to the Contractor may be adjusted as of the first day of July, 2011 and each July first thereafter, in accordance with the Cost Proposal Form submitted by the Contractor, if the City exercises its option to extend the Agreement and with the City Manager’s prior written consent.

5. Liquidated Damages – The City reserves the right to assess Liquidated Damages as specified in Attachment 2.

6. Federal Transit Administration (FTA) – Contractor shall comply with all FTA Requirements as specified in Attachment 3.
7. City Obligations – City agrees to comply with all reasonable requests of the Contractor relative to, and provide access to all documents reasonably necessary for, the performance of Contractor's duties under this Agreement. City shall be responsible for approving all trip routes, time schedules, and fares. City reserves the right to change time schedules.
- 8.1 Contractor's Obligations – For and in consideration of the payments and agreements herein before mentioned to be made and performed by City, Contractor agrees with City to provide services as specified and to do everything required by this Agreement, the said Appendixes, Attachments, and Exhibits thereof. Without limiting the generality of the foregoing, Contractor warrants on behalf of itself and all subcontractors engaged for the performance of this Agreement, that only persons authorized to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws, shall be employed in the performance of the work hereunder.
- 8.2 Background Checks – Contractor shall be registered with the Department of Justice as a Human Resources Agency. Contractor shall at a minimum perform background checks on drivers utilizing a vendor such as Live Scan to ensure that drivers with inappropriate backgrounds are not employed to provide services under this Agreement. Drivers shall have no felony conviction history.
9. Licenses and Registrations – At all times during the term of this Agreement, Contractor shall have in full force and effect, all licenses and registrations required of it by law for the performance of the services in this Agreement, including a City Business Registration.
10. Indemnification – Contractor shall indemnify, defend, and hold harmless the City, and its officers, employees, and agents ("Indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys' fees and costs of litigation ("Claims"), arising from Contractor's activities in the performance of the services under this Agreement, excepting only those actions, claims, liabilities, obligations, judgments, or damages arising out of the sole negligence of the City Indemnitees. In the event the City Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding alleging negligent or wrongful conduct on the part of the Contractor:
 - A. The Contractor shall provide a defense to the Indemnitees or at the City's option reimburse the Indemnitees their costs of defense, including reasonable attorneys' fees, incurred in defense of such Claims; and

B. The Contractor shall promptly pay any final judgment or portion thereof rendered against the Indemnitees.

11. Insurance – The Contractor shall maintain prior to the beginning of, and for the duration of this Agreement, insurance coverage as specified in Attachment 1.
12. Independent Contractor – Contractor is and at all times shall remain, as to the City, a wholly independent Contractor. Contractor shall not, at any time or in any manner, represent that Contractor is an officer, employee or agent of the City. Contractor shall comply with all applicable provisions of the Workers' Compensation Insurance and Safety Acts and Labor Code of the State of California.
13. Amendments – Any amendment, modification, or variation from the terms of this Agreement shall be in writing and shall be effective only upon approval by the City Manager.
14. Termination and Suspension – This Agreement, or portions thereof, may be terminated, canceled or suspended in any one of the following manners:
 - 1) By mutual written agreement of the parties.
 - 2) Upon ten (10) days written notice by City or thirty (30) days written notice by Contractor, with or without cause.
 - 3) If in the sole subjective judgment of City at any time or times after the commencement of the term of this Agreement, Contractor fails to perform the services required to be provided in accordance with the terms hereof, or fails to comply with any of the requirements and terms of this Agreement the City, upon at least seventy-two (72) hours written notice to Contractor, and without prejudice to any other remedies the City may have, may terminate Contractor's services and any obligations the City may otherwise have under this Agreement. The written notice shall instruct Contractor to cease its services as of a specified day, and City shall have no further obligation to pay for services tendered or otherwise after such date.
 - 4) If in the sole subjective judgment of City at any time or times after the commencement of the term of this Agreement Contractor fails to maintain in force throughout the term of this Agreement, including any extensions thereof, the insurance coverage required herein, or Contractor effects any willful acts or omissions that endanger the public health and safety, the City may immediately, without prior notification, and without prejudice to any other remedies the City may have, suspend Contractor's services and any obligations the City may otherwise have under this Agreement. Upon receiving written notice of immediate suspension, Contractor shall have up to fourteen (14) days to cure or remedy cause for suspension; however the City may, at the City's sole discretion, terminate this Agreement within the suspension period. Should the Contractor cure or remedy the cause for

suspension, and the cure or remedy is accepted, in writing, by the City, Contractor may resume services.

15. Ownership of Reports and Data – At the time of 1) termination of this Agreement or 2) conclusion of all work, all electronic and/or paper copies of the list(s) of participants and subscription services (all participant information, pick-up times, trip origins and destinations), vehicle maintenance records, incident reports or other summaries of customer complaints, original reports, documents, calculations, computer files, notes, and other related materials whether prepared by Contractor or its subcontractor(s) or obtained in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of City. Any word processing computer files provided to City shall use Microsoft Word for Windows software.
16. Assignment – Contractor shall not assign this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City Manager. Only qualified Contractor employees, as described in the Scope of Services (Appendix A), shall perform driver services provided for in this Agreement.
17. Attorneys' Fees – If any action at law or suit in equity, including an action for declaratory relief, is brought to enforce or interpret any provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, court costs, and necessary disbursements, in addition to any other relief to which it may be entitled.
18. Non-Discrimination – In the performance of the terms of this Agreement, the Contractor agrees that it shall not engage in, nor permit such subcontractors as it may retain to engage in, discrimination in employment of persons because of age, race, color, creed, sex, sexual orientation, national origin or ancestry, religion, or marital status of such person(s). Violation of this provision may result in the imposition of penalties referred to in the Labor Code of the State of California Section 1735.
19. Venue – This Agreement is made, entered into, and executed in Moorpark, Ventura County, California, and any action filed in any court of law for arbitration of the interpretation, enforcement and/or otherwise of the terms, covenants and conditions referred to herein shall be filed in an applicable court in Ventura County, California.
20. Non-Exclusive Agreement – The City reserves the right to contract with other firms during the Agreement term or to issue multiple agreements for individual aspects of the project as may be deemed in the best interests of the City.
21. Public Domain – All products used or developed in the execution of this Agreement shall remain in the public domain at the completion of the Agreement.

22. Audit – City shall have the option of inspecting and/or auditing all records and other written materials used by Contractor in preparing its statements to City as a condition precedent to any payment to Contractor.
23. Interpretation of Agreement – Should interpretation of this Agreement, or any portion thereof be necessary, it is deemed that this Agreement was prepared by the parties jointly and equally, and shall not be interpreted against either party on the grounds that the party prepared the Agreement or caused it to be prepared.
24. Waiver of Agreement – No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.
25. Captions and Headings – The captions and headings of the various Articles and Paragraphs of this Agreement are for convenience and identification only and shall not be deemed to limit or define the content of the respective Articles and Paragraphs hereof.
26. Notice – Any notices which either party may desire to give to the other party under this Agreement shall be in writing and may be given either by 1) personal service, 2) delivery by a reputable document delivery service, which provides a receipt showing date and time of delivery, or 3) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

City: Steven Kueny
City Manager
City of Moorpark
799 Moorpark Avenue
Moorpark, CA 93021

Contractor: Darlene Cochran
Vice President/General Manager
CUSA CC, LLC.
3333 East 69th Street
Long Beach, CA 90805

27. Authority to Execute Agreement – Both City and Contractor do covenant that each individual executing this Agreement on behalf of each party is a person duly authorized and empowered to execute agreements for such party.
28. Responsible Individuals – The individual directly responsible for Contractor's overall performance of the Agreement provisions above set forth and to serve as

principal liaison between Contractor and City shall be Darlene Cochran, or her designee.

The City Manager, or his designee, shall represent the City in all matters pertaining to the administration of this Agreement, and review and approve all work to be performed by the Contractor pursuant to this Agreement. The City Manager is authorized to act on City's behalf to execute all necessary documents that increase the Scope of Services or change Contractor's compensation.

29. Conflicts of Interest – Contractor agrees not to work for any private firm located within the City limits or its Area of Interest, or for any public agency where its jurisdiction includes all or part of the City without the prior written consent of the City, during the term of this Agreement. Further, Contractor agrees to limit its actions related to economic interest and potential or real conflicts of interest as such as defined by applicable State law to the same standards and requirements for designated City employees.
30. Labor Code Sections 1070 – 1074 – California Labor Code Sections 1070 – 1074 apply to the Contractor (Attachment 4).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF MOORPARK:

CUSA CC, LLC:

Steven Kueny,
City Manager

Darlene Cochran,
Vice President/General Manager

Date _____

Date _____

ATTEST:

Deborah S. Traffenstedt, City Clerk

APPENDIX A SCOPE OF SERVICES

Section 1: Service Area, and Days and Hours of Operation

Moorpark Intra-City Senior and ADA Paratransit: This curb-to-curb service is for residents aged 62 and older and persons with disabilities certified under the Americans with Disabilities Act (ADA). This service area is within the City limits.

Inter-City ADA Paratransit: This curb-to-curb service enables persons with disabilities certified under the ADA to travel from Moorpark to Thousand Oaks/Westlake Village, Oak Park, and Camarillo. The service also provides transfer services to the City of Simi Valley, Cities of Oxnard and Ventura, and Los Angeles County. The transfer points are:

Simi Valley (via Simi Valley Transit):

- Simi Valley Town Center – 1555 Simi Town Center Way. At the Vista East County bus stop on Jefferson Way (behind Town Center).
- Wood Ranch Shopping Center – 591 Country Club Drive, in front of Ralph's.

Oxnard/Ventura (via Gold Coast Transit):

- Camarillo Bus Stop – 1306 North Del Norte Drive, Camarillo, CA 93010.

Los Angeles County (Via L.A. Access)

- Carl's Jr. – 2400 Townsgate Drive, 887 South Westlake Boulevard, in Carl's Jr. parking lot.

The Moorpark Dial-A-Ride Paratransit Service is complementary to the Moorpark City Transit fixed route bus system and has the same service days and hours. These are currently Monday through Friday, 6:00 a.m. – 6:00 p.m. There is no service outside these hours, or on weekends, or on the following six (6) national holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Service is provided on other federal, state and local holidays. The service days and hours of the Dial-A-Ride service may be adjusted to match any future changes in the Moorpark City Transit service days and hours.

The City reserves the right to make adjustments to the service area, days, and hours. For major adjustments, the Contractor shall be notified in writing not less than seven (7) calendar days prior to the effective date; for minor adjustments, the Contractor shall be given at least 24 hours notice.

Section 2: Personnel

City shall have the right, contingent upon the Contractor's personnel policy guidelines, to ask for the temporary or permanent removal of any personnel furnished by Contractor for any reasonable cause (not to be construed as requesting removal from Contractor's employment). Contractor shall submit a copy of its current personnel policy guidelines with Agreement for services and any amendments thereto. All personnel shall be employees of Contractor and Contractor shall be solely responsible for payment of all employees' wages and benefits.

Contractor, without any expense to City, shall faithfully comply with the requirements of all applicable laws with respect to employee liability, workers' compensation, unemployment insurance and other forms of social security. Contractor shall also be responsible for withholding of income tax at its source from employees' wages and, further, the Contractor shall indemnify and hold harmless the City from any liability, damages, claims, costs, and expenses of any nature arising from alleged violation of such laws.

Any driver performing Paratransit services for the City shall be an employee of the Contractor. Contractor shall not subcontract with individuals to execute trip assignments. Contractor shall provide thorough training for all employees for the proper performance of their duties. Contractor shall have a training program encompassing the National Safety Council Defensive Driving Course. This program shall direct itself to dealing specifically with transporting seniors and the mobility impaired. All employees shall receive proper training and instruction at the time of hiring and prior to being assigned to service for the City. This training program shall be described fully and submitted to City for review within ten (10) days of Agreement approval by the City. Training records, with drivers' names and training dates, shall be furnished to the City. Only employees identified on training records as successfully completing training shall transport participants for the City.

Section 3: Dispatch

The Contractor shall maintain a dispatch center with scheduling and communications capabilities sufficient to meet federal ADA standards and the standards contained herein. A dispatcher shall be available to schedule trip requests between the hours of 6:00 a.m. - 6:00 p.m. Monday - Friday; and 7:30 a.m. - 4:00 p.m. on Sunday (for Monday reservations). Both the dispatchers and the drivers shall coordinate the provisions of this service such that it will optimize the number of participants carried and minimize circuitous routing while maintaining on-time performance. Dispatchers shall advise participants, to the best of their ability, the approximate time of pick-up. Per ADA requirements, Intra-City ADA requests must be met within one (1) hour of the participant's requested time. For example, if an ADA participant requests a 10:00 a.m. pick-up, the Contractor must be able to pick-up that participant between 9:00 a.m. and 11:00 a.m., otherwise, the request is considered a "denied" trip. The Contractor shall make all possible efforts to avoid any undue delay(s).

Contractor shall use the provided Trapeze Dispatch Program, equipment, and any additionally provided programs to enhance the demand response and reservation system. The Trapeze Program and equipment is provided by the Ventura County Transportation Commission (VCTC) through the City for the sole use of dispatch services within the City and the coordination of the county wide ADA program.

The City is responsible for providing the Contractor with lists or rosters of eligible Senior and ADA Disabled Paratransit participants.

Reservation guidelines are as follows:

Intra-City travel: Participants may call two (2) hours in advance of requested pick-up time. For example, call at 10:00 a.m. for a 12:00 p.m. pick-up. If the participant has an appointment he or she needs to make, or uses a wheelchair, the participant is requested to call one day (24 hours) in advance. However, the Contractor shall make every effort to accommodate requests that are made with less than one day (24 hours) notice.

Inter-City travel: Once ADA certified, participants are advised to make reservations at a minimum of one day (24 hours) and not more than fourteen (14) days in advance. However, the Contractor shall make every attempt to accommodate service requests made with less than one day (24 hours) notice. Paratransit reservations shall be the responsibility of the Contractor. For trips involving a transfer, the Contractor shall be responsible for coordinating the transfer times with the respective agency (such as Simi Valley Transit, Gold Coast Access, or L.A. Access). The Contractor shall also be responsible for scheduling reservations with input from the City when necessary.

Section 4: Operations

The Contractor shall be responsible for operation of the vehicles used to provide services. The Contractor shall ensure at all times that vehicles used for participant conveyance shall be operated with due regard for the safety, comfort, and convenience of the public. The Contractor shall be responsible for complying with all applicable federal, state, and local laws and requirements, including obtaining a Business Registration from the City.

The Contractor shall be responsible for ensuring compliance with ADA 49 Code of Federal Regulations (CFR) Parts 27, 37, and 38: Transportation for individuals with disabilities, Final Rule, dated September 6, 1991, or as it may be amended.

The City may, from time to time, issue directives concerning matters related to Paratransit services; e.g., reservation procedures and cancellation notification. The Contractor shall assist the City in implementing and/or enforcing these directives.

The Contractor shall:

1. Maintain a current file on certified Moorpark Paratransit participants including name, address, telephone number, disability, and any other information that will assist the driver.
2. Receive Paratransit reservation requests via the telephone. Participant reservation requirements are listed in Section 3.
3. Keep a list of Paratransit activities, including:
 - a. Number of one-way rides per day.
 - b. Number of one-way rides per month.
 - c. Number of "no shows" per month.
 - d. Number of "denials" per month.
4. Provide reservation information to the City via email.

Section 5: Contractor Vehicles

Contractor shall provide all necessary vehicles, including at least one (1) primary wheelchair accessible vehicle that meets ADA standards and at least one (1) backup vehicle to ensure continuation of service in case of a breakdown of the primary vehicle. All Contractor-supplied primary vehicles shall be no more than five (5) years old. Contractor-supplied backup vehicles shall be no more than seven (7) years old. The Contractor shall at all times be required to have a backup vehicle available for use in the event that the primary vehicle is unable to operate.

Backup vehicles shall be in safe and good working order. The City shall have the right to approve the suitability of any vehicle used by the Contractor.

In the event that the primary vehicle being used by the Contractor breaks down, the Contractor shall provide a backup vehicle on site within one and one-half (1.5) hours from the time the primary vehicle breakdown is reported to the Contractor.

Non-accessible Vehicles: Certain participants do not need a wheelchair accessible vehicle or van. In the past, these participants have been adequately served with a taxicab, town car, or mini-van. This is acceptable as long as the participant is not inconvenienced by not being transported in an ADA accessible vehicle.

Section 6: Vehicle Maintenance

The Contractor shall perform the duties and accept the responsibilities set forth herein pertaining to the maintenance of the Contractor's vehicles used to provide services. Contractor's buses, vans, or other motor vehicles acceptable to the City that are used to provide services are referred to in this section as "vehicles". The omission of a duty or responsibility herein shall not relieve the Contractor of any obligation to perform such duty or accept such responsibility, so long as it is usual, customary and generally accepted

within the public transportation industry as being an integral element of operating a fixed-route and complimentary Paratransit Dial-A-Ride public transportation system of a kind and character such as Moorpark City Transit.

- 6.1 **Maintenance Facility:** The Contractor shall provide and maintain an appropriate fixed maintenance facility within a thirty-five (35) mile radius from the City. The facility shall be equipped with all tools and equipment necessary for maintenance of vehicles. When out-of-service, vehicles shall be stored at all times either within an enclosed, paved garage, or within a paved, security-fenced outside storage area.
- 6.2 **Daily Maintenance:** The Contractor shall perform daily vehicle servicing on all vehicles. Daily servicing shall include, but not be limited to: fueling; engine oil, coolant, water, and transmission fluid check/add; farebox vault pulling and replacement; wheelchair lift check; brake check; light and flasher check; and check all vehicle performance defects reported by drivers to identify potential safety and reliability items requiring immediate attention. The Contractor shall develop, implement and maintain a written checklist of items included in the daily servicing of the vehicles. The checklist shall be utilized and kept on file for City and California Highway Patrol (CHP) review at any time during regular business hours. The checklist requirement may incorporate or supplement CHP required driver's pre-trip safety inspections.
- 6.3 **Vehicle Cleaning:** The Contractor shall maintain vehicles in a clean and neat condition at all times.

The interior of the vehicles shall be kept free of litter and debris to the maximum extent practicable throughout the operating day. Vehicles shall be swept and dusted daily. Interior panels, windows, and upholstery shall be cleaned of marks as necessary. The interiors of all vehicles shall be thoroughly washed at least once per week, including all windows, seats, floor, stanchions, and grabrails. All foreign matter such as gum, grease, dirt, and graffiti shall be removed from interior surfaces during the interior cleaning process. Any damage to seat upholstery shall be repaired at the end of each day. Ceilings and walls shall be thoroughly cleaned at least once per month, or more often if necessary. Destination sign interior glass shall be cleaned as necessary to maintain a clean appearance and maximize visibility.

The exteriors of vehicles shall be washed as required to maintain a clean, inviting appearance and in no event less than once per week. Exterior washing shall include the vehicle body, all windows, and wheels. Rubber or vinyl exterior components such as tires, bumper fascia, fender shirts, and door edge guards shall be cleaned and treated with a preservative at least once per month, or as necessary to maintain an attractive appearance. The vehicle exterior shall be waxed once every six months.

The vehicles shall be kept free of vermin and insects at all times. The Contractor shall exterminate all vermin and insects from the vehicles immediately upon their discovery, utilizing safe and non-hazardous materials.

- 6.4 Preventive Maintenance: The Contractor shall develop and implement a preventive maintenance program. All preventive maintenance shall be performed by the Contractor or Contractor's subcontractor listed in Appendix E. At a minimum, the Contractor's preventive maintenance program shall adhere to the preventive maintenance schedules and standards of the industry, and shall meet the manufacturer's specifications and be sufficient so as not to invalidate or lessen warranty coverage of the vehicles. Adherence to preventive maintenance schedules shall not be regarded as reasonable cause for deferred maintenance in specific instances where the Contractor's employees observe that maintenance is needed in advance of schedule.

The Contractor shall not defer maintenance for any reason without the prior written consent of the City Manager, or his designee. The Contractor shall adjust the work schedule of its employees as necessary to meet all scheduled services and complete preventive maintenance activities according to the schedule.

All parts used for preventive maintenance shall be new and meet the manufacturer's specifications.

The City, at its own expense, may inspect vehicles to ensure that regular preventive maintenance is being performed.

- 6.5 Vehicle Repairs: All repairs to vehicles shall be performed by the Contractor or Contractor's subcontractor listed in Appendix E and shall be included in the final Agreement cost. Repairs shall include, but not be limited to, work to correct loss or damage; adjustments due to normal wear and tear; and overhaul, rebuilding or replacement of components. All required parts used for vehicle repairs shall be new and meet the manufacturer's specifications.

Repair work shall be conducted as soon as practicable upon learning that such work is required. The Contractor shall perform repair work expeditiously in response to identification of problems by drivers or other staff members. The Contractor shall assure the City that required repairs shall not be deferred beyond a reasonable time.

The Contractor shall be familiar with all vehicles and equipment warranties and shall comply with all warranty provisions in the conduct of maintenance.

- 6.6 Vehicle Towing: In the event that towing of a vehicle is required due to mechanical failure or damage, the Contractor shall be responsible to provide such towing at the Contractor's sole expense.

6.7 Maintenance Records and Reports: The Contractor shall prepare, maintain, and make available to the City records and data relative to vehicle maintenance. Maintenance records shall be maintained on all vehicles indicating all warranty work, preventive maintenance, and repairs performed on each vehicle. All such records and reports shall be prepared and maintained in such a manner to fulfill any applicable state or federal requirements, as well as any needs of the City to enable it to evaluate accurately the Contractor's maintenance performance and the operating expense associated with its services.

Records of all maintenance and inspections shall be made available to the City, the CHP and/or such other regulatory agencies with jurisdiction when requested. The City maintains the right to inspect, examine and test, at any reasonable time, any vehicles used and any equipment used in the performance of maintenance work in order to ensure compliance. Such inspection shall not relieve the Contractor of the obligation to monitor continually the condition of all vehicles and to identify and correct all substandard or unsafe conditions immediately upon discovery.

The Contractor shall prepare and maintain records and reports that shall include, but not be limited to, the following:

- A. Daily vehicle inspection and servicing checklists.
- B. Work orders for all maintenance inspections, warranty repairs and other vehicle repairs including materials, parts, and labor consumed.
- C. Roadcall report, or work order, for each roadcall identifying date and time, vehicle number, problem and mileage of vehicle.
- D. All fuel, fluids, and lubricants used.
- E. Monthly summaries of vehicle miles, vehicle miles since last preventive maintenance inspection, lists of any vehicle repairs made, numbers and lengths of time backup vehicle was used, and vehicle roadcalls.

Section 7: Drivers

The Contractor shall ensure that regularly assigned drivers or backup drivers are available and on-time each day to ensure consistent and reliable service. The Contractor shall review current California Department of Motor Vehicles (DMV) reports on all applicants for the position of driver and shall reject any applicant with any failure to appear in court for driving under the influence or other violations. Contractor shall join and bear full cost of the DMV Pull Notice Program, whereby the Contractor shall be notified of any activity on a driver's driving record. Any driver exceeding the DMV point system or with a revoked or suspended license shall not be allowed to provide driver service for the City. Any driver performing Paratransit services for the City shall be an employee of the Contractor. Contractor shall not subcontract with individuals to execute trip assignments.

Drivers are required to possess a valid California Class “B” or “C” driver license for the operation of the type of vehicles to be used by that respective driver. The Contractor shall provide thorough training for all personnel for the proper performance of their duties. Drivers shall also be thoroughly trained on the use of all equipment used, including the Contractor's backup vehicle. Contractor shall at a minimum perform background checks on drivers, as a registered Human Resources Agency with the Department of Justice, utilizing a vendor such as Live Scan to ensure that no drivers with inappropriate backgrounds are used to provide driver services for the City. Drivers shall have no felony conviction history. Drivers shall not have more than two (2) moving violations in the past five (5) years and drivers shall have no driving while intoxicated/driving under the influence convictions within the last seven (7) years.

At a minimum, drivers shall be required to: wear an approved uniform of clean and neat appearance, be helpful and courteous, assist participants with transfers, ensure that fares are collected and deposited in the farebox, assist senior and disabled participants, refuse rides to unruly participants, stay on schedule, obey all traffic laws, and enforce all Moorpark Paratransit Rules (Appendix F) (No eating, drinking, loud noise, or animals – other than service animals, permitted in the vehicles). The City may develop additional rules or modify existing rules to which Contractor and Contractor's employees shall adhere. Within thirty (30) days notification of such additional rules or modification to existing rules, Contractor may dispute rule changes, in writing, to the City Manager. If no dispute is received within thirty (30) days, it shall be understood that Contractor duly accepts the rule changes. Drivers shall not smoke in the vehicles or allow participants to do the same. California Civil Code Section 2186 and California Penal Code Section 640 shall be enforced. At no time shall any driver provide participants with his/her direct phone number, nor shall any driver obtain participants' direct phone number to be used for Senior Dial-A-Ride and ADA Paratransit service.

The City's Senior Dial-A-Ride and ADA Paratransit service is curb-to-curb, which means the participant should meet the vehicle. However, the following procedures have been established to ensure that participants have an opportunity to board vehicles in a timely fashion when building design, weather, or other barriers prevent the participant from meeting the vehicle upon arrival.

- A. The following procedure applies to Senior Centers, medical facilities, Adult Day Health Centers (ADHC) and other similar group facilities:

In the event that a scheduled participant is not ready and waiting at the boarding station upon the vehicle's arrival, the driver shall:

- Inform the dispatcher of his/her arrival at the facility;
- Indicate that the participant is a “No-Show”. If time permits, the dispatcher shall direct the driver to:
 - secure the vehicle (set parking brake and remove key);
 - walk inside of the lobby/waiting area of the facility and inform the facility staff that the driver is with the Paratransit service and

he/she is there to pick-up participant [insert name]. The driver shall return to the vehicle after completing this task; and

- wait approximately four (4) minutes. If the participant does not show, contact dispatch and await further instructions.

- Should the participant not show after the driver has waited the allotted time and all other options have been exhausted, the dispatcher shall direct the driver to continue in service, noting that the participant is a “No-Show”.

B. The following procedure is for private participant residences:

In the event that a scheduled participant is not ready and waiting at the boarding station upon the vehicle’s arrival, the driver shall:

- Secure vehicle (set parking brake);
- Wait approximately four (4) minutes. If the participant does not show, contact dispatch and await further instructions;
- If the schedule does not permit additional waiting time, the dispatcher shall place a telephone call, informing the participant that the vehicle is outside;
- After confirming the vehicle’s arrival with the participant, the dispatcher shall advise the driver that the participant is in route to the vehicle; and
- If no answer is received, the dispatcher shall direct the driver to continue in service, noting that the participant is a “No-show”.

Section 8: Operation Records and Reports

The Contractor shall be required to maintain ridership and operations records for this service as deemed necessary by the City.

The Contractor shall be responsible for submission of monthly service summary reports to the City. These reports, to be submitted by the Contractor, along with the monthly invoice within fifteen (15) business days of the end of each calendar month, shall include, but not be limited to, the following:

- A. Listing of all vehicle breakdowns/roadcalls occurring while in service with a description of the cause and corrective actions taken.
- B. Date, time, and length of time for any service disruptions.
- C. A monthly summary of vehicle miles, vehicle miles since last preventive maintenance inspection, a list of any vehicle repairs made, number and length of time a backup vehicle was used, and vehicle roadcalls.

- D. Total participant counts by demographic category and fare (senior, ADA, Intra, Inter) and date.
- E. Participant counts by payment method (cash, pass, free meal trip, transfer) by date.
- F. Missed or abbreviated route trips, delays or unusual incidents while on duty.

Additionally, the Contractor shall collect, record and report annually other statistical data required under Section 15 of the Federal Transit Act which includes, but is not limited to, participant count by fare, vehicle hours, vehicle miles, vehicle revenue hours, vehicle revenue miles, participants per hour, wheelchair boardings, participant trip denials, and Dial-A-Ride participant “No-shows”.

Section 9: Fares

The Contractor shall collect fares as established by the City. Currently, the fares are (one way):

- Intra City
- (Senior or ADA service): \$1.50 per participant
- City Senior Nutrition trips: \$1.50 suggested donation
- Inter-City ADA trips: \$3.00 per participant (Thousand Oaks/Westlake, Simi Valley – via transfer point)
- \$4.50 per participant (Camarillo, Oak Park, Gold Coast Access, L.A. Access)

Personal Care Attendants (PCAs) do not pay the fare for trips within the City. For Inter-City trips, PCAs must pay the regular ADA fare, which is currently based on the destination. Companions and visitors must pay a fare in accordance with ADA guidelines.

When performing transfer services, the originating operator collects the full fare. For example, if the Contractor is providing a trip from Moorpark to Simi Valley, Moorpark’s Contractor will collect the \$3.00 fare and the transfer participant will not pay anything to Simi Valley. Likewise, if Moorpark’s Contractor is collecting a transfer participant from Simi Valley, Simi Valley will have collected the \$3.00 fare and Moorpark’s Contractor will not collect any fare.

A few ADA participants that attend an ADHC receive vouchers from the ADHC. The Contractor shall keep track of those particular participants’ trips and bill the respective ADHC for payment. The participants’ fares should be discounted from the City’s invoice as if they were paying cash fare.

Section 10: Meetings and Contact Information

The Contractor shall make administrative staff available to attend two (2) meetings per year of the City's Public Works and Transportation Committee. The City shall notify the Contractor, in advance, of any meeting the Contractor is required to attend. Contractor shall provide the City with emergency and after hours contact telephone numbers and pagers that the City may use, as necessary, to communicate with the Contractor after normal working hours.

Section 11: Radio Communication

The Contractor shall install in all vehicles the necessary communication equipment to allow for communication between the driver and the Contractor's dispatcher.

Section 12: Special Services

From time to time the City may wish to expand the hours or the days of services to the community. With seven (7) days written notice, Contractor shall provide the expanded service using the Contractor's vehicles, at the regular rate.

Section 13: Notification of Service Disruptions

The Contractor shall notify the City, at the first available opportunity, of any vehicle breakdowns or other problems that may cause service disruptions.

Section 14: Invoice Attachments

When submitting invoices, Contractor shall also provide driver sheets for all trips provided, which shall include the following:

<ul style="list-style-type: none">• Driver's name and vehicle ID number• Date• Appointment time• Actual pick-up time• Actual drop-off time• ADA number (if applicable)• Participant name• Inter or Intra trip designation• Pick-up address	<ul style="list-style-type: none">• Destination address• Fare paid/transfer• Odometer at pick-up point• Odometer at drop-off point• Mileage/trip• Total mileage• If a PCA was included• Total trips• Total participants
--	---

**APPENDIX B
PROPOSAL COST FORM AND ADDENDA**

FOR ALL SERVICES DESCRIBED IN THE SCOPE OF SERVICES

In response to the Request for Proposals for Dial-A-Ride Paratransit Services from the City of Moorpark, the undersigned agrees to provide services in accordance with these Documents, which have been carefully examined.

Cost – Dial-A-Ride Paratransit Services.

Year 1 – July 1, 2010 – June 30, 2011

Initial cost, flag drop (base cost per trip)	\$	2.50
Cost per mille	\$	4.12

Year 2 – July 1, 2011 – June 30, 2012

Initial cost, flag drop (base cost per trip)	\$	2.55
Cost per mile	\$	4.20

Year 3 – July 1, 2012 – June 30, 2013

Initial cost, flag drop (base cost per trip)	\$	2.60
Cost per mile	\$	4.29

The undersigned understands that any conditions placed on the items stated above, clarification made to the above, or information submitted on or with this form (other than that requested) shall render the proposal unresponsive. If awarded the Agreement, the undersigned hereby agrees to sign said Agreement and to furnish all necessary certificates.

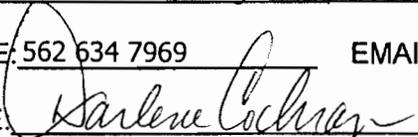
PROPOSER: CUSA CC LLC dba Coach America Los Angeles

CONTACT: Darlene Cochran

TITLE: Vice President / General Manager

ADDRESS: 3333 E.69th St, Long Beach, CA 90805

TELEPHONE: 562 634 7969 EMAIL: darlene.cochran@coachamerica.com

SIGNATURE:  TITLE: Vice President / General Manager

**FOR DECREASED DIAL-A-RIDE PARATRANSIT SERVICES
INTRA-CITY TRAVEL ONLY WITH TRANSFERS TO SIMI VALLEY,
THOUSAND OAKS, CAMARILLO AND GOLD COAST TRANSIT**

In response to the Request for Proposals for Dial-A-Ride Paratransit Services from the City of Moorpark, the undersigned agrees to provide services in accordance with these Documents, which have been carefully examined.

Cost – Dial-A-Ride Paratransit Services.

Year 1 – July 1, 2010 – June 30, 2011

Initial cost, flag drop (base cost per trip)	\$	2.50
Cost per mile	\$	4.12

Year 2 – July 1, 2011 – June 30, 2012

Initial cost, flag drop (base cost per trip)	\$	2.55
Cost per mile	\$	4.20

Year 3 – July 1, 2012 – June 30, 2013

Initial cost, flag drop (base cost per trip)	\$	2.60
Cost per mile	\$	4.29

The undersigned understands that any conditions placed on the items stated above, clarification made to the above, or information submitted on or with this form (other than that requested) shall render the proposal unresponsive. If awarded the Agreement, the undersigned hereby agrees to sign said Agreement and to furnish all necessary certificates.

PROPOSER: CUSA CC LLC dba Coach America Los Angeles

CONTACT: Darlene Cochran

TITLE: Vice President / General Manager

ADDRESS: 3333 E.69th St, Long Beach, CA 90805

TELEPHONE: 562 634 7969 EMAIL: darlene.cochran@coachamerica.com

SIGNATURE:  TITLE: Vice President/General Manager

ADDENDA

Proposer must fill in number and date of all addenda or enter the word "none", if appropriate.

The following addenda are acknowledged and attached:

NO.	DATED	NO.	DATED
1	June 28, 2010		



City of Moorpark

CITY ENGINEER/PUBLIC WORKS DEPARTMENT

799 Moorpark Avenue, Moorpark, California 93021 (805) 517-6256 fax (805) 532-2555

June 28, 2010.

ADDENDUM NO. 1
for
REQUEST FOR PROPOSAL FOR DIAL-A-RIDE PARATRANSIT SERVICES

NOTICE IS HEREBY GIVEN to all bidders that the Request for Proposal (RFP) for the Project described above is hereby amended as follows:

=====

1. Change to page 14:

Contractor shall provide all necessary vehicles, including at least one (1) primary wheelchair accessible vehicle that meets ADA standards and at least one (1) backup vehicle to ensure continuation of service in case of a breakdown of the primary vehicle. All Contractor-supplied primary vehicles shall be no more than five (5) years old. Contractor-supplied backup vehicles shall be no more than seven (7) years old.

=====

This addendum shall be made part of the above referenced project. Full compensation for all work and requirements of this addendum shall be considered as included in the appropriate price proposal and no additional compensation shall be allowed therefore.

See page 2 for signature receipt.

RECEIPT OF ADDENDUM 1 IS HEREBY ACKNOWLEDGED.
PLEASE FAX (OR EMAIL) A SIGNED COPY OF THIS PAGE ONLY TO SHAUN
KROES AT 805-532-2555 (skroes@ci.moorpark.ca.us).

Company Name: Coach America

Authorized Representative: John Dixon

Signature of Authorized Representative: [Handwritten Signature]

**APPENDIX C
PROPOSER REFERENCE FORMS - PARTS I AND II**

PART I

GENERAL INFORMATION:

1. NAME CUSA CC LLC dba Coach America Los Angeles

2. Proposer is a: (circle one)
Corporation/Partnership/Association/Sole Proprietorship

3. Proposer's address and Telephone Number:
3333 E.69th St
Long Beach, CA 90805
562 634 7969

4. Name, Title, Telephone Number, and Email Address of Proposer's Authorized Representative:
Darlene Cochran ; Vice President / General Manager
562 634 7969
darlene.cochran@coachamerica.com

5. Proposer's Credit References: (Include names, addresses, and telephone numbers of at least three references, one of which must be the Proposer's bank)
 - A. ABC Companies
1506 NW 30th St, Faribault, MN, 55021
507 333 5200 Attn: Jessica Winters

 - B. SC Fuels
1800 W.Katella Ave. Ste 400, Orange, CA 92863
800 966 7140 ext 285

 - C. Wells Fargo
Routing # 121000248

PART II

Client List for Transportation Services Currently and/or Previously Provided:

1. Client Name: Amtrak

Client Address: 810 N.Alameda, Los Angeles, CA 90012

Contact Person: Rick Peterson

Telephone Number: 213 683-6792

Period of Service: 1989-current

2. Client Name: Flyaway

Client Address: 7301 World Way West, Los Angeles, CA 90045

Contact Person: Gary Hoggatt

Telephone Number: 424 646 2250

Period of Service: 1996-current

3. Client Name: VISTA

Client Address: 950 County Square Drive, Ventura , CA 93003

Contact Person: Victor Kamhi

Telephone Number: 805 642 1591 ext 110

Period of Service: 1999-current

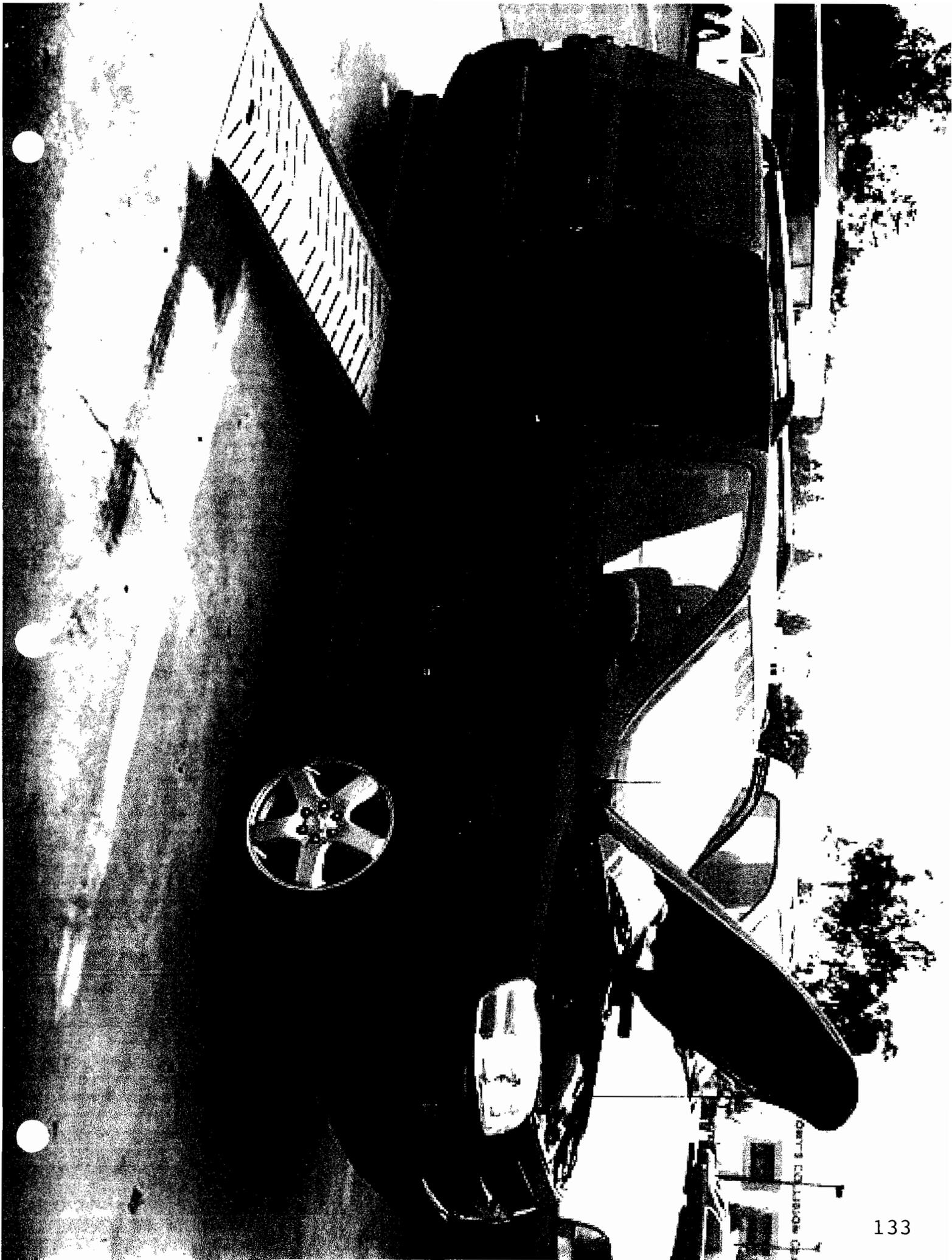
**APPENDIX D
VEHICLE IDENTIFICATION FORMS - PARTS I and II**

PART I - VEHICLE INFORMATION

All Proposers shall provide the following information for each type of vehicle the Proposer proposes to use in this project. Proposers must submit photographs of vehicle exteriors and depictions of interior seating configuration, to be attached to this form.

1. Number of Vehicles Provided	<u>1</u>
2. Primary or Backup Vehicle	<u>Primary</u>
3. Vehicle Type/Model/Manufacturer	<u>Mini-Van Chevrolet</u>
4. Date of Manufacture	<u>2007</u>
5. Passenger Seating Capacity	<u>5 + wheelchair; 6 Total</u>
6. Gross Vehicle Weight Rating	<u>5,842 lbs</u>
7. Engine/Transmission Type	<u>3.9 V6 Automatic Transmission</u>
8. Overall Length	<u>17 Feet</u>
9. Exterior Width	<u>6 Feet</u>
10. Interior Height	<u>58 Inches</u>
11. Aisle Width	<u>N/A</u>
12. Step Height from Ground	<u>10.5 Inches; 8 inches in Lowered Position</u>
13. Destination Signs (Describe Location and Functions):	<u>none</u>
14. Wheelchair Equipment (Describe Type/Model/Manufacturer and attach photograph):	<u>El Dorado</u>
	<u></u>
	<u></u>

If any used vehicles are proposed, complete Part II of this form.





BLAZER

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APPENDIX D (continued)

PART II - STATEMENT OF CONDITION FOR USED VEHICLES

If used vehicles are proposed by the Contractor for use in this project, this form shall be completed for each type of vehicle so proposed.

1. Number of Vehicles Provided 1
2. Primary or Backup Vehicle Backup
3. Vehicle Type/Model/Manufacturer Starcraft CNG XLT
4. Date of Manufacture 2008
5. Passenger Seating Capacity 21
6. Gross Vehicle Weight Rating 19,500 lbs
7. Engine/Transmission Type Eng. 8.1 L Vortec-CNG ; Trans B1000 Allison 5
8. Vehicle Length and Exterior Width 32 ft. long ; 8.5 ft wide
9. Interior Height and Aisle Width 80" Height ; 19" Width
10. Step Height from Ground 11"
11. Destination Signs (Describe Location and Functions):
Location: front center cap
LED Aesys Electronic sign
Model HG3/10.120X16/1 24 Volt DC
12. Wheelchair Equipment (Describe Type/Model/Manufacturer and attach photograph):
Braun under vehicle lift (FMVSS403/404)
Braun UVL lift

13. Total Accumulated Vehicle Mileage: 56,324

Date of Odometer Reading: 8/12/2010

14. Number of Miles and Hours on Engine and Transmission Since Last Overhaul:

56,324 miles both engine and transmission

15. Tire Condition: (circle one) New Used Recapped

Comments: Firestone 225/70R19.5 on 19.5" steel wheels







APPENDIX D (continued)

PART II - STATEMENT OF CONDITION FOR USED VEHICLES

If used vehicles are proposed by the Contractor for use in this project, this form shall be completed for each type of vehicle so proposed.

1. Number of Vehicles Provided 1
2. Primary or Backup Vehicle Backup
3. Vehicle Type/Model/Manufacturer Four-Door Passenger Sedan; Ion, Saturn
4. Date of Manufacture October, 2005
5. Passenger Seating Capacity 5
6. Gross Vehicle Weight Rating 3,773 lbs
7. Engine/Transmission Type 2.2 Liter; Ecotec
8. Vehicle Length and Exterior Width 15 Feet
9. Interior Height and Aisle Width 45 Inches
10. Step Height from Ground 14 Inches
11. Destination Signs (Describe Location and Functions):
N/A

12. Wheelchair Equipment (Describe Type/Model/Manufacturer and attach photograph):
N/A

13. Total Accumulated Vehicle Mileage: 132814

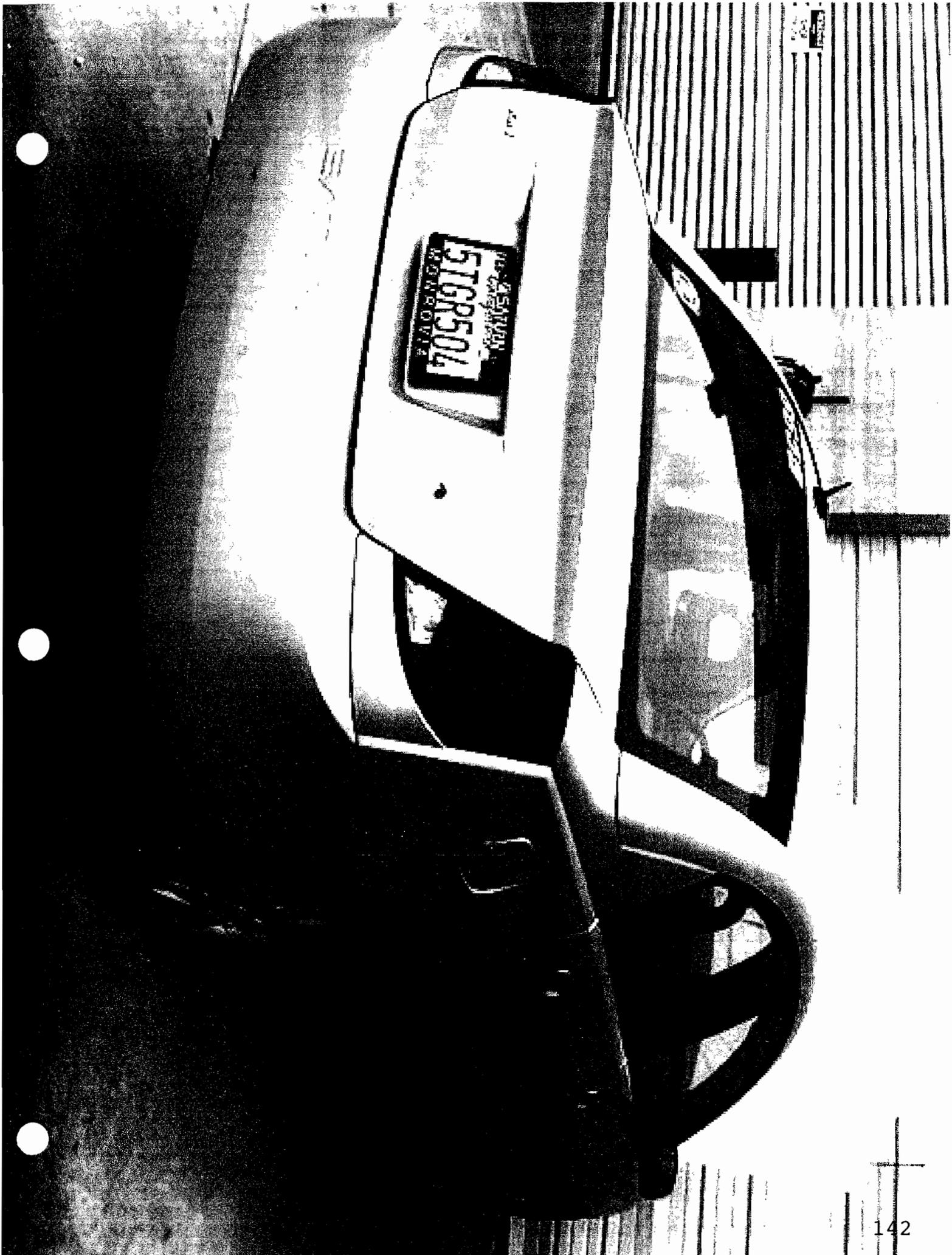
Date of Odometer Reading: June 24, 2010

14. Number of Miles and Hours on Engine and Transmission Since Last Overhaul:

This unit has not been overhauled.

15. Tire Condition: (circle one) **New** **Used** **Recapped**

Comments: Meets all required tread/sidewall specifications.





B

APPENDIX E
LIST OF SUBCONTRACTORS
(FILE IF APPLICABLE)

<u>Name of Subcontractor</u>	<u>Address/Phone</u>	<u>Items of Work</u>
Clean Energy	P.O. Box 515444 Los Angeles, CA 90051	CNG Fueling
SC Fuels	P.O. Box 4159 Orange, CA 92863-4159	Diesel Fueling
Aramark	P.O. Box 922139 Sylmar, CA 91392	Uniform Vendor

APPENDIX F

MOORPARK PARATRANSIT RULES

1. No eating, drinking, smoking, loud noise, or animals (other than service animals) are permitted in the vehicles.
2. California Civil Code Section 2186 and California Penal Code Section 640 shall be enforced.

ATTACHMENT 1 INSURANCE REQUIREMENTS

Prior to the beginning of and throughout the duration of Work, Contractor will maintain insurance in conformance with the requirements set forth below. Contractor will use existing coverage to comply with these requirements. If that existing coverage does not meet requirements set forth here, Contractor agrees to amend, supplement or endorse the existing coverage to do so. Contractor acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to the City in excess of the limits and coverage required in this Agreement and which is applicable to a given loss, will be available to the City.

Contractor shall provide the following types and amounts of insurance:

Commercial General Liability Insurance using Insurance Services Office (ISO) "Commercial General Liability" policy form CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than \$5,000,000 per occurrence for all covered losses and no less than \$10,000,000 general aggregate.

Business Auto Coverage on ISO Business Auto Coverage form CA 00 01 including symbol 1 (Any Auto) or the exact equivalent. Limits are subject to review, but in no event to be less than \$5,000,000 per accident. If Contractor owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Contractor or Contractor's employees will use personal autos in any way on this project, Contractor shall provide evidence of personal auto liability for each such person.

Workers' Compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident or disease.

Excess or Umbrella Liability Insurance (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. Policy shall contain a provision obligating insurer at the time insured's liability is determined, not requiring actual payment by the insured first. There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to the City for injury to employees of Contractor, subcontractors or others involved in the Work. The scope of coverage provided is subject to approval by the City following receipt of proof of insurance as required herein. Limits are subject to review but in no event less than \$10,000,000 aggregate.

Insurance procured pursuant to these requirements shall be written by insurers that are admitted carriers in the State of California and with an A.M. Bests rating of A- or better and a minimum financial size of VII.

General conditions pertaining to provision of insurance coverage by Contractor. Contractor and the City agree to the following with respect to insurance provided by Contractor:

1. Contractor agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds the City, its officials, employees and agents, using standard ISO endorsement CG 2010 with an edition prior to 1992. Contractor also agrees to require all contractors and subcontractors to do likewise.
2. No liability insurance coverage provided to comply with this Agreement shall prohibit Contractor, or Contractor's employees, or agents, from waiving the right to subrogation prior to a loss. Contractor agrees to waive subrogation rights against the City regardless of the applicability of any insurance proceeds, and to require all contractors and subcontractors to do likewise.
3. All insurance coverage and limits provided by Contractor and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the City or its operation limits the application of such insurance coverage.
4. None of the coverages required herein will be in compliance with these requirements if they include limiting endorsement of any kind that has not been first submitted to the City and approved in writing.
5. No liability policy shall contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured or of any contractor or subcontractor.
6. All coverage types and limits required are subject to approval, modification and additional requirements by the City, as the need arises. Contractor shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period, types of insurance, limits of insurance, or indemnity) that may affect the City's protection without the City's prior written consent.
7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Contractor's general liability policy, shall be delivered to City at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled or reduced at any time and no replacement or supplemental coverage is

provided, the City has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other Agreement and to pay the premium. Any premium so paid by the City shall be charged to and promptly paid by Contractor or deducted from sums due Contractor, at the City's option.

8. Certificate(s) are to reflect that the insurer will provide 30 days notice to the City of any reduction or cancellation of coverage. Contractor agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will "endeavor" (as opposed to being required) to comply with the requirements of the certificate.
9. It is acknowledged by the parties of this Agreement that all insurance coverage required to be provided by Contractor or any subcontractor, is intended to apply first and on a primary, non-contributing basis in relation to any other insurance or self insurance available to the City.
10. Contractor agrees to ensure that subcontractors, and any other party involved with the Work who is brought onto or involved in the Work by Contractor, provide the same minimum insurance required of Contractor. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Contractor agrees that upon request, all agreements with subcontractors and others engaged in the Work will be submitted to the City for review.
11. Contractor agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any contractor, subcontractor, Architect, Engineer, or other entity or person in any way involved in the performance of Work contemplated by this Agreement to self-insure its obligations to the City. If Contractor's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the City. At that time, the City shall review options with the Contractor, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions.
12. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving the Contractor 90 days advance written notice of such change. If such change results in substantial additional cost to the Contractor, the City will negotiate additional compensation proportional to the increased benefit to the City.
13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any

steps that can be deemed to be in furtherance of or towards performance of this Agreement.

14. Contractor acknowledges and agrees that any actual or alleged failure on the part of the City to inform Contractor of non-compliance with an insurance requirement in no way imposes any additional obligations to the City nor does it waive any rights hereunder in this or any other regard.
15. Contractor will renew the required coverage annually as long as the City, or its employees or agents face an exposure from operations of any type pursuant to this Agreement. This obligation applies whether or not the Agreement is canceled or terminated for any reason. Termination of this obligation is not effective until the City executes a written statement to that effect.
16. Contractor shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Contractor's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to the City within five days of the expiration of coverage.
17. The provisions of any Workers' Compensation or similar act will not limit the obligations of Contractor under this Agreement. Contractor expressly agrees not to use any statutory immunity defenses under such laws with respect to the City, its employees, officials and agents.
18. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue, and is not intended by any party or insured to be limiting or all-inclusive.
19. These insurance requirements are intended to be separate and distinct from any other provision in this Agreement and are intended by the parties here to be interpreted as such.
20. The requirements in this section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts or impairs the provisions of this section.
21. Contractor agrees to be responsible for ensuring that no contract used by any party involved in any way with the Work reserves the right to charge the City or Contractor for the cost of additional insurance coverage required by this

Agreement. Any such provisions are to be deleted with reference to the City. It is not the intent of the City to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against the City for payment of premiums or other amounts with respect thereto.

22. Contractor agrees to provide immediate notice to City of any claim or loss against Contractor arising out of the work performed under this Agreement. The City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve the City.

ATTACHMENT 2 LIQUIDATED DAMAGES

Contractor shall operate strictly according to the most current schedule provided by City and to a reasonable on-time performance standard except where service is interrupted for those reasons stated hereinafter. Service shall be provided as scheduled or according to any adjusted schedule established by City, including trip route modifications if required.

Contractor shall strive at all times to provide service in a manner that shall ensure responsive service to participants, while at the same time maximize service reliability and safety. In order to identify key areas of concern to the City, various performance standards are described below for which liquidated damage fines may be assessed when service falls below the standard.

It is agreed any breach of this Agreement by Contractor could result in substantial damages and injury to the public and City in amounts which are difficult to ascertain with specificity at this time. Therefore, certain dollar amounts are established here for the identified standards. Liquidated damages shall be waived if service disruption was the result of a manufacturer defect.

Measure	Standard	Penalty
Service start-up	Service will commence September 15, 2010.	\$200 every calendar day service is delayed due to the Contractor.
Service failure	Service shall be provided at all times during the term of this Agreement, except where noted.	\$200 every calendar day Contractor fails to provide service.
Driver appearance	Driver in City-approved uniform.	\$75 per occurrence of failing to be in proper uniform.
Replacement of key management staff	Replacement of the assigned project manager.	\$500 if project manager is replaced, without 30-day prior written notice to the City.
Submission of monthly reports	Reports received by 15 th of the following month.	Payment withheld until reports received.
Safety	Satisfactory California Highway Patrol Vehicle and Terminal Inspection of Contractor provided vehicles and facility.	\$200 for each vehicle that fails inspection per occurrence.
Complaints	The incidence of City-verified service complaints shall be no greater than three (3) per calendar month.	Should verifiable service complaints exceed 3 per month, \$75 per month.

Measure	Standard	Penalty
Reservation on-time performance	15 minutes before and up to 15 minutes after the scheduled pick-up time.	If more than 10% of trips during a quarter are late, \$75 per quarter.
Missed trips	More than 60 minutes late or failure to pick-up.	\$75 per occurrence.
Vehicle breakdowns and availability of backup vehicles	Breakdown shall not exceed 5% of the total trips scheduled during each quarter. Backup vehicle shall be available at all times.	\$200 if breakdowns exceed 5% of total trips scheduled in a quarter. \$75 per day when a backup vehicle is not available.
Unqualified driver	Driver without appropriate training. Driver without cleared background check. Driver is not Contractor's employee.	\$1,000 per day, per occurrence.

The Contractor agrees that any of the above defaults shall result in damage and injury to the City. Additional verifiable complaints against the Contractor may occur that are not listed above. The City may, at its sole option, notwithstanding other rights and remedies, assess the Contractor with liquidated damages at the hourly rate of \$200.00 per hour and the same rate for each fraction of an hour rounding up to the nearest quarter hour, to compensate the City for staff time spent investigating the complaint until time that complaint is remedied. Said assessment shall be deducted from any payments due or to become due to Contractor under the terms of the Agreement. No payment by City shall be construed as a waiver of City's right to deduct the assessment and the assessment may be deducted from any subsequent payment.

Force Majeure: Contractor shall be excused from performance as described above during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, war, riot, civil disturbance, vandalism, terrorism, epidemic, quarantine, strike, lockout, labor dispute, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of equipment, materials, products, plants, or facilities of government, or any other occurrences or circumstances which are beyond the control of the Contractor. Contractor shall maintain on-time performance in accordance with federal Paratransit standards. City reserves the right to monitor on-time performance.

**ATTACHMENT 3
FEDERAL TRANSIT ADMINISTRATION (FTA) REQUIREMENTS
(EXCERPT AS OF MAY 2010)**

1. Medical/Drug/Alcohol Testing

The Contractor shall require pre-employment medical examinations, including drug testing, for all prospective drivers and other safety sensitive employees of the Contractor. In addition, for any prospective employee who held prior safety-sensitive positions for another United States Department of Transportation (USDOT)-funded employer, the Contractor shall, after obtaining the required permission, check with those previous employers for any prior positive test results. Additionally, the Contractor must have an anti-drug program established for employees under the Congressionally Mandated Drug-Free Workplace Act.

The Contractor shall comply with the Congressionally Mandated Drug-Free Workplace Act of 1988, the Omnibus Transportation Employee Testing Act of 1991, and 49 Code of Federal Regulations (CFR) Parts 653 and 654, superseded by Part 655 in 2002, regarding Drug and Alcohol Testing, and the FTA Drug and Alcohol testing requirements. The required testing includes pre-employment testing, testing after an accident, testing when there is reasonable suspicion, random testing, and testing before returning to duty to perform sensitive safety functions after a positive drug test.

2. Audit and Inspection

The Contractor shall permit the authorized representatives of the City, the Ventura County Transportation Commission (VCTC), the USDOT and the Controller General of the United States to inspect and audit all data and records of the Contractor relating to its performance under this Agreement.

The Contractor also shall maintain all required records relating to this project for at least three (3) years after the City makes final payment and all other pending matters are closed.

3. Disadvantaged Business Enterprise (DBE)

A DBE is a business owned and controlled by one or more socially and economically disadvantaged individuals. For the purpose of definition, DBE means an enterprise with control by an individual or individuals who is/are Female, Black American, Hispanic American, Asian Pacific American, Asian Indian American or Native American, and other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to Section 8(a) of the Small Business Act, as further described in FTA Circular C4716.1A, incorporated into 49 CFR Part 26.

Owned and controlled means a business which is: (1) A sole proprietorship legitimately owned by a socially and economically disadvantaged individual; (2) A partnership or

joint venture controlled by socially and economically disadvantaged individuals, and in which at least fifty-one percent (51%) of the beneficial ownership interests legitimately are held by socially and economically disadvantaged individuals; or (3) A corporation or other entity controlled by socially and economically disadvantaged individuals, in which at least fifty-one percent (51%) of the voting interests legitimately are held by socially and economically disadvantaged individuals.

In connection with the performance of this Agreement, the Contractor shall cooperate with the VCTC in meeting commitments and goals with regard to the maximum utilization of DBE and will use its best efforts to ensure that DBE shall have the maximum practicable opportunity to compete for subcontract work under this Agreement. Contractor shall submit with proposal certification of the actual percentage of DBE utilization for this project.

4. Clean Water

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 United States Code (USC) Sections 1251 et seq. The Contractor agrees to report each violation to the City and understands and agrees that the City shall, in turn, report each violation as required to assure notification to FTA and the appropriate Environmental Protection Agency (EPA) Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance by FTA.

5. Equal Employment Opportunity

In connection with the execution of this Agreement, the Contractor shall not discriminate against any employee or applicant for employment because of age, religion, color, sex, sexual orientation, national origin, marital status, or any disability not limiting the ability of the person to perform the job contemplated. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their age, race, religion, color, sex, sexual orientation, national origin, marital status, or any disability not limiting the ability of the person to perform the job contemplated. Such actions shall include, but not be limited to the following: Employment, up-grading, demotion, or transfer; recruitment, or recruitment advertising; layoff, or termination; rates of pay, or other forms of compensation; and selection for training, including apprenticeship. Such shall be in compliance with Executive Order 11246 amended by Executive Order 11375 and amended by Executive Order 11478 and as supplemented in United States Department of Labor (USDOL) regulations 41 CFR Part 60.

In connection with the execution of this Agreement, the Contractor shall comply with all aspects of the Federal Immigration and Naturalization Act of 1986.

6. Conservation

The Contractor shall recognize mandatory standards and policies relating to energy efficiency that are contained in the State energy conservation plan issued in compliance with the Federal Energy Policy and Conservation Act 42 USC, Sections 6321 et seq.

7. Debarred Proposers

The Contractor, including any of its officers or holders of a controlling interest, is obligated to inform the City by certificate whether or not it is or has been on any list maintained by the United States Government as a Contractor who has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any Federal contracts. Should the Contractor be included on such a list during the performance of this project, it shall so inform the City. Certificate pursuant to this provision is included with Agreement as Exhibit 1.

8. Clean Air

The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 USC Sections 7401 et seq. The Contractor agrees to report each violation to the City and understands and agrees that the City shall, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

9. Title VI of the Civil Rights Act of 1964

During the performance of this Agreement, the Contractor, for itself, its assignees and successors in interest agrees as follows:

- A. Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the USDOT 49 CFR, Part 21, as they may be amended from time to time, (Regulations), which are herein incorporated by reference and made a part of this Agreement.
- B. Nondiscrimination:** The Contractor, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Part 21.5 of the Regulations, including employment practices when the contract covers a program set forth in the Regulations. The proposal should include a statement by the Contractor certifying its compliance with the Regulations.

- C. Solicitations for Subcontractors, Including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Agreement and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
- D. Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City or the FTA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the City or the FTA as appropriate, and shall set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with nondiscrimination provisions of this Agreement, the City shall impose sanctions as it or the FTA may determine to be appropriate, including, but not limited to:
1. withholding of payments to the Contractor under the Agreement until the Contractor complies; and/or
 2. cancellation, termination, or suspension of the Agreement, in whole or in part.
- F. Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs "A" through "E" in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

10. Contract Work Hours and Safety Standards Act (CWHSSA)

The CWHSSA, 40 USC Sections 327-333 applies to all agreements over \$100,000 that may require or involve laborers or mechanics. The CWHSSA requires that laborers or mechanics cannot be required, or permitted, to work more than forty (40) hours in any workweek unless paid overtime at not less than one and one-half (1.5) times the basic rate of pay.

11. No Obligation by the Federal Government

The City and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Agreement, absent the express written consent by the Federal Government, the Federal

Government is not a party to this Agreement and shall not be subject to any obligations or liabilities to the City, Contractor, or any other party (whether or not a party to that Agreement) pertaining to any matter resulting from the underlying Agreement.

The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

12. Program Fraud and False or Fraudulent Statements or Related Acts

The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC Sections 3801 et seq. and USDOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Agreement. Upon execution of the underlying Agreement, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Agreement or the FTA assisted project for which this Agreement work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 USC Section 5307, the Federal Government reserves the right to impose the penalties of 18 USC Section 1001 and 49 USC Section 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

13. Lobbying

Contractor shall file the certification required by 49 CFR Part 20, "New Restrictions on Lobbying," provided in Exhibit 2. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award

covered by 31 USC Section 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 USC Section 1352. Such disclosures are forwarded from tier to tier up to the recipient.

14. Incorporation of FTA Terms

The provisions in Attachment 3 include, in part, certain Standard Terms and Conditions required by the USDOT, whether or not expressly set forth in the preceding provisions. All contractual provisions required by USDOT, as set forth in FTA Circular 4220.1F, dated November 1, 2008, as it may be amended from time to time, are hereby incorporated in this Agreement reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act or refuse to comply with any requests of the City which would cause the City to be in violation of the FTA terms and conditions.

15. Contracts Involving Federal Privacy Act Requirements

The following requirements apply to the Contractor and its employees that administer any system of records on behalf of the Federal Government under any contract:

- (A) The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 USC Section 552(a). Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying Agreement.
- (B) The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.
- (C) The Contractor agrees to comply with applicable transit employee protective requirements as follows:
 - (1) General Transit Employee Protective Requirements - To the extent that FTA determines that transit operations are involved, the Contractor agrees to carry out the transit operations work on the underlying contract in compliance with terms and conditions determined by the U.S. Secretary of Labor to be fair and equitable to protect the interests of employees

employed under this Agreement and to meet the employee protective requirements of 49 USC Section 5333(b), and USDOL guidelines at 29 CFR Part 215, and any agreements thereto. These terms and conditions are identified in the letter of certification from the USDOL to FTA applicable to the FTA recipient's project from which Federal assistance is provided to support work on the underlying contract. The Contractor agrees to carry out that work in compliance with the conditions stated in that USDOL letter. The requirements of this subsection, however, do not apply to any contract financed with Federal assistance provided by FTA either for projects for elderly individuals and individuals with disabilities authorized by 49 USC Section 5310(a)(2), or for projects for non-urbanized areas authorized by 49 USC Section 5311.

- (D) The Contractor also agrees to include any applicable requirements in each subcontract involving transit operations financed in whole or in part with Federal assistance provided by FTA.

16. FEDERAL CHANGES

The Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the grant agreements between the VCTC and FTA, as they may be amended or promulgated from time to time during the term of this Agreement. Failure by the Contractor to so comply shall constitute a material breach of this Agreement. In the event any such changes significantly affect the cost or the schedule to perform the work, the Contractor shall be entitled to submit a claim for an equitable adjustment under the applicable provisions of this Agreement.

**EXHIBIT 1
SUSPENSION AND DEBARMENT CERTIFICATION**

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT,
SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or Potential Contractor for a major third party contract), certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT (APPLICATION FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT), CUSA CC LLC dba Coach America Los Angeles CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 USC SECTIONS 3801 ET. SEQ. ARE APPLICABLE THERETO.



Signature of Contractor's Authorized Official

June 28, 2010

Date

Darlene Cochran ; Vice President / General Manager

Typed Name and Title of Contractor's Authorized Official

**EXHIBIT 2
LOBBYING CERTIFICATION**

As required by USDOT regulations, "New Restrictions on Lobbying," at 49 CFR Part 20.110, I certify to the best of my knowledge and belief that for each application for Federal assistance exceeding \$100,000: (1) No Federal appropriated funds have been or will be paid, by or on behalf of USA CC LLC dba Coach America Los Angeles to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress pertaining to the award of any Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal assistance agreement; and (2) If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application to FTA for Federal assistance, I assure that Standard Form-LLL, "Disclosure Form to Report Lobbying," would be submitted and would include all information required by the form's instructions.

I understand that this certification is a material representation of fact upon which reliance is placed and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 USC Section 1352. I also understand that any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.



Signature of Contractor's Authorized Official

June 28, 2010

Date

Darlene Cochran ; Vice President / General Manager

Typed Name and Title of Contractor's Authorized Official

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 USC Section 1352

(See reverse for public burden disclosure.)

<p>1. Type of Federal Action:</p> <input type="checkbox"/> 1 a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<p>2. Status of Federal Action:</p> <input type="checkbox"/> 2 a. bid/offer/application b. initial award c. post-award	<p>3. Report Type:</p> <input type="checkbox"/> 3 a. initial filing b. material change For Material Change Only: Year ____ Quarter ____ Date of Last Report _____
<p>4. Name and Address of Reporting Entity:</p> <input type="checkbox"/> 4 Prime <input type="checkbox"/> 5 Subawardee Tier <input type="checkbox"/> if known Congressional District, if known: _____		<p>5. If reporting entity in No. 4 is Subawardee, enter Name and Address of Prime:</p> Congressional District, if known: _____
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> CFDA Number, if applicable: _____	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</p> <p align="center" style="font-size: 2em; opacity: 0.5;">NONE</p> <p align="center">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p>
<p>11. Amount of Payment (check all that apply):</p> \$ _____ <input type="checkbox"/> 6 actual <input type="checkbox"/> 7 planned	<p>13. Type of Payment (check all that apply):</p> <input type="checkbox"/> 10 a. retainer <input type="checkbox"/> 11 b. one-time fee <input type="checkbox"/> 12 c. commission <input type="checkbox"/> 13 d. contingent fee <input type="checkbox"/> 14 e. deferred <input type="checkbox"/> 15 d. other; specify: _____	
<p>12. Form of Payment (check all that apply):</p> <input type="checkbox"/> 8 a. cash <input type="checkbox"/> 9 b. in-kind; specify: nature _____ value _____		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11 (attach Continuation Sheet(s) SF-LLL-A, if necessary):</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> 16 Yes <input type="checkbox"/> 17 No</p>		
<p>16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		<p>Signature: <u>Darlene Cochran</u></p> <p>Print Name: <u>Darlene Cochran</u></p> <p>Title: <u>J.P. / General Manager</u></p> <p>Telephone No.: <u>562 6347969</u> Date: <u>6-30-2010</u></p>
		<p>Authorized for Local Reproduction Standard Form - LLL</p>

ATTACHMENT 4
LABOR CODE SECTIONS 1070 – 1074
(EXCERPT AS OF MAY 2010)

1070. The Legislature finds and declares all of the following:

a) That when public transit agencies award contracts to operate bus and rail services to a new contractor, qualified employees of the prior contractor who are not reemployed by the successor contractor face significant economic dislocation as a result.

b) That those displaced employees rely unnecessarily upon the unemployment insurance system, public social services, and health programs, increasing costs to these vital government programs and placing a significant burden upon both the government and the taxpayers.

c) That it serves an important social purpose to establish incentives for contractors who bid public transit services contracts to retain qualified employees of the prior contractor to perform the same or similar work.

1071. The following definitions apply through this chapter:

a) "Awarding authority" means any local government agency, including any city, county, special district, transit district, joint powers authority, or nonprofit corporation that awards or otherwise enters into contracts for public transit services performed within the State of California.

b) "Bidder" means any person who submits a bid to an awarding agency for a public transit service contract or subcontract.

c) "Contractor" means any person who enters into a public transit service contract with an awarding authority.

d) "Employee" means any person who works for a contractor or subcontractor under a contract. "Employee" does not include an executive, administrative, or professional employee exempt from the payment of overtime compensation within the meaning of subdivision (a) of Section 515 or any person who is not an "employee" as defined under Section 2(3) of the National Labor Relations Act (29 USC Section 152(3)).

e) "Person" means any individual, proprietorship, partnership, joint venture, corporation, limited liability company, trust, association, or other entity that may employ individuals or enter into contracts.

f) "Public transit services" means the provision of passenger transportation services to the general public, including paratransit service.

g) "Service contract" means any contract the principal purpose of which is to provide public transit services through the use of service employees.

h) "Subcontractor" means any person who is not an employee who enters into a contract with a contractor to assist the contractor in performing a service contract.

1072.

a) A bidder shall declare as part of the bid for a service contract whether or not he or she will retain the employees of the prior contractor or subcontractor for a period of not less than 90 days.

b) An awarding authority letting a service contract out to bid shall give a 10 percent preference to any bidder who agrees to retain the employees of the prior contractor or subcontractor pursuant to subdivision (a).

c)(1) If the awarding authority announces that it intends to let a service contract out to bid, the existing service contractor, within a reasonable time, shall provide to the awarding authority the number of employees who are performing services under the service contract and the wage rates, benefits, and job classifications of those employees. In addition, the existing service contractor shall make this information available to any entity that the awarding authority has identified as a bona fide bidder. If the successor service contract is awarded to a new contractor, the existing contractor shall provide the names, addresses, dates of hire, wages, benefit levels, and job classifications of the employees to the successor contractor. The duties imposed by this subdivision shall be contained in all service contracts.

2) A successor contractor or subcontractor who agrees to retain employees pursuant to subdivision (a) shall retain employees who have been employed by the prior contractor or subcontractors, except for reasonable and substantiated cause. That cause is limited to the particular employee's performance or conduct while working under the prior contract or the employee's failure of any controlled substances and alcohol test, physical examination, criminal background check required by law as a condition of employment, or other standard hiring qualification lawfully required by the successor contractor or subcontractor.

3) The successor contractor or subcontractor shall make a written offer of employment to each employee to be rehired. That offer shall state the time within which the employee must accept that offer, but in no case less than 10 days. Nothing in this section requires the successor contractor or subcontractor to pay the same wages or offer the same benefits provided by the prior contractor or subcontractor.

4) If, at any time, the successor contractor or subcontractor determines that fewer employees are required than were required under the prior contract or subcontract, he or she shall retain qualified employees by seniority within the job classification. In determining those employees who are qualified, the successor contractor or subcontractor may require an employee to possess any license that is required by law to operate the equipment that the employee will operate as an employee of the successor contractor or subcontractor.

1073.

a) An employee who was not offered employment or who has been discharged in violation of this chapter, or his or her agent, may bring an action against the successor contractor or subcontractor in any superior court having jurisdiction over the successor contractor or subcontractor. Upon finding a violation of this chapter, the court shall order reinstatement to employment with the successor contractor or subcontractor and award backpay, including the value of benefits, for each day of violation. A violation of this chapter continues for each day that the successor contractor or subcontractor fails to employ the employee, within the period agreed to pursuant to Section 1072.

b) The court may preliminarily or permanently enjoin the continued violation of this chapter.

c) If the employee prevails in an action brought under this chapter, the court shall award the employee reasonable attorney's fees and costs as part of the costs recoverable.

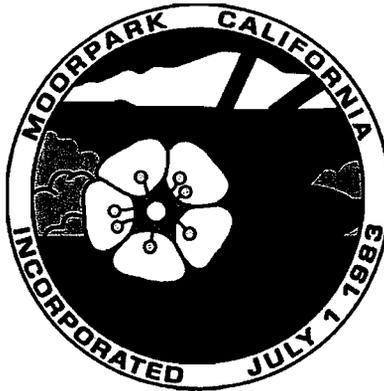
1074.

a) Upon its own motion or upon the request of any member of the public, an awarding authority may terminate any service contract made pursuant to Section 1072 if both of the following occur:

1) The contractor or subcontractor has substantially breached the contract.

2) The awarding authority holds a public hearing within 30 days of the receipt of the request or its announcement of its intention to terminate.

b) A contractor or subcontractor terminated pursuant to subdivision a) shall be ineligible to bid on or be awarded a service contract or subcontract with that awarding authority for a period of not less than one year and not more than three years, to be determined by the awarding authority.



CITY OF MOORPARK DEPARTMENT OF PUBLIC WORKS

REQUEST FOR PROPOSAL (RFP) FOR DIAL-A-RIDE PARATRANSIT SERVICES

**JANICE PARVIN, MAYOR
ROSEANN MIKOS, MAYOR PRO TEM
KEITH MILLHOUSE, COUNCILMEMBER
DAVID POLLOCK, COUCILMEMBER
MARK VAN DAM, COUNCILMEMBER**

**STEVEN KUENY
-CITY MANAGER-**

**YUGAL K. LALL, P.E.
-CITY ENGINEER/PUBLIC WORKS DIRECTOR-**

June 9, 2010

**Proposal Submission Deadline:
July 1, 2010
Proposals are due by 3:00 p.m.**

**NOTICE INVITING REQUESTS FOR PROPOSAL
FOR
DIAL-A-RIDE PARATRANSIT SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that the City of Moorpark (City) as Agency, invites sealed bids for the above stated project and will receive such bids in the Public Works Department, 799 Moorpark Avenue, Moorpark, California, 93021 up to the hour of 3:00 p.m. on July 1, 2010.

The purpose of this invitation is to solicit proposals for Dial-A-Ride Paratransit Services.

Proposals shall be prepared on the approved Proposal Forms in conformance with the Instructions to Bidders and submitted (one original and one copy) in a sealed envelope plainly marked on the outside, "DIAL-A-RIDE PARATRANSIT SERVICES – DO NOT OPEN WITH REGULAR MAIL". The City of Moorpark City Council reserves the right to waive any informalities or irregularities in any proposal submitted, to reject any or all proposals, and to award agreements to one or more contractor for one or more of the RFP items. Proposals will remain valid for ninety (90) days while the City reviews.

Hardcopy to:

City of Moorpark
Public Works Department
Attn: Shaun Kroes
799 Moorpark Avenue
Moorpark, CA 93021

- Documents are to be double sided and printed on recycled content paper (minimum of 30% post-consumer recycled content).
- Proposals may be hand delivered to the City receptionist at 799 Moorpark Avenue.

This Request for Proposal (RFP) does not commit the City to award an Agreement, nor pay for any costs incurred in the preparation of a proposal for this request. The City reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the City to do so.

Bid Packets and Proposal Forms may be picked up at Moorpark City Hall, 799 Moorpark Avenue, or mailed upon request.

A pre-bid meeting will be held on June 21, 2010, at 11:00 a.m., at Moorpark City Hall, Development Services Conference Room, 799 Moorpark Avenue, Moorpark, CA 93021 to discuss the project. Interested bidders are strongly encouraged to attend.

All questions relating to this RFP should be addressed in writing (E-mail is acceptable) to:

City of Moorpark
Public Works Department
Attn: Shaun Kroes
799 Moorpark Avenue
Moorpark, CA 93021
skroes@ci.moorpark.ca.us

The deadline for questions is June 23, 2010, at 4:00 p.m. All questions will be recorded and submitted, with answers, to all known Proposers by 5:00 p.m., June 28, 2010.

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APPENDIXES

- A. Scope of Services
- B. Proposal Cost Form and Addenda
- C. Proposer Reference Forms – Parts I and II
- D. Vehicle Identification Forms – Parts I and II
- E. List of Subcontractors
- F. Moorpark Paratransit Rules
- G. Agreement

Attachments:

- 1. Documentation of Insurance Coverage Requirements
 - 1A. Sample Endorsement
- 2. Liquidated Damages
- 3. FTA Requirements
- 4. Labor Code Section 1070 – 7074

Exhibit 1: Certifications of Primary Participation Regarding Debarment, Suspension, and Other Responsibility Matters

Exhibit 2: Lobbying Certification

I. Introduction

This RFP seeks proposals from qualified firms to operate and manage Dial-A-Ride Paratransit Services for the City of Moorpark (City) consisting of curb-to-curb demand responsive transportation for senior (aged 62+) citizens and persons with disabilities certified in accordance with the Americans with Disabilities Act (ADA). Senior Dial-A-Ride trips occur within the City. ADA service within the City limits with limited Inter-City ADA service to neighboring cities of Thousand Oaks/Westlake Village, Oak Park and Camarillo, and coordinated transfers to nearby paratransit systems, including but not limited to, Simi Valley Dial-A-Ride, Gold Coast Access, and L.A. Access.

The City is a municipal corporation located in Ventura County, California, and is about twelve (12) square miles in size, with a population of approximately 37,000. The City provides a wide range of community services including transit, Paratransit, recreation and Active Adult (senior citizen) programs in Moorpark. The City prides itself in the quality of services it delivers.

Operations of the transportation services contemplated by this RFP shall be conducted in accordance with the terms and conditions contained herein, in the Scope of Services (Appendix A), the Agreement (Appendix G) and other documents, laws and regulations governing this project.

II. Services to be Performed

Proposals shall be for providing dispatchers, vehicles, and drivers for Dial-A-Ride Paratransit Services, and maintaining sufficient relief drivers and backup vehicles to ensure uninterrupted service. The Dial-A-Ride is a curb-to-curb demand responsive service to participants that have been pre-qualified by either the City (for Senior Dial-A-Ride) or the Ventura County Transportation Commission (VCTC) (for ADA Paratransit). In Fiscal Year 2008/09, 335 Senior Dial-A-Ride trips and 2,361 ADA Paratransit trips were provided. Senior Dial-A-Ride trips averaged four (4) miles per trip and ADA Paratransit trips averaged eleven (11) miles per trip. Together, the Intra-City and Inter-City services average eleven (11) trips per day.

In addition to the basic level of service described above, proposals shall include preparing reports and maintaining records as specified by the City.

Moorpark Intra-City Senior and ADA Paratransit: The City offers Senior Dial-A-Ride service to residents aged 62 and older and persons with disabilities certified under the ADA. This is a curb-to-curb transportation service from 6:00 a.m. – 6:00 p.m. weekdays within the Moorpark City limits.

For Senior service, a one-page application must be completed in order to enroll in the program. ADA certification requires a more detailed application.

Applications for Senior and ADA services are available from the City. The ADA application originates from VCTC. The participant pays \$1.50 each way, and the City subsidizes the rest of the fare within the City. Wheelchair accessible vans or vehicles must be available, but are not always necessary.

Senior Nutrition Transportation Program: VCTC and the Ventura County Area Agency on Aging provide an Older Americans Act (OAA) grant to support senior nutrition transportation services. Any senior citizen going to the Moorpark Active Adult Center meal site within one (1) hour before and after the meal is served (usually at 12:00 p.m.) may ride the Senior Dial-A-Ride and ADA Paratransit for free with a suggested donation of \$1.50 per trip. Should a rider not pay the full \$1.50 donation in lieu of the fare, the remainder is added to the City subsidy. To use the service, the senior citizen must register for the service within the City.

Inter-City ADA Paratransit: This service enables ADA-certified persons with disabilities to travel from Moorpark to Thousand Oaks/Westlake Village, Oak Park, and Camarillo, and coordinated transfers to nearby paratransit systems, including but not limited to, Simi Valley Dial-A-Ride, Gold Coast Access, and L.A. Access. The participant pays \$3.00 per trip for travel to and from Thousand Oaks/Westlake Village, and the Simi Valley and L.A. Access transfer points. The rider pays \$4.50 per trip for travel to and from Camarillo, Oak Park and the Gold Coast transfer point.

Contractor shall be responsible for reservations and scheduling of Dial-A-Ride and Paratransit service requests. These responsibilities are identified in the Scope of Services.

The City, at its sole option, may contract with more than one operator or expand or reduce services during the term of the Agreement. Proposers are encouraged to review the Scope of Services (Appendix A) and Agreement (Appendix G) for more information regarding operation of services.

III. Proposal Content/Format

Prospective contractors shall submit a proposal with the required **Proposal Cost Form and Addenda (Appendix B); Proposer Reference Forms – Parts I and II (Appendix C); Vehicle Identification Forms – Parts I and II (Appendix D); List of Subcontractors (Appendix E, if applicable); Required Documentation of Insurance Coverage (Attachment 1), Including Sample General Liability Endorsement (Attachment 1A); Required Documentation of Federal Transit Administration (FTA) (Attachment 3), Including Certification of Primary Participation Regarding Debarment, Suspension, and Other Responsibility Matters (Exhibit 1); and Lobbying Certification (Exhibit 2).** The proposal should be provided in a sealed envelope and marked on the outside of the envelope “DIAL-A-RIDE PARATRANSIT SERVICES – DO NOT OPEN WITH REGULAR MAIL”. - with the name of the firm. Provide one (1) original and one (1) copy.

Submit proposal to: City of Moorpark
Public Works Department
Attn: Shaun Kroes
799 Moorpark Avenue
Moorpark, CA 93021

PROPOSALS MUST BE RECEIVED BY THE CITY NO LATER THAN 3:00 P.M., ON JULY 1, 2010.

IV. Proposal Evaluation and Selection

The Proposal Cost Forms, Proposer Reference Forms, Vehicle Identification Forms, Required Documentation of Insurance Coverage, Required FTA Documentation, Including Certification of Primary Participation Regarding Debarment, and Lobbying Certification must be **sealed and received by the City up to the hour of 3:00 p.m. on the 1st day of July, 2010.** Proposals received after the time and date specified above will not be considered and will be returned unopened.

All proposals received shall be evaluated with the emphasis placed on:

1. The proposing firm's ability to meet City requirements.
2. The responsiveness of the proposal.
3. The quality of the equipment quoted for the required cost.
4. Other factors such as the ability to meet service dates and the general competence of the Proposer.
5. Cost shall be evaluated in relation to other qualified Proposers. The City need not select the lowest Proposer, but may choose according to the lowest qualified proposal in the best interest of the City.
6. After review of proposals by City staff, Proposers may expect questions about their proposals and may be called to visit City staff on July 6, 2010. Proposers will be notified on July 2, 2010, if an interview is expected.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Contractor shall be rejected.

The Proposer is advised that should this RFP result in recommendation for award of an Agreement, the Agreement shall not be in force until it is approved and fully executed by the City.

All products used or developed in the execution of any Agreement resulting from this RFP shall remain in the public domain at the completion of the Agreement.

Compensation under any Agreement resulting from this RFP shall be on a time and expense basis at rates stated in the cost forms.

A sample of the proposed Agreement is attached herein as Appendix G. The Contractor shall adhere to the provisions of this Agreement. The Contractor shall advise the City, in the proposal transmittal letter, of any provision which they have alternative wording or any provision which they cannot accept.

Any Agreement awarded as a result of this RFP shall be awarded without discrimination based on race, color, religion, age, sex, or national origin.

V. General Proposal Terms and Conditions

Agreement Requirement - The Proposer to whom the Agreement is awarded shall execute a written Agreement with the City within ten (10) calendar days after notice of the award has been sent by mail to the Contractor at the address given in the proposal. The Agreement shall be made in the form approved by the City and incorporated in this RFP as Appendix G. Any exceptions, concerns, or requests to modify the Agreement must be provided in writing and submitted with the Contractor's proposal. The Contractor warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor and materials to carry out and complete the work hereunder in compliance with all applicable federal, state, county, and City laws, ordinances, statutes and regulations.

Communications Regarding RFP - If a Proposer is in doubt as to the meaning or intent of any part of the RFP, or discovers discrepancies in or omissions from the RFP, it may submit a written request for an interpretation or correction thereof to the Project Manager, Shaun Kroes, City of Moorpark. Interpretation or correction of the RFP shall be made only by addendum duly issued by the City. A copy of any such addendum shall be mailed or delivered to each person receiving the RFP, and such addendum shall be considered a part of the RFP and shall be incorporated therein. All timely requests for information submitted in writing by June 23, 2010, shall receive a written response from the City. Telephone communications with members of City staff are not encouraged, but will be permitted. However, any such oral communication shall not be binding on the City.

Modification or Withdrawal of Submittals - Any proposal received prior to the date and time specified for receipt of proposals may be withdrawn or modified by written request of the prospective contractor. To be considered, however, the modified proposal must be received by the time and date originally specified.

Property Rights - Proposals received within the prescribed deadline become the property of the City and all rights to the contents therein become those of the City.

Confidentiality - Prior to award of the Agreement, all proposals shall be designated confidential to the extent permitted by the California Public Records Act. After award of the Agreement, or if not awarded, after rejection of all proposals, all responses shall be regarded as public records and shall be subject to review by the public. Any language

purported to render confidential all or portions of the proposals shall be regarded as non-effective and shall be disregarded.

Non-Commitment of City - This RFP does not commit the City to award an agreement, to pay any costs incurred in the preparation of a proposal responding to this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the City to do so.

Insurance Endorsement - Contractor's attention is directed to Attachment 1A "Sample Endorsement". The City requires Contractor to endorse the third party general liability coverage required per Attachment 1 to include as additional insureds the City, its officials, employees and agents, using standard ISO endorsement CG 2010 with an edition prior to 1992. The required endorsement form is the CG 2010 11 85. Contractor is required to submit its insurance company's sample endorsement certificate to demonstrate that it is aware and able to provide the required certificate if awarded the Agreement.

Subcontractor Approval - Unless prior written consent from the City is obtained, only those subcontractors whose names appear in Contractor's proposal (provided in Appendix E) shall be used in the performance of this Agreement.

VI. Proposal Checklist

All of the following items must be included in the submitted proposal in order to be considered complete. Contractor may include additional materials as necessary. Contractor should submit one (1) original proposal and one (1) copy. The proposal must include the following:

1. Proposal Cost Form and Addenda (Appendix B)
2. Proposer Reference Forms – Parts I and II (Appendix C)
3. Vehicle Identification Forms – Parts I and II (Appendix D)
4. List of Subcontractors (if applicable) (Appendix E)
5. Required documentation of insurance coverage (Attachment 1) – including sample general liability endorsement (Attachment 1A)
6. Required Documentation of FTA (Attachment 3), Including Certification of Primary Participation Regarding Debarment, Suspension, and Other Responsibility Matters (Exhibit 1) and Lobbying Certification (Exhibit 2)
7. Proposer Supplied Additional Information

APPENDIXES

APPENDIX A – SCOPE OF SERVICES

APPENDIX B – PROPOSAL COST FORM AND ADDENDA

APPENDIX C – PROPOSER REFERENCE FORMS – PARTS I AND II

APPENDIX D – VEHICLE IDENTIFICATION FORMS – PARTS I AND II

APPENDIX E – LIST OF SUBCONTRACTORS (FILE IF APPLICABLE)

APPENDIX F – MOORPARK PARATRANSIT RULES

APPENDIX G – AGREEMENT

ATTACHMENTS:

1. DOCUMENTATION OF INSURANCE COVERAGE REQUIREMENTS
 - 1A. SAMPLE ENDORSEMENT
2. LIQUIDATED DAMAGES
3. FTA REQUIREMENTS
4. LABOR CODE SECTIONS 1070 – 1074

EXHIBITS

- 1: CERTIFICATIONS OF PRIMARY PARTICIPATION REGARDING DEBARMENT SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
- 2: LOBBYING CERTIFICATION

APPENDIX A SCOPE OF SERVICES

Section 1: Service Area, and Days and Hours of Operation

Moorpark Intra-City Senior and ADA Paratransit: This curb-to-curb service is for residents aged 62 and older and persons with disabilities certified under the Americans with Disabilities Act (ADA). This service area is within the City limits.

Inter-City ADA Paratransit: This curb-to-curb service enables persons with disabilities certified under the ADA to travel from Moorpark to Thousand Oaks/Westlake Village, Oak Park, and Camarillo. The service also provides transfer services to the City of Simi Valley, Cities of Oxnard and Ventura, and Los Angeles County. The transfer points are:

Simi Valley (via Simi Valley Transit):

- Simi Valley Town Center – 1555 Simi Town Center Way. At the Vista East County bus stop on Jefferson Way (behind Town Center).
- Wood Ranch Shopping Center – 591 Country Club Drive, in front of Ralph's.

Oxnard/Ventura (via Gold Coast Transit):

- Camarillo Bus Stop – 1306 North Del Norte Drive, Camarillo, CA 93010

Los Angeles County (Via L.A. Access)

- Carl's Jr. – 2400 Townsgate Drive, 887 South Westlake Boulevard, in Carl's Jr. parking lot.

The Moorpark Dial-A-Ride Paratransit Service is complementary to the Moorpark City Transit fixed route bus system and has the same service days and hours. These are currently Monday through Friday, 6:00 a.m. – 6:00 p.m. There is no service outside these hours, or on weekends, or on the following six (6) national holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Service is provided on other federal, state and local holidays. The service days and hours of the Dial-A-Ride service may be adjusted to match any future changes in the Moorpark City Transit service days and hours.

The City reserves the right to make adjustments to the service area, days, and hours. For major adjustments, the Contractor shall be notified in writing not less than seven (7) calendar days prior to the effective date; for minor adjustments, the Contractor shall be given at least 24 hours notice.

Section 2: Personnel

City shall have the right, contingent upon the Contractor's personnel policy guidelines, to ask for the temporary or permanent removal of any personnel furnished by Contractor for any reasonable cause (not to be construed as requesting removal from Contractor's employment). Contractor shall submit a copy of its current personnel policy guidelines with Agreement for services and any amendments thereto. All personnel shall be employees of Contractor and Contractor shall be solely responsible for payment of all employees' wages and benefits.

Contractor, without any expense to City, shall faithfully comply with the requirements of all applicable laws with respect to employee liability, workers' compensation, unemployment insurance and other forms of social security. Contractor shall also be responsible for withholding of income tax at its source from employees' wages and, further, the Contractor shall indemnify and hold harmless the City from any liability, damages, claims, costs, and expenses of any nature arising from alleged violation of such laws.

Any driver performing Paratransit services for the City shall be an employee of the Contractor. Contractor shall not subcontract with individuals to execute trip assignments. Contractor shall provide thorough training for all employees for the proper performance of their duties. Contractor shall have a training program encompassing the National Safety Council Defensive Driving Course. This program shall direct itself to dealing specifically with transporting seniors and the mobility impaired. All employees shall receive proper training and instruction at the time of hiring and prior to being assigned to service for the City. This training program shall be described fully and submitted to City for review within ten (10) days of Agreement approval by the City. Training records, with drivers' names and training dates, shall be furnished to the City. Only employees identified on training records as successfully completing training shall transport passengers for the City.

Section 3: Dispatch

The Contractor shall maintain a dispatch center with scheduling and communications capabilities sufficient to meet federal ADA standards and the standards contained herein. A dispatcher shall be available to schedule trip requests between the hours of 6:00 a.m. - 6:00 p.m. Monday - Friday; and 7:30 a.m. - 4:00 p.m. on Sunday (for Monday reservations). Both the dispatchers and the drivers shall coordinate the provisions of this service such that it will optimize the number of participants carried and minimize circuitous routing while maintaining on-time performance. Dispatchers shall advise participants, to the best of their ability, the approximate time of pick-up. Per ADA requirements, Intra-City ADA requests must be met within one (1) hour of the participant's requested time. For example, if an ADA participant requests a 10:00 a.m. pick-up, the Contractor must be able to pick-up that participant between 9:00 a.m. and 11:00 a.m., otherwise, the request is considered a "denied" trip. The Contractor shall make all possible efforts to avoid any undue delay(s).

Contractor shall use the provided Trapeze Dispatch Program, equipment, and any additionally provided programs to enhance the demand response and reservation system. The Trapeze Program and equipment is provided by the Ventura County Transportation Commission (VCTC) through the City for the sole use of dispatch services within the City and the coordination of the county wide ADA program.

The City is responsible for providing the Contractor with lists or rosters of eligible Senior and ADA Disabled Paratransit participants.

Reservation guidelines are as follows:

Intra-City travel: Participants may call two (2) hours in advance of requested pick-up time. For example, call at 10:00 a.m. for a 12:00 p.m. pick-up. If the participant has an appointment he or she needs to make, or uses a wheelchair, the participant is requested to call one day (24 hours) in advance. However, the Contractor shall make every effort to accommodate requests that are made with less than one day (24 hours) notice.

Inter-City travel: Once ADA certified, participants are advised to make reservations at a minimum of one day (24 hours) and not more than fourteen (14) days in advance. However, the Contractor shall make every attempt to accommodate service requests made with less than one day (24 hours) notice. Paratransit reservations shall be the responsibility of the Contractor. For trips involving a transfer, the Contractor shall be responsible for coordinating the transfer times with the respective agency (such as Simi Valley Transit, Gold Coast Access, or L.A. Access). The Contractor shall also be responsible for scheduling reservations with input from the City when necessary.

Section 4: Operations

The Contractor shall be responsible for operation of the vehicles used to provide services. The Contractor shall ensure at all times that vehicles used for participant conveyance shall be operated with due regard for the safety, comfort, and convenience of the public. The Contractor shall be responsible for complying with all applicable federal, state, and local laws and requirements, including obtaining a Business Registration from the City.

The Contractor shall be responsible for ensuring compliance with ADA 49 Code of Federal Regulations (CFR) Parts 27, 37, and 38: Transportation for individuals with disabilities, Final Rule, dated September 6, 1991, or as it may be amended.

The City may, from time to time, issue directives concerning matters related to Paratransit services; e.g., reservation procedures and cancellation notification. The Contractor shall assist the City in implementing and/or enforcing these directives.

The Contractor shall:

1. Maintain a current file on certified Moorpark Paratransit participants including name, address, telephone number, disability, and any other information that will assist the driver.
2. Receive Paratransit reservation requests via the telephone. Participant reservation requirements are listed in Section 3.
3. Keep a list of Paratransit activities, including:
 - a. Number of one-way rides per day.
 - b. Number of one-way rides per month.
 - c. Number of "no shows" per month.
 - d. Number of "denials" per month.
4. Provide reservation information to the City via email.

Section 5: Contractor Vehicles

Contractor shall provide all necessary vehicles, including at least one (1) primary wheelchair accessible vehicle that meets ADA standards and at least one (1) backup vehicle to ensure continuation of service in case of a breakdown of the primary vehicle. All Contractor-supplied vehicles shall be no more than five (5) years old. The Contractor shall at all times be required to have a backup vehicle available for use in the event that the primary vehicle is unable to operate.

Backup vehicles shall be in safe and good working order. The City shall have the right to approve the suitability of any vehicle used by the Contractor.

In the event that the primary vehicle being used by the Contractor breaks down, the Contractor shall provide a backup vehicle on site within one and one-half (1.5) hours from the time the primary vehicle breakdown is reported to the Contractor.

Non-accessible Vehicles: Certain participants do not need a wheelchair accessible vehicle or van. In the past, these participants have been adequately served with a taxicab, town car, or mini-van. This is acceptable as long as the participant is not inconvenienced by not being transported in an ADA accessible vehicle.

Section 6: Vehicle Maintenance

The Contractor shall perform the duties and accept the responsibilities set forth herein pertaining to the maintenance of the Contractor's vehicles used to provide services. Contractor's buses, vans, or other motor vehicles acceptable to the City that are used to provide services are referred to in this section as "vehicles". The omission of a duty or responsibility herein shall not relieve the Contractor of any obligation to perform such duty or accept such responsibility, so long as it is usual, customary and generally accepted within the public transportation industry as being an integral element of operating a fixed-

route and complimentary Paratransit Dial-A-Ride public transportation system of a kind and character such as Moorpark City Transit.

- 6.1 **Maintenance Facility:** The Contractor shall provide and maintain an appropriate fixed maintenance facility within a thirty-five (35) mile radius from the City. The facility shall be equipped with all tools and equipment necessary for maintenance of vehicles. When out-of-service, vehicles shall be stored at all times either within an enclosed, paved garage, or within a paved, security-fenced outside storage area.
- 6.2 **Daily Maintenance:** The Contractor shall perform daily vehicle servicing on all vehicles. Daily servicing shall include, but not be limited to, fueling; engine oil, coolant, water, and transmission fluid check/add; farebox vault pulling and replacement; wheelchair lift check; brake check; light and flasher check; and check all vehicle performance defects reported by drivers to identify potential safety and reliability items requiring immediate attention. The Contractor shall develop, implement and maintain a written checklist of items included in the daily servicing of the vehicles. The checklist shall be utilized and kept on file for City and California Highway Patrol (CHP) review at any time during regular business hours. The checklist requirement may incorporate or supplement CHP required driver's pre-trip safety inspections.
- 6.3 **Vehicle Cleaning:** The Contractor shall maintain vehicles in a clean and neat condition at all times.

The interior of the vehicles shall be kept free of litter and debris to the maximum extent practicable throughout the operating day. Vehicles shall be swept and dusted daily. Interior panels, windows, and upholstery shall be cleaned of marks as necessary. The interiors of all vehicles shall be thoroughly washed at least once per week, including all windows, seats, floor, stanchions, and grabrails. All foreign matter such as gum, grease, dirt, and graffiti shall be removed from interior surfaces during the interior cleaning process. Any damage to seat upholstery shall be repaired at the end of each day. Ceilings and walls shall be thoroughly cleaned at least once per month, or more often if necessary. Destination sign interior glass shall be cleaned as necessary to maintain a clean appearance and maximize visibility.

The exteriors of vehicles shall be washed as required to maintain a clean, inviting appearance and in no event less than once per week. Exterior washing shall include the vehicle body, all windows, and wheels. Rubber or vinyl exterior components such as tires, bumper fascia, fender skirts, and door edge guards shall be cleaned and treated with a preservative at least once per month, or as necessary to maintain an attractive appearance. The vehicle exterior shall be waxed once every six months.

The vehicles shall be kept free of vermin and insects at all times. The Contractor shall exterminate all vermin and insects from the vehicles immediately upon their discovery, utilizing safe and non-hazardous materials.

- 6.4 Preventive Maintenance: The Contractor shall develop and implement a preventive maintenance program. All preventative maintenance shall be performed by the Contractor or Contractor's subcontractor listed in Appendix E. At a minimum, the Contractor's preventive maintenance program shall adhere to the preventive maintenance schedules and standards of the industry, and shall meet the manufacturer's specifications and be sufficient so as not to invalidate or lessen warranty coverage of the vehicles. Adherence to preventive maintenance schedules shall not be regarded as reasonable cause for deferred maintenance in specific instances where the Contractor's employees observe that maintenance is needed in advance of schedule.

The Contractor shall not defer maintenance for any reason without the prior written consent of the City Manager, or his designee. The Contractor shall adjust the work schedule of its employees as necessary to meet all scheduled services and complete preventive maintenance activities according to the schedule.

All parts used for preventive maintenance shall be new and meet the manufacturer's specifications.

The City, at its own expense, may inspect vehicles to ensure that regular preventive maintenance is being performed.

- 6.5 Vehicle Repairs: All repairs to vehicles shall be performed by the Contractor or Contractor's subcontractor listed in Appendix E and shall be included in the final Agreement cost. Repairs shall include, but not be limited to, work to correct loss or damage; adjustments due to normal wear and tear; and overhaul, rebuilding or replacement of components. All required parts shall be new and meet the manufacturer's specifications.

Repair work shall be conducted as soon as practicable upon learning that such work is required. The Contractor shall perform repair work expeditiously in response to identification of problems by drivers or other staff members. The Contractor shall assure the City that required repairs shall not be deferred beyond a reasonable time.

The Contractor shall be familiar with all vehicles and equipment warranties and shall comply with all warranty provisions in the conduct of maintenance.

- 6.6 Vehicle Towing: In the event that towing of a vehicle is required due to mechanical failure or damage, the Contractor shall be responsible to provide such towing at the Contractor's sole expense.

- 6.7 Maintenance Records and Reports: The Contractor shall prepare, maintain, and make available to the City records and data relative to vehicle maintenance. Maintenance records shall be maintained on all vehicles indicating all warranty work, preventive maintenance, and repairs performed on each vehicle. All such records and reports shall be prepared and maintained in such a manner to fulfill any applicable state or federal requirements, as well as any needs of the City to enable it to evaluate accurately the Contractor's maintenance performance and the operating expense associated with its services.

Records of all maintenance and inspections shall be made available to the City, the CHP and/or such other regulatory agencies with jurisdiction when requested. The City maintains the right to inspect, examine and test, at any reasonable time, any vehicles used and any equipment used in the performance of maintenance work in order to ensure compliance. Such inspection shall not relieve the Contractor of the obligation to monitor continually the condition of all vehicles and to identify and correct all substandard or unsafe conditions immediately upon discovery.

The Contractor shall prepare and maintain records and reports that shall include, but not be limited to, the following:

- A. Daily vehicle inspection and servicing checklists.
- B. Work orders for all maintenance inspections, warranty repairs and other vehicle repairs including materials, parts, and labor consumed.
- C. Roadcall reports, or work order, for each roadcall identifying date and time, vehicle number, problem and mileage of vehicle.
- D. All fuel, fluids, and lubricants used.
- E. Monthly summaries of vehicle miles, vehicle miles since last preventive maintenance inspection, lists of any vehicle repairs made, numbers and lengths of time backup vehicle was used, and vehicle roadcalls.

Section 7: Drivers

The Contractor shall ensure that regularly assigned drivers or backup drivers are available and on-time each day to ensure consistent and reliable service. The Contractor shall review current California Department of Motor Vehicles (DMV) reports on all applicants for the position of driver and shall reject any applicant with any failure to appear in court for driving under the influence or other violations. Contractor shall join and bear full cost of the DMV Pull Notice Program, whereby the Contractor shall be notified of any activity on a driver's driving record. Any driver exceeding the DMV point system or with a revoked or suspended license shall not be allowed to provide driver service for the City. Any driver performing Paratransit services for the City shall be an employee of the Contractor. Contractor shall not subcontract with individuals to execute trip assignments.

Drivers are required to possess a valid California Class “B” or “C” driver license for the operation of the type of vehicles to be used by that respective driver. The Contractor shall provide thorough training for all personnel for the proper performance of their duties. Drivers shall also be thoroughly trained on the use of all equipment used, including the Contractor’s backup vehicle. Contractor shall at a minimum perform background checks on drivers, as a registered Human Resources Agency with the Department of Justice, utilizing a vendor such as Live Scan to ensure that no drivers with inappropriate backgrounds are used to provide driver services for the City. Drivers shall have no felony conviction history. Drivers shall not have more than two (2) moving violations in the past five (5) years and drivers shall have no driving while intoxicated/driving under the influence convictions within the last seven (7) years.

At a minimum, drivers shall be required to: wear an approved uniform of clean and neat appearance, be helpful and courteous, assist participants with transfers, ensure that fares are collected and deposited in the farebox, assist senior and disabled participants, refuse rides to unruly participants, stay on schedule, obey all traffic laws, and enforce all Moorpark Paratransit Rules (Appendix F) (No eating, drinking, loud noise, or animals – other than service animals, permitted in the vehicles). The City may develop additional rules or modify existing rules to which Contractor and Contractor’s employees shall adhere. Within thirty (30) days notification of such additional rules or modification to existing rules, Contractor may dispute rule changes, in writing, to the City Manager. If no dispute is received within thirty (30) days, it shall be understood that Contractor duly accepts the rule changes. Drivers shall not smoke in the vehicles or allow participants to do the same. California Civil Code Section 2186 and California Penal Code Section 640 shall be enforced.

The City’s Senior Dial-A-Ride and ADA Paratransit service is curb-to-curb, which means the participant should meet the vehicle. However, the following procedures have been established to ensure that participants have an opportunity to board vehicles in a timely fashion when building design, weather, or other barriers prevent the participant from meeting the vehicle upon arrival.

- A. The following procedure applies to Senior Centers, medical facilities, Adult Day Health Centers (ADHC) and other similar group facilities:

In the event that a scheduled participant is not ready and waiting at the boarding station upon the vehicle’s arrival, the driver shall:

- Inform the dispatcher of his/her arrival at the facility;
- Indicate that the participant is a “No-Show”. If time permits, the dispatcher shall direct the driver to:
 - secure the vehicle (set parking brake and remove key);
 - walk inside of the lobby/waiting area of the facility and inform the facility staff that the driver is with the Paratransit service and he/she is there to pick-up participant [insert name]. The driver shall return to the vehicle after completing this task; and

- wait approximately four (4) minutes. If the participant does not show, contact dispatch and await further instructions.
- Should the participant not show after the driver has waited the allotted time and all other options have been exhausted, the dispatcher shall direct the driver to continue in service, noting that the participant is a “No-Show”.

B. The following procedure is for private participant residences:

In the event that a scheduled participant is not ready and waiting at the boarding station upon the vehicle’s arrival, the driver shall:

- Secure vehicle (set parking brake);
- Wait approximately four (4) minutes. If the participant does not show, contact dispatch and await further instructions;
- If the schedule does not permit additional waiting time, the dispatcher shall place a telephone call, informing the participant that the vehicle is outside;
- After confirming the vehicle’s arrival with the participant, the dispatcher shall advise the driver that the participant is in route to the vehicle; and
- If no answer is received, the dispatcher shall direct the driver to continue in service, noting that the participant is a “No-show”.

Section 8: Operation Records and Reports

The Contractor shall be required to maintain ridership and operations records for this service as deemed necessary by the City.

The Contractor shall be responsible for submission of monthly service summary reports to the City. These reports, to be submitted by the Contractor, along with the monthly invoice within fifteen (15) business days of the end of each calendar month, shall include, but not be limited to, the following:

- A. Listing of all vehicle breakdowns/roadcalls occurring while in service with a description of the cause and corrective actions taken.
- B. Date, time, and length of time for any service disruptions.
- C. A monthly summary of vehicle miles, vehicle miles since last preventive maintenance inspection, a list of any vehicle repairs made, number and length of time a backup vehicle was used, and vehicle roadcalls.
- D. Total participant counts by demographic category and fare (senior, ADA, Intra, Inter) and date.

- E. Participant counts by payment method (cash, pass, free meal trip, transfer) by date.
- F. Missed or abbreviated route trips, delays or unusual incidents while on duty.

Additionally, the Contractor shall collect, record and report annually other statistical data required under Section 15 of the Federal Transit Act which includes, but is not limited to, participant count by fare, vehicle hours, vehicle miles, vehicle revenue hours, vehicle revenue miles, participants per hour, wheelchair boardings, participant trip denials, and Dial-A-Ride participant “No-shows”.

Section 9: Fares

The Contractor shall collect fares as established by the City. Currently, the fares are (one way):

- Intra City
- (Senior or ADA service): \$1.50 per participant
- City Senior Nutrition trips: \$1.50 suggested donation
- Inter-City ADA trips: \$3.00 per participant (Thousand Oaks/Westlake, Simi Valley – via transfer point)
- \$4.50 per participant (Camarillo, Oak Park, Gold Coast Access, L.A. Access)

Personal Care Attendants (PCAs) do not pay the fare for trips within the City. For Inter-City trips, PCAs must pay the regular ADA fare, which is currently based on the destination. Companions and visitors must pay a fare in accordance with ADA guidelines.

When performing transfer services, the originating operator collects the full fare. For example, if the Contractor is providing a trip from Moorpark to Simi Valley, Moorpark's Contractor will collect the \$3.00 fare and the transfer participant will not pay anything to Simi Valley. Likewise, if Moorpark's Contractor is collecting a transfer participant from Simi Valley, Simi Valley will have collected the \$3.00 fare and Moorpark's Contractor will not collect any fare.

A few ADA participants that attend an ADHC receive vouchers from the ADHC. The Contractor shall keep track of those particular participants' trips and bill the respective ADHC for payment. The participants' fares should be discounted from the City's invoice as if they were paying cash fare.

Section 10: Meetings and Contact Information

The Contractor shall make administrative staff available to attend two (2) meetings per year of the City's Public Works and Transportation Committee. The City shall notify the Contractor, in advance, of any meeting the Contractor is required to attend. Contractor shall provide the City with emergency and after hours contact telephone numbers and

paggers that the City may use, as necessary, to communicate with the Contractor after normal working hours.

Section 11: Radio Communication

The Contractor shall install in all vehicles the necessary communication equipment to allow for communication between the driver and the Contractor's dispatcher.

Section 12: Special Services

From time to time the City may wish to expand the hours or the days of services to the community. With seven (7) days written notice, Contractor shall provide the expanded service using the Contractor's vehicles, at the regular rate.

Section 13: Notification of Service Disruptions

The Contractor shall notify the City, at the first available opportunity, of any vehicle breakdowns or other problems that may cause service disruptions.

Section 14: Invoice Attachments

When submitting invoices, Contractor shall also provide driver sheets for all trips provided, which shall include the following:

<ul style="list-style-type: none">• Driver's name and vehicle ID number• Date• Appointment time• Actual pick-up time• Actual drop-off time• ADA number (if applicable)• Participant name• Inter or Intra trip designation• Pick-up address	<ul style="list-style-type: none">• Destination address• Fare paid/transfer• Odometer at pick-up point• Odometer at drop-off point• Mileage/trip• Total mileage• If a PCA was included• Total trips• Total participants
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**APPENDIX B
PROPOSAL COST FORM AND ADDENDA**

FOR ALL SERVICES DESCRIBED IN THE SCOPE OF SERVICES

In response to the Request for Proposals for Dial-A-Ride Paratransit Services from the City of Moorpark, the undersigned agrees to provide services in accordance with these Documents, which have been carefully examined.

Cost – Dial-A-Ride Paratransit Services.

Year 1 – July 1, 2010 – June 30, 2011

Initial cost, flag drop (base cost per trip)	\$	
Cost per mile	\$	

Year 2 – July 1, 2011 – June 30, 2012

Initial cost, flag drop (base cost per trip)	\$	
Cost per mile	\$	

Year 3 – July 1, 2012 – June 30, 2013

Initial cost, flag drop (base cost per trip)	\$	
Cost per mile	\$	

The undersigned understands that any conditions placed on the items stated above, clarification made to the above, or information submitted on or with this form (other than that requested) shall render the proposal unresponsive. If awarded the Agreement, the undersigned hereby agrees to sign said Agreement and to furnish all necessary certificates.

PROPOSER: _____

CONTACT: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

SIGNATURE: _____ TITLE: _____

**FOR DECREASED DIAL-A-RIDE PARATRANSIT SERVICES
INTRA-CITY TRAVEL ONLY WITH TRANSFERS TO SIMI VALLEY,
THOUSAND OAKS, CAMARILLO AND GOLD COAST TRANSIT**

In response to the Request for Proposals for Dial-A-Ride Paratransit Services from the City of Moorpark, the undersigned agrees to provide services in accordance with these Documents, which have been carefully examined.

Cost – Dial-A-Ride Paratransit Services.

Year 1 – July 1, 2010 – June 30, 2011

Initial cost, flag drop (base cost per trip)	\$	
Cost per mile	\$	

Year 2 – July 1, 2011 – June 30, 2012

Initial cost, flag drop (base cost per trip)	\$	
Cost per mile	\$	

Year 3 – July 1, 2012 – June 30, 2013

Initial cost, flag drop (base cost per trip)	\$	
Cost per mile	\$	

The undersigned understands that any conditions placed on the items stated above, clarification made to the above, or information submitted on or with this form (other than that requested) shall render the proposal unresponsive. If awarded the Agreement, the undersigned hereby agrees to sign said Agreement and to furnish all necessary certificates.

PROPOSER: _____

CONTACT: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

SIGNATURE: _____ TITLE: _____

ADDENDA

Proposer must fill in number and date of all addenda or enter the word "none", if appropriate.

The following addenda are acknowledged and attached:

NO.	DATED	NO.	DATED

**APPENDIX C
PROPOSER REFERENCE FORMS - PARTS I AND II**

PART I

GENERAL INFORMATION:

1. NAME _____

2. Proposer is a: (circle one)

Corporation/Partnership/Association/Sole Proprietorship

3. Proposer's address and Telephone Number:

4. Name, Title, Telephone Number, and Email Address of Proposer's Authorized Representative:

5. Proposer's Credit References: (Include names, addresses, and telephone numbers of at least three references, one of which must be the Proposer's bank)

A. _____

B. _____

C. _____

PART II

Client List for Transportation Services Currently and/or Previously Provided:

1. Client Name: _____

Client Address: _____

Contact Person: _____

Telephone Number: _____

Period of Service: _____

2. Client Name: _____

Client Address: _____

Contact Person: _____

Telephone Number: _____

Period of Service: _____

3. Client Name: _____

Client Address: _____

Contact Person: _____

Telephone Number: _____

Period of Service: _____

**APPENDIX D
VEHICLE IDENTIFICATION FORMS - PARTS I and II**

PART I - VEHICLE INFORMATION

All Proposers shall provide the following information for each type of vehicle the Proposer proposes to use in this project. Proposers must submit photographs of vehicle exteriors and depictions of interior seating configuration, to be attached to this form.

1. Number of Vehicles Provided _____
2. Primary or Backup Vehicle _____
3. Vehicle Type/Model/Manufacturer _____
4. Date of Manufacture _____
5. Passenger Seating Capacity _____
6. Gross Vehicle Weight Rating _____
7. Engine/Transmission Type _____
8. Overall Length _____
9. Exterior Width _____
10. Interior Height _____
11. Aisle Width _____
12. Step Height from Ground _____
13. Destination Signs (Describe Location and Functions):

14. Wheelchair Equipment (Describe Type/Model/Manufacturer and attach photograph):

If any used vehicles are proposed, complete Part II of this form.

APPENDIX D (continued)

PART II - STATEMENT OF CONDITION FOR USED VEHICLES

If used vehicles are proposed by the Contractor for use in this project, this form shall be completed for each type of vehicle so proposed.

1. Number of Vehicles Provided _____

2. Primary or Backup Vehicle _____

3. Vehicle Type/Model/Manufacturer _____

4. Date of Manufacture _____

5. Passenger Seating Capacity _____

6. Gross Vehicle Weight Rating _____

7. Engine/Transmission Type _____

8. Vehicle Length and Exterior Width _____

9. Interior Height and Aisle Width _____

10. Step Height from Ground _____

11. Destination Signs (Describe Location and Functions):

12. Wheelchair Equipment (Describe Type/Model/Manufacturer and attach photograph):

13. Total Accumulated Vehicle Mileage: _____

Date of Odometer Reading: _____

14. Number of Miles and Hours on Engine and Transmission Since Last Overhaul:

15. Tire Condition: (circle one) New Used Recapped

Comments: _____

APPENDIX E
LIST OF SUBCONTRACTORS
(FILE IF APPLICABLE)

Name of Subcontractor

Address/Phone

Items of Work

APPENDIX F

MOORPARK PARATRANSIT RULES

1. No eating, drinking, smoking, loud noise, or animals (other than service animals) are permitted in the vehicles.
2. California Civil Code Section 2186 and California Penal Code Section 640 shall be enforced.

APPENDIX G AGREEMENT

THIS AGREEMENT, made this _____ day of _____ between the City of Moorpark, a municipal corporation, located at 799 Moorpark Avenue, Moorpark, California 93021, hereinafter referred to as "City" and _____ hereinafter referred to as "Contractor".

WITNESSETH

The Parties hereto do agree as follows:

1. Term – The term of this Agreement shall be from the date executed above, and shall continue in effect until the completion of the project on June 30, 2013.

The City shall have the exclusive option to extend this Agreement for up to two (2) additional years, in consecutive one-year increments. The City shall advise Contractor of its intention to continue for an additional period at least ninety (90) days prior to the end of this Agreement.

- 2.1 Incorporation by Reference – Appendix A (Scope of Services), Appendix B (Proposal Cost Form), Appendix C (Proposer Reference Forms), Appendix D (Vehicle Identification Forms), Appendix E (List of Subcontractors), Appendix F (Moorpark Paratransit Rules), Attachment 1 (Insurance Requirements), Attachment 2 (Liquidated Damages), Attachment 3, including Exhibits 1 and 2 (Federal Transit Administration Requirements), Attachment 4 (Labor Code Sections 1070 – 1074), and the City's Request for Proposal are hereby incorporated and made a part of this Agreement.
- 2.2 Order of Precedence – The provisions of this Agreement shall control all Agreement Documents; in the event of any ambiguity or inconsistency, the same shall be resolved by reference first to the language of any written amendments signed by both parties, then to the language of the Agreement, then attachments to the Agreement, then to the language of the City's Request for Proposal.
- 2.3 Entire Agreement – This Agreement contains all of the covenants and agreements between the parties with respect to the rendering of Paratransit services by Contractor to the City, and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever.

Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, not embodied herein, shall be valid or binding and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. This Agreement shall not

be amended in any way except by a writing expressly purported to be such an amendment, signed and acknowledged by both of the parties hereto.

3. Definitions – “Vehicle” or “backup vehicle” shall mean a bus or van designated by the Contractor for use in providing services under this Agreement, including but not limited to a primary vehicle, an additional wheelchair accessible vehicle and a backup or replacement vehicle if needed due to a mechanical breakdown, traffic incident, or any reason whatsoever to provide transportation services under this Agreement. The backup or replacement vehicle shall be equipped with a wheelchair lift and be of the size, capacity, and design specified in Appendix A. All vehicles shall be in a safe and good working order. The City shall have the right to approve the suitability of any vehicle used by the Contractor under this Agreement.

“Boarding Station” shall mean the general location where the driver can legally park his/her vehicle to pick up a participant. Typically, this is in front of a participant’s home or at a designated pick-up location in front of a medical facility or Adult Day Health Center.

4. Compensation – Compensation for services to be performed by the Contractor shall not exceed the per trip and per mile rates submitted in the Contractor’s Cost Proposal Form in Appendix B without additional authorization by the City. Services shall be billed in accordance with Contractor’s proposal as it is accepted by the City. The City shall only pay for services actually rendered. Services rendered shall specifically exclude time for travel to and from the Contractor’s storage facility and downtime for road assistance.

Contractor shall submit to the City a written invoice for services rendered fifteen (15) days following the end of the month for which services were rendered. Invoices shall be accompanied with attachments specified in Appendix A. The City agrees to pay the amount due to the Contractor within thirty-five (35) days following the receipt of said invoice. The above rates to be paid to the Contractor may be adjusted as of the first day of July, 2011 and each July first thereafter, in accordance with the Cost Proposal Form submitted by the Contractor, if the City exercises its option to extend the Agreement and with the City Manager’s prior written consent.

5. Liquidated Damages – The City reserves the right to assess Liquidated Damages as specified in Attachment 2.
6. Federal Transit Administration (FTA) – Contractor shall comply with all FTA Requirements as specified in Attachment 3.
7. City Obligations – City agrees to comply with all reasonable requests of the Contractor relative to, and provide access to all documents reasonably necessary for, the performance of Contractor’s duties under this Agreement. City

shall be responsible for approving all trip routes, time schedules, and fares. City reserves the right to change time schedules.

8. Contractor's Obligations – For and in consideration of the payments and agreements herein before mentioned to be made and performed by City, Contractor agrees with City to provide services as specified and to do everything required by this Agreement, the said Appendixes, Attachments, and Exhibits thereof. Without limiting the generality of the foregoing, Contractor warrants on behalf of itself and all subcontractors engaged for the performance of this Agreement, that only persons authorized to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws, shall be employed in the performance of the work hereunder.
- 8.1 Background Checks – Contractor shall be registered with the Department of Justice as a Human Resources Agency. Contractor shall at a minimum perform background checks on drivers utilizing a vendor such as Live Scan to ensure that drivers with inappropriate backgrounds are not employed to provide services under this Agreement. Drivers shall have no felony conviction history.
9. Licenses and Registrations – At all times during the term of this Agreement, Contractor shall have in full force and effect, all licenses and registrations required of it by law for the performance of the services in this Agreement, including a City Business Registration.
10. Indemnification – Contractor shall indemnify, defend, and hold harmless the City, and its officers, employees, and agents (“indemnitees”), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys’ fees and costs of litigation (“claims”), arising from Contractor’s activities in the performance of the services under this Agreement, excepting only those actions, claims, liabilities, obligations, judgments, or damages arising out of the sole negligence of the City indemnitees. In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding alleging negligent or wrongful conduct on the part of the Contractor:
 - A. The Contractor shall provide a defense to the indemnitees or at the City’s option reimburse the indemnitees their costs of defense, including reasonable attorneys’ fees, incurred in defense of such claims; and
 - B. The Contractor shall promptly pay any final judgment or portion thereof rendered against the indemnitees.
11. Insurance – The Contractor shall maintain prior to the beginning of, and for the duration of this Agreement, insurance coverage as specified in Attachment 1.
12. Independent Contractor – Contractor is and at all times shall remain, as to the City, a wholly independent Contractor. Contractor shall not, at any time or in any

manner, represent that he is an officer, employee or agent of the City. Contractor shall comply with all applicable provisions of the Workers' Compensation Insurance and Safety Acts and Labor Code of the State of California.

13. Amendments – Any amendment, modification, or variation from the terms of this Agreement shall be in writing and shall be effective only upon approval by the City Manager.
14. Termination and Suspension – This Agreement, or portions thereof, may be terminated, canceled or suspended in any one of the following manners:
 - 1) By mutual written agreement of the parties.
 - 2) Upon ten (10) days written notice by City or thirty (30) days written notice by Contractor, with or without cause.
 - 3) If in the sole subjective judgment of City at any time or times after the commencement of the term of this Agreement, Contractor fails to perform the services required to be provided in accordance with the terms hereof, or fails to comply with any of the requirements and terms of this Agreement the City, upon at least seventy-two (72) hours written notice to Contractor, and without prejudice to any other remedies the City may have, may terminate Contractor's services and any obligations the City may otherwise have under this Agreement. The written notice shall instruct Contractor to cease its services as of a specified day, and City shall have no further obligation to pay for services tendered or otherwise after such date.
 - 4) If in the sole subjective judgment of City at any time or times after the commencement of the term of this Agreement Contractor fails to maintain in force throughout the term of this Agreement, including any extensions thereof, the insurance coverage required herein, or Contractor effects any willful acts or omissions that endanger the public health and safety, the City may immediately, without prior notification, and without prejudice to any other remedies the City may have, suspend Contractor's services and any obligations the City may otherwise have under this Agreement. Upon receiving written notice of immediate suspension, Contractor shall have up to fourteen (14) days to cure or remedy cause for suspension; however the City may, at the City's sole discretion, terminate this Agreement within the suspension period. Should the Contractor cure or remedy the cause for suspension, and the cure or remedy is accepted, in writing, by the City, Contractor may resume services.
15. Ownership of Reports and Data – At the time of 1) termination of this Agreement or 2) conclusion of all work, all electronic and/or paper copies of the list(s) of passengers and subscription services (all passenger information, pick-up times, trip origins and destinations), vehicle maintenance records, incident reports or other summaries of customer complaints, original reports, documents, calculations, computer files, notes, and other related materials whether prepared

by Contractor or its subcontractor(s) or obtained in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of City. Any word processing computer files provided to City shall use Microsoft Word for Windows software.

16. Assignment – Contractor shall not assign this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City Manager. Only qualified Contractor employees, as described in the Scope of Services (Appendix A), shall perform driver services provided for in this Agreement.
17. Attorneys' Fees – If any action at law or suit in equity, including an action for declaratory relief, is brought to enforce or interpret any provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, court costs, and necessary disbursements, in addition to any other relief to which it may be entitled.
18. Non-Discrimination – In the performance of the terms of this Agreement, the Contractor agrees that it shall not engage in, nor permit such subcontractors as it may retain to engage in, discrimination in employment of persons because of age, race, color, creed, sex, sexual orientation, national origin or ancestry, religion, or marital status of such person(s). Violation of this provision may result in the imposition of penalties referred to in the Labor Code of the State of California Section 1735.
19. Venue – This Agreement is made, entered into, and executed in Moorpark, Ventura County, California, and any action filed in any court of law for arbitration of the interpretation, enforcement and/or otherwise of the terms, covenants and conditions referred to herein shall be filed in an applicable court in Ventura County, California.
20. Non-Exclusive Agreement – The City reserves the right to contract with other firms during the Agreement term or to issue multiple agreements for individual aspects of the project as may be deemed in the best interests of the City.
21. Public Domain – All products used or developed in the execution of this Agreement shall remain in the public domain at the completion of the Agreement.
22. Audit – City shall have the option of inspecting and/or auditing all records and other written materials used by Contractor in preparing its statements to City as a condition precedent to any payment to Contractor.
23. Interpretation of Agreement – Should interpretation of this Agreement, or any portion thereof be necessary, it is deemed that this Agreement was prepared by the parties jointly and equally, and shall not be interpreted against either party on the grounds that the party prepared the Agreement or caused it to be prepared.

- 24. Waiver of Agreement – No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.
- 25. Captions and Headings – The captions and headings of the various Articles and Paragraphs of this Agreement are for convenience and identification only and shall not be deemed to limit or define the content of the respective Articles and Paragraphs hereof.
- 26. Notice – Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by 1) personal service, 2) delivery by a reputable document delivery service, which provides a receipt showing date and time of delivery, or 3) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

City: Steven Kueny
 City of Moorpark
 799 Moorpark Avenue
 Moorpark, CA 93021

Contractor:

- 27. Authority to Execute Agreement – Both City and Contractor do covenant that each individual executing this Agreement on behalf of each party is a person duly authorized and empowered to execute agreements for such party.
- 28. Responsible Individuals – The individual directly responsible for Contractor's overall performance of the Agreement provisions above set forth and to serve as principal liaison between Contractor and City shall be _____, or designee.

The City Manager, or his designee, shall represent the City in all matters pertaining to the administration of this Agreement, and review and approval of all work to be performed by the Contractor pursuant to this Agreement. The City Manager is authorized to act on City's behalf to execute all necessary documents that increase the Scope of Services or change Contractor's compensation.

- 29. Conflicts of Interest – Contractor agrees not to work for any private firm located within the City limits or its Area of Interest, or for any public agency where its jurisdiction includes all or part of the City without the prior written consent of the City, during the term of this Agreement. Further, Contractor agrees to limit its actions related to economic interest and potential or real conflicts of interest as

such as defined by applicable State law to the same standards and requirements for designated City employees.

- 30. Labor Code Sections 1070 – 1074 – California Labor Code Sections 1070 – 1074 apply to the Contractor (Attachment 4).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF MOORPARK

Steven Kueny, City Manager

Date: _____

ATTEST

Deborah S. Traffenstedt, City Clerk

CONTRACTOR

Name, Title

Date: _____

ATTACHMENT 1 INSURANCE REQUIREMENTS

Prior to the beginning of and throughout the duration of Work, Contractor will maintain insurance in conformance with the requirements set forth below. Contractor will use existing coverage to comply with these requirements. If that existing coverage does not meet requirements set forth here, Contractor agrees to amend, supplement or endorse the existing coverage to do so. Contractor acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to the City in excess of the limits and coverage required in this Agreement and which is applicable to a given loss, will be available to the City.

Contractor shall provide the following types and amounts of insurance:

Commercial General Liability Insurance using Insurance Services Office (ISO) "Commercial General Liability" policy form CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than \$5,000,000 per occurrence for all covered losses and no less than \$10,000,000 general aggregate.

Business Auto Coverage on ISO Business Auto Coverage form CA 00 01 including symbol 1 (Any Auto) or the exact equivalent. Limits are subject to review, but in no event to be less than \$5,000,000 per accident. If Contractor owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Contractor or Contractor's employees will use personal autos in any way on this project, Contractor shall provide evidence of personal auto liability for each such person.

Workers' Compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident or disease.

Excess or Umbrella Liability Insurance (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. Policy shall contain a provision obligating insurer at the time insured's liability is determined, not requiring actual payment by the insured first. There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to the City for injury to employees of Contractor, subcontractors or others involved in the Work. The scope of coverage provided is subject to approval by the City following receipt of proof of insurance as required herein. Limits are subject to review but in no event less than \$10,000,000 aggregate.

Insurance procured pursuant to these requirements shall be written by insurers that are admitted carriers in the State of California and with an A.M. Bests rating of A- or better and a minimum financial size of VII.

General conditions pertaining to provision of insurance coverage by Contractor. Contractor and the City agree to the following with respect to insurance provided by Contractor:

1. Contractor agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds the City, its officials, employees and agents, using standard ISO endorsement CG 2010 with an edition prior to 1992. Contractor also agrees to require all contractors and subcontractors to do likewise.
2. No liability insurance coverage provided to comply with this Agreement shall prohibit Contractor, or Contractor's employees, or agents, from waiving the right to subrogation prior to a loss. Contractor agrees to waive subrogation rights against the City regardless of the applicability of any insurance proceeds, and to require all contractors and subcontractors to do likewise.
3. All insurance coverage and limits provided by Contractor and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the City or its operation limits the application of such insurance coverage.
4. None of the coverages required herein will be in compliance with these requirements if they include limiting endorsement of any kind that has not been first submitted to the City and approved in writing.
5. No liability policy shall contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured or of any contractor or subcontractor.
6. All coverage types and limits required are subject to approval, modification and additional requirements by the City, as the need arises. Contractor shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period, types of insurance, limits of insurance, or indemnity) that may affect the City's protection without the City's prior written consent.
7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Contractor's general liability policy, shall be delivered to City at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled

or reduced at any time and no replacement or supplemental coverage is provided, the City has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other Agreement and to pay the premium. Any premium so paid by the City shall be charged to and promptly paid by Contractor or deducted from sums due Contractor, at the City's option.

8. Certificate(s) are to reflect that the insurer will provide 30 days notice to the City of any reduction or cancellation of coverage. Contractor agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will "endeavor" (as opposed to being required) to comply with the requirements of the certificate.
9. It is acknowledged by the parties of this Agreement that all insurance coverage required to be provided by Contractor or any subcontractor, is intended to apply first and on a primary, non-contributing basis in relation to any other insurance or self insurance available to the City.
10. Contractor agrees to ensure that subcontractors, and any other party involved with the Work who is brought onto or involved in the Work by Contractor, provide the same minimum insurance required of Contractor. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Contractor agrees that upon request, all agreements with subcontractors and others engaged in the Work will be submitted to the City for review.
11. Contractor agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any contractor, subcontractor, Architect, Engineer, or other entity or person in any way involved in the performance of Work contemplated by this Agreement to self-insure its obligations to the City. If Contractor's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the City. At that time, the City shall review options with the Contractor, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions.
12. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving the Contractor 90 days advance written notice of such change. If such change results in substantial additional cost to the Contractor, the City will negotiate additional compensation proportional to the increased benefit to the City.
13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any

steps that can be deemed to be in furtherance of or towards performance of this Agreement.

14. Contractor acknowledges and agrees that any actual or alleged failure on the part of the City to inform Contractor of non-compliance with an insurance requirement in no way imposes any additional obligations to the City nor does it waive any rights hereunder in this or any other regard.
15. Contractor will renew the required coverage annually as long as the City, or its employees or agents face an exposure from operations of any type pursuant to this Agreement. This obligation applies whether or not the Agreement is canceled or terminated for any reason. Termination of this obligation is not effective until the City executes a written statement to that effect.
16. Contractor shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Contractor's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to the City within five days of the expiration of coverage.
17. The provisions of any Workers' Compensation or similar act will not limit the obligations of Contractor under this Agreement. Contractor expressly agrees not to use any statutory immunity defenses under such laws with respect to the City, its employees, officials and agents.
18. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue, and is not intended by any party or insured to be limiting or all-inclusive.
19. These insurance requirements are intended to be separate and distinct from any other provision in this Agreement and are intended by the parties here to be interpreted as such.
20. The requirements in this section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts or impairs the provisions of this section.
21. Contractor agrees to be responsible for ensuring that no contract used by any party involved in any way with the Work reserves the right to charge the City or Contractor for the cost of additional insurance coverage required by this

Agreement. Any such provisions are to be deleted with reference to the City. It is not the intent of the City to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against the City for payment of premiums or other amounts with respect thereto.

22. Contractor agrees to provide immediate notice to City of any claim or loss against Contractor arising out of the work performed under this Agreement. The City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve the City.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

(If no entry appears above information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

**ATTACHMENT 2
LIQUIDATED DAMAGES**

Contractor shall operate strictly according to the most current schedule provided by City and to a reasonable on-time performance standard except where service is interrupted for those reasons stated hereinafter. Service shall be provided as scheduled or according to any adjusted schedule established by City, including trip route modifications if required.

Contractor shall strive at all times to provide service in a manner that shall ensure responsive service to participants, while at the same time maximize service reliability and safety. In order to identify key areas of concern to the City, various performance standards are described below for which liquidated damage fines may be assessed when service falls below the standard.

It is agreed any breach of this Agreement by Contractor could result in substantial damages and injury to the public and City in amounts which are difficult to ascertain with specificity at this time. Therefore, certain dollar amounts are established here for the identified standards. Liquidated damages shall be waived if service disruption was the result of a manufacturer defect.

Measure	Standard	Penalty
Service start-up	Service will commence August 1, 2010.	\$200 every calendar day service is delayed due to the Contractor.
Service failure	Service shall be provided at all times during the term of this Agreement, except where noted.	\$200 every calendar day Contractor fails to provide service.
Driver appearance	Driver in City-approved uniform.	\$75 per occurrence of failing to be in proper uniform.
Replacement of key management staff	Replacement of the assigned project manager.	\$500 if project manager is replaced, without 30-day prior written notice to the City.
Submission of monthly reports	Reports received by 15 th of the following month.	Payment withheld until reports received.
Safety	Satisfactory California Highway Patrol Vehicle and Terminal Inspection of Contractor provided vehicles and facility.	\$200 for each vehicle that fails inspection per occurrence.
Complaints	The incidence of City-verified service complaints shall be no greater than three (3) per calendar month.	Should verifiable service complaints exceed 3 per month, \$75 per month.

Measure	Standard	Penalty
Reservation on-time performance	15 minutes before and up to 15 minutes after the scheduled pick-up time.	If more than 10% of trips during a quarter are late, \$75 per quarter.
Missed trips	More than 60 minutes late or failure to pick-up.	\$75 per occurrence.
Vehicle breakdowns and availability of backup vehicles	Breakdown shall not exceed 5% of the total trips scheduled during each quarter.	\$200 if breakdowns exceed 5% of total trips scheduled in a quarter.
	Backup vehicle shall be available at all times.	\$75 per day when a backup vehicle is not available.
Unqualified driver	Driver without appropriate training. Driver without cleared background check. Driver is not Contractor's employee.	\$1,000 per day, per occurrence.

The Contractor agrees that any of the above defaults shall result in damage and injury to the City. Additional verifiable complaints against the Contractor may occur that are not listed above. The City may, at its sole option, notwithstanding other rights and remedies, assess the Contractor with liquidated damages at the hourly rate of \$200.00 per hour and the same rate for each fraction of an hour rounding up to the nearest quarter hour, to compensate the City for staff time spent investigating the complaint until time that complaint is remedied. Said assessment shall be deducted from any payments due or to become due to Contractor under the terms of the Agreement. No payment by City shall be construed as a waiver of City's right to deduct the assessment and the assessment may be deducted from any subsequent payment.

Force Majeure: Contractor shall be excused from performance as described above during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, war, riot, civil disturbance, vandalism, terrorism, epidemic, quarantine, strike, lockout, labor dispute, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of equipment, materials, products, plants, or facilities of government, or any other occurrences or circumstances which are beyond the control of the Contractor. Contractor shall maintain on-time performance in accordance with federal Paratransit standards. City reserves the right to monitor on-time performance.

**ATTACHMENT 3
FEDERAL TRANSIT ADMINISTRATION (FTA) REQUIREMENTS
(EXCERPT AS OF MAY 2010)**

1. Medical/Drug/Alcohol Testing

The Contractor shall require pre-employment medical examinations, including drug testing, for all prospective drivers and other safety sensitive employees of the Contractor. In addition, for any prospective employee who held prior safety-sensitive positions for another United States Department of Transportation (USDOT)-funded employer, the Contractor shall, after obtaining the required permission, check with those previous employers for any prior positive test results. Additionally, the Contractor must have an anti-drug program established for employees under the Congressionally Mandated Drug-Free Workplace Act.

The Contractor shall comply with the Congressionally Mandated Drug-Free Workplace Act of 1988, the Omnibus Transportation Employee Testing Act of 1991, and 49 Code of Federal Regulations (CFR) Parts 653 and 654, superseded by Part 655 in 2002, regarding Drug and Alcohol Testing, and the FTA Drug and Alcohol testing requirements. The required testing includes pre-employment testing, testing after an accident, testing when there is reasonable suspicion, random testing, and testing before returning to duty to perform sensitive safety functions after a positive drug test.

2. Audit and Inspection

The Contractor shall permit the authorized representatives of the City, the Ventura County Transportation Commission (VCTC), the USDOT and the Controller General of the United States to inspect and audit all data and records of the Contractor relating to its performance under this Agreement.

The Contractor also shall maintain all required records relating to this project for at least three (3) years after the City makes final payment and all other pending matters are closed.

3. Disadvantaged Business Enterprise (DBE)

A DBE is a business owned and controlled by one or more socially and economically disadvantaged individuals. For the purpose of definition, DBE means an enterprise with control by an individual or individuals who is/are Female, Black American, Hispanic American, Asian Pacific American, Asian Indian American or Native American, and other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to Section 8(a) of the Small Business Act, as further described in FTA Circular C4716.1A, incorporated into 49 CFR Part 26.

Owned and controlled means a business which is: (1) A sole proprietorship legitimately owned by a socially and economically disadvantaged individual; (2) A partnership or

joint venture controlled by socially and economically disadvantaged individuals, and in which at least fifty-one percent (51%) of the beneficial ownership interests legitimately are held by socially and economically disadvantaged individuals; or (3) A corporation or other entity controlled by socially and economically disadvantaged individuals, in which at least fifty-one percent (51%) of the voting interests legitimately are held by socially and economically disadvantaged individuals.

In connection with the performance of this Agreement, the Contractor shall cooperate with the VCTC in meeting commitments and goals with regard to the maximum utilization of DBE and will use its best efforts to ensure that DBE shall have the maximum practicable opportunity to compete for subcontract work under this Agreement. Contractor shall submit with proposal certification of the actual percentage of DBE utilization for this project.

4. Clean Water

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 United States Code (USC) Sections 1251 et seq. The Contractor agrees to report each violation to the City and understands and agrees that the City shall, in turn, report each violation as required to assure notification to FTA and the appropriate Environmental Protection Agency (EPA) Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance by FTA.

5. Equal Employment Opportunity

In connection with the execution of this Agreement, the Contractor shall not discriminate against any employee or applicant for employment because of age, religion, color, sex, sexual orientation, national origin, marital status, or any disability not limiting the ability of the person to perform the job contemplated. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their age, race, religion, color, sex, sexual orientation, national origin, marital status, or any disability not limiting the ability of the person to perform the job contemplated. Such actions shall include, but not be limited to the following: Employment, up-grading, demotion, or transfer; recruitment, or recruitment advertising; layoff, or termination; rates of pay, or other forms of compensation; and selection for training, including apprenticeship. Such shall be in compliance with Executive Order 11246 amended by Executive Order 11375 and amended by Executive Order 11478 and as supplemented in United States Department of Labor (USDOL) regulations 41 CFR Part 60.

In connection with the execution of this Agreement, the Contractor shall comply with all aspects of the Federal Immigration and Naturalization Act of 1986.

6. Conservation

The Contractor shall recognize mandatory standards and policies relating to energy efficiency that are contained in the State energy conservation plan issued in compliance with the Federal Energy Policy and Conservation Act 42 USC, Sections 6321 et seq.

7. Debarred Proposers

The Contractor, including any of its officers or holders of a controlling interest, is obligated to inform the City by certificate whether or not it is or has been on any list maintained by the United States Government as a Contractor who has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any Federal contracts. Should the Contractor be included on such a list during the performance of this project, it shall so inform the City. Certificate pursuant to this provision is included with Agreement as Exhibit 1.

8. Clean Air

The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 USC Sections 7401 et seq. The Contractor agrees to report each violation to the City and understands and agrees that the City shall, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

9. Title VI of the Civil Rights Act of 1964

During the performance of this Agreement, the Contractor, for itself, its assignees and successors in interest agrees as follows:

- A. Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the USDOT 49 CFR, Part 21, as they may be amended from time to time, (Regulations), which are herein incorporated by reference and made a part of this Agreement.
- B. Nondiscrimination:** The Contractor, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Part 21.5 of the Regulations, including employment practices when the contract covers a program set forth in the Regulations. The proposal should include a statement by the Contractor certifying its compliance with the Regulations.

- C. **Solicitations for Subcontractors, Including Procurement of Materials and Equipment**: In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Agreement and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
- D. **Information and Reports**: The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City or the FTA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the City or the FTA as appropriate, and shall set forth what efforts it has made to obtain the information.
- E. **Sanctions for Noncompliance**: In the event of the Contractor's noncompliance with nondiscrimination provisions of this Agreement, the City shall impose sanctions as it or the FTA may determine to be appropriate, including, but not limited to:
1. withholding of payments to the Contractor under the Agreement until the Contractor complies; and/or
 2. cancellation, termination, or suspension of the Agreement, in whole or in part.
- F. **Incorporation of Provisions**: The Contractor shall include the provisions of paragraphs "A" through "E" in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

10. Contract Work Hours and Safety Standards Act (CWHSSA)

The CWHSSA, 40 USC Sections 327-333 applies to all agreements over \$100,000 that may require or involve laborers or mechanics. The CWHSSA requires that laborers or mechanics cannot be required, or permitted, to work more than forty (40) hours in any workweek unless paid overtime at not less than one and one-half (1.5) times the basic rate of pay.

11. No Obligation by the Federal Government

The City and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Agreement, absent the express written consent by the Federal Government, the Federal Government is not a party to this Agreement and shall not be subject to any obligations

or liabilities to the City, Contractor, or any other party (whether or not a party to that Agreement) pertaining to any matter resulting from the underlying Agreement.

The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

12. Program Fraud and False or Fraudulent Statements or Related Acts

The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC Sections 3801 *et seq.* and USDOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Agreement. Upon execution of the underlying Agreement, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Agreement or the FTA assisted project for which this Agreement work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 USC Section 5307, the Federal Government reserves the right to impose the penalties of 18 USC Section 1001 and 49 USC Section 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

13. Lobbying

Contractor shall file the certification required by 49 CFR Part 20, "New Restrictions on Lobbying," provided in Exhibit 2. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC Section 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts

on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 USC Section 1352. Such disclosures are forwarded from tier to tier up to the recipient.

14. Incorporation of FTA Terms

The provisions in Attachment 3 include, in part, certain Standard Terms and Conditions required by the USDOT, whether or not expressly set forth in the preceding provisions. All contractual provisions required by USDOT, as set forth in FTA Circular 4220.1F, dated November 1, 2008, as it may be amended from time to time, are hereby incorporated in this Agreement reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act or refuse to comply with any requests of the City which would cause the City to be in violation of the FTA terms and conditions.

15. Contracts Involving Federal Privacy Act Requirements

The following requirements apply to the Contractor and its employees that administer any system of records on behalf of the Federal Government under any contract:

- (A) The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 USC Section 552(a). Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying Agreement.
- (B) The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.
- (C) The Contractor agrees to comply with applicable transit employee protective requirements as follows:
 - (1) General Transit Employee Protective Requirements - To the extent that FTA determines that transit operations are involved, the Contractor agrees to carry out the transit operations work on the underlying contract in compliance with terms and conditions determined by the U.S. Secretary of Labor to be fair and equitable to protect the interests of employees employed under this Agreement and to meet the employee protective requirements of 49 USC Section 5333(b), and USDOL guidelines at 29 CFR Part 215, and any agreements thereto. These terms and conditions

are identified in the letter of certification from the USDOL to FTA applicable to the FTA recipient's project from which Federal assistance is provided to support work on the underlying contract. The Contractor agrees to carry out that work in compliance with the conditions stated in that USDOL letter. The requirements of this subsection, however, do not apply to any contract financed with Federal assistance provided by FTA either for projects for elderly individuals and individuals with disabilities authorized by 49 USC Section 5310(a)(2), or for projects for non-urbanized areas authorized by 49 USC Section 5311.

- (D) The Contractor also agrees to include any applicable requirements in each subcontract involving transit operations financed in whole or in part with Federal assistance provided by FTA.

16. FEDERAL CHANGES

The Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the grant agreements between the VCTC and FTA, as they may be amended or promulgated from time to time during the term of this Agreement. Failure by the Contractor to so comply shall constitute a material breach of this Agreement. In the event any such changes significantly affect the cost or the schedule to perform the work, the Contractor shall be entitled to submit a claim for an equitable adjustment under the applicable provisions of this Agreement.

**EXHIBIT 2
LOBBYING CERTIFICATION**

As required by USDOT regulations, "New Restrictions on Lobbying," at 49 CFR Part 20.110, I certify to the best of my knowledge and belief that for each application for Federal assistance exceeding \$100,000: (1) No Federal appropriated funds have been or will be paid, by or on behalf of _____, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress pertaining to the award of any Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal assistance agreement; and (2) If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application to FTA for Federal assistance, I assure that Standard Form-LLL, "Disclosure Form to Report Lobbying," would be submitted and would include all information required by the form's instructions.

I understand that this certification is a material representation of fact upon which reliance is placed and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 USC Section 1352. I also understand that any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Signature of Contractor's Authorized Official

Date

Typed Name and Title of Contractor's Authorized Official

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 USC Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below the agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington D.C. 20503.

**Disclosure of Lobbying Activities
Continuation Sheet**

Reporting Entity: _____ Page ____ of ____

**ATTACHMENT 4
LABOR CODE SECTIONS 1070 – 1074
(EXCERPT AS OF MAY 2010)**

1070. The Legislature finds and declares all of the following:

a) That when public transit agencies award contracts to operate bus and rail services to a new contractor, qualified employees of the prior contractor who are not reemployed by the successor contractor face significant economic dislocation as a result.

b) That those displaced employees rely unnecessarily upon the unemployment insurance system, public social services, and health programs, increasing costs to these vital government programs and placing a significant burden upon both the government and the taxpayers.

c) That it serves an important social purpose to establish incentives for contractors who bid public transit services contracts to retain qualified employees of the prior contractor to perform the same or similar work.

1071. The following definitions apply through this chapter:

a) "Awarding authority" means any local government agency, including any city, county, special district, transit district, joint powers authority, or nonprofit corporation that awards or otherwise enters into contracts for public transit services performed within the State of California.

b) "Bidder" means any person who submits a bid to an awarding agency for a public transit service contract or subcontract.

c) "Contractor" means any person who enters into a public transit service contract with an awarding authority.

d) "Employee" means any person who works for a contractor or subcontractor under a contract. "Employee" does not include an executive, administrative, or professional employee exempt from the payment of overtime compensation within the meaning of subdivision (a) of Section 515 or any person who is not an "employee" as defined under Section 2(3) of the National Labor Relations Act (29 USC Section 152(3)).

e) "Person" means any individual, proprietorship, partnership, joint venture, corporation, limited liability company, trust, association, or other entity that may employ individuals or enter into contracts.

f) "Public transit services" means the provision of passenger transportation services to the general public, including paratransit service.

g) "Service contract" means any contract the principal purpose of which is to provide public transit services through the use of service employees.

h) "Subcontractor" means any person who is not an employee who enters into a contract with a contractor to assist the contractor in performing a service contract.

1072.

a) A bidder shall declare as part of the bid for a service contract whether or not he or she will retain the employees of the prior contractor or subcontractor for a period of not less than 90 days.

b) An awarding authority letting a service contract out to bid shall give a 10 percent preference to any bidder who agrees to retain the employees of the prior contractor or subcontractor pursuant to subdivision (a).

c)(1) If the awarding authority announces that it intends to let a service contract out to bid, the existing service contractor, within a reasonable time, shall provide to the awarding authority the number of employees who are performing services under the service contract and the wage rates, benefits, and job classifications of those employees. In addition, the existing service contractor shall make this information available to any entity that the awarding authority has identified as a bona fide bidder. If the successor service contract is awarded to a new contractor, the existing contractor shall provide the names, addresses, dates of hire, wages, benefit levels, and job classifications of the employees to the successor contractor. The duties imposed by this subdivision shall be contained in all service contracts.

2) A successor contractor or subcontractor who agrees to retain employees pursuant to subdivision (a) shall retain employees who have been employed by the prior contractor or subcontractors, except for reasonable and substantiated cause. That cause is limited to the particular employee's performance or conduct while working under the prior contract or the employee's failure of any controlled substances and alcohol test, physical examination, criminal background check required by law as a condition of employment, or other standard hiring qualification lawfully required by the successor contractor or subcontractor.

3) The successor contractor or subcontractor shall make a written offer of employment to each employee to be rehired. That offer shall state the time within which the employee must accept that offer, but in no case less than 10 days. Nothing in this section requires the successor contractor or subcontractor to pay the same wages or offer the same benefits provided by the prior contractor or subcontractor.

4) If, at any time, the successor contractor or subcontractor determines that fewer employees are required than were required under the prior contract or subcontract, he or she shall retain qualified employees by seniority within the job classification. In determining those employees who are qualified, the successor contractor or subcontractor may require an employee to possess any license that is required by law to operate the equipment that the employee will operate as an employee of the successor contractor or subcontractor.

1073.

a) An employee who was not offered employment or who has been discharged in violation of this chapter, or his or her agent, may bring an action against the successor contractor or subcontractor in any superior court having jurisdiction over the successor contractor or subcontractor. Upon finding a violation of this chapter, the court shall order reinstatement to employment with the successor contractor or subcontractor and award backpay, including the value of benefits, for each day of violation. A violation of this chapter continues for each day that the successor contractor or subcontractor fails to employ the employee, within the period agreed to pursuant to Section 1072.

b) The court may preliminarily or permanently enjoin the continued violation of this chapter.

c) If the employee prevails in an action brought under this chapter, the court shall award the employee reasonable attorney's fees and costs as part of the costs recoverable.

1074.

a) Upon its own motion or upon the request of any member of the public, an awarding authority may terminate any service contract made pursuant to Section 1072 if both of the following occur:

1) The contractor or subcontractor has substantially breached the contract.

2) The awarding authority holds a public hearing within 30 days of the receipt of the request or its announcement of its intention to terminate.

b) A contractor or subcontractor terminated pursuant to subdivision a) shall be ineligible to bid on or be awarded a service contract or subcontract with that awarding authority for a period of not less than one year and not more than three years, to be determined by the awarding authority.